

## 2018 APR Calendar

- Aug. 31 Deadline for departments to have FY 2019 DOE completed in the Effort Planning System.
- Sept. 7 Deadline for chairs to let the associate dean know the names of faculty members who are leaving UK near or before June 30, 2019 and therefore do not need an APR. Note that faculty members who do not undergo an APR are not included in any raise pools.
- Sept. 14 DOE data will be loaded into the On-Line Faculty Evaluation System using a weighted average:  
January 1, 2017-June 30, 2017 (FY '17) x .5  
July 1, 2017-June 30, 2018 (FY '18) x 1  
July 1, 2018-December 31, 2018 (FY '19) x .5
- Oct. 12 Deadline for faculty members to enter their CV data into Digital Measures. Faculty members should preview their CVs prior to this date to ensure they look the way they need to.
- Oct. 16-19 Faculty may review their CVs as uploaded to the APR system and contact the Office of Faculty Resources, Planning and Assessment if there is a problem that needs to be corrected.
- Oct. 18 By this date, chairs let Megan Lucy know if they prefer a zipped file that contains all departmental CVs, TPs, self-evals, and a spreadsheet of DOEs. Chairs will then be able to send the zipped file to Faculty APR Review Committee members, attached to email. Chairs will receive this file by October 26.  
*or*  
By this date, send Megan Lucy the names of faculty that should have access to the APR system from Oct. 22-Nov. 16. These faculty members will be able to view the CV, teaching portfolio, and optional self-evaluation for all departmental faculty. They will not be able to modify any of their information during this period.
- Sept. 24- Oct. 19 (Some department chairs might choose an earlier deadline.) Using the On-line Faculty Evaluation System, <http://www.ca.uky.edu/facultyapr>, faculty members will:
- up-load a reflective statement as a PDF document
  - up-load Teaching Portfolio as a PDF document, teaching faculty only. Faculty members should be sure to include their names on the teaching portfolios.
  - complete the optional self-evaluation

- faculty may resubmit their documents as many times as needed. The last uploaded version is the only version that will appear.

Oct. 22 -Nov. 16	Chairs follow departmental procedures for APR reviews using the On-line Faculty Evaluation System. Chairs complete reviews and enter ratings. Contact the Office of Faculty Resources, Planning and Assessment if there is a problem that needs to be corrected.
Nov. 22- Dec. 6	Dean and associate deans review APRs.
Dec. 3	Deadline for chairs to identify any new faculty hired from Sept. 15-December 31, 2018. New faculty members who joined the college after September 15 will not have the ability to use Digital Measures in time for their performance reviews. These faculty members should work in consultation with their department chairs and submit a CV of achievements during their time at UK so that they may be evaluated and eligible for merit increases should those be available.
Dec. 3-14	The dean and associate deans meet to review APRs and rate each evaluation
Dec. 19	Chairs print preliminary APR documents that include deans' ratings and scores
<b>2019</b>	
Jan. 2-11	Chairs meet with deans to discuss ratings and scores
Jan. 14	Chairs print completed one-page APR forms and discuss with faculty members for signature
Feb. 8	Review meetings between chairs and faculty completed. Provide each faculty member with a copy and retain a copy in the departmental file. Print and send signed, one-page final evaluation form to Megan Lucy, L-104 Ag N, 0091, by March 2. Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.
Feb. 15	Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
March 1	Deadline for a faculty member to request a formal appeal at the college level
March 1	Submit signed, final one-page evaluation form to Megan Lucy, L-104 Ag N, to be filed in SPFs. Chairs provide each faculty member with a copy and retain copy in departmental file.
March 22	Appeals at the college level completed and chairs receive revised forms as needed

April 12

Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact Sandra Bastin for submission information, with lead time prior to April 13, please.)