

**Faculty Annual Performance Review Calendar 2021**  
(Reviews cover the period of 2020-2021)

<b>October 1</b>	All revisions and instructions for 2021-2022 review cycle are finalized and published
<b>October-December</b>	Digital Measures and APR System Trainings and help sessions
<b>Oct. 25</b>	Chairs receive preliminary list of faculty who will be evaluated.
<b>Nov. 1</b>	DOE data will be loaded into the On-Line Faculty Evaluation System using a weighted average:  January 1, 2019-June 30, 2019 (FY '19) x .5 July 1, 2019-June 30, 2020 (FY '18) x 1 July 1, 2020-December 31, 2020 (FY '19) x .5
<b>Dec. 22, 8am ET</b>	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.
<b>Jan. 5- Jan. 10</b>	Faculty may review their CVs as uploaded to the APR system and email Megan Lucy if there is a problem that needs to be corrected.
<b>Nov. 1- Jan. 10 (8 am ET)</b>	(Some department chairs might choose an earlier deadline.) Using the On-line Faculty Evaluation System, <a href="http://www.ca.uky.edu/facultyapr">http://www.ca.uky.edu/facultyapr</a> , faculty members will: <ul style="list-style-type: none"> <li>• up-load a narrative statement as a .pdf document</li> <li>• up-load Teaching Portfolio document as a PDF, teaching faculty only. Faculty members should be sure to include their names on the teaching portfolios.</li> <li>• complete the optional self-evaluation</li> <li>• faculty may resubmit their documents as many times as needed. The last uploaded version is the only version that will appear.</li> </ul>
<b>Jan. 10 -Jan 31 (8am ET)</b>	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.
<b>Feb 1- Feb 18</b>	Dean and associate deans review APRs.
<b>Feb 21</b>	Chairs print preliminary APR documents that include deans' ratings and scores.
<b>Feb 21-25</b>	Chairs meet with deans to discuss ratings and scores.
<b>Feb 21- April 1</b>	Chairs print completed one-page APR forms and discuss with faculty members.
<b>April 4</b>	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, at <a href="mailto:megan.lucy@uky.edu">megan.lucy@uky.edu</a> Electronic signatures are fine. Scanned copies are fine as long as the originals are retained in the departmental office.
<b>April 4</b>	Deadline for faculty member to request conference with the Dean and associate deans if he/she disagrees with ratings
<b>April 18</b>	Deadline for a faculty member to request a formal appeal at the college level
<b>April 18</b>	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.
<b>April 25</b>	Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact Brian Lee for submission information, with lead time prior to May 31, please.)