

2022 CAFE Guidelines
for Faculty Annual Performance Reviews (APRs)
Narrative Statement

Length: Three page maximum

Format: Single space, 11-point font that is generally easy to read on a screen (Calibri).

Period: The APR is an opportunity to highlight a two-year calendar review period from January 1 to December 31.

The narrative statement is a faculty member's opportunity to elaborate about their program foci or emphases, explaining scholarly activities and accomplishments in the areas of instruction, research, or Extension/service, as determined by the individual faculty member's effort planning percentages. Please articulate your approach and how your scholarly activity contributes to the success of the department, college, university, and profession. Please do not simply list what you have already listed on the enhanced CV. The narrative should put in context, explain impact, and demonstrate the synergy of your program that is not easily or completely understood from the enhanced CV alone. The enhanced CV and narratives are considered separate documents, but they should be reinforcing and should tell your faculty story.

Use your distribution of effort to structure your narrative statement. A good rule of thumb is to appropriate the same amount of space roughly equal to your effort planning percentages. As an example, a faculty member with a DOE of 33% Instruction, 33% Research, 33% Extension/Service might spend about a third of the narrative statement covering each of those areas, while a faculty member with a DOE of 10% Instruction, 90% Extension/Service, might spend the bulk of the narrative statement discussing Extension and about 10% discussing Instruction. The concluding paragraphs of the narrative statement should describe how the faculty member is tying work in the different areas of effort together into a cohesive program and the importance of that work to the unit, college, university, and profession. The following sections provide more specific guidance on how the different effort areas should be addressed in the narrative statement.

Diversity, Equity, Inclusion, & Accessibility

Diversity, Equity, Inclusion, & Accessibility (DEI&A) is the fourth pillar of the college strategic plan and goal five of the university strategic plan. The four goals for the college's strategic plan are: shared understanding, recruitment and retention of faculty, staff, and student, infusion of DEI&A into the curriculum, and cultivate partnerships with internal and external partners. DEI&A is an investment in you, your unit, college, university, profession, professional organization, student group, and community. Please share how you are contributing to DEI&A across mission areas.

<https://diversity.ca.uky.edu/strategic-plan>

Research/Scholarship

The narrative research portion should provide contextual information about your research program not evident from the enhanced CV alone. Some areas to consider in crafting a research narrative statement are:

- What scholarship impact indications should be considered but are not included on the enhanced CV (i.e., journal metrics beyond Impact Factor, total cites, times cited, journal rank, or other journal reputation indicators)?
- Where appropriate, show your total times cited, *h*-index, or other Snowball/SciVal metric(s).
- Indicate the competitive agency funding rate for funding.
- Indicate any notable awards earned and/or patent filings.

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- Describe efforts to develop new scholarship/grant submissions/external funding efforts that are under way, but are not included on the CV.
- How are you working toward building collaborative partnerships in our college and beyond?
- If grant applications have been unsuccessful, how are you working to improve future applications?
- How is your research/scholarship supporting your teaching and/or extension activities?
- How is your research addressing areas of need for the commonwealth, nation, and/or international community and what are the broader impacts?
- How are you involving undergraduate students, graduate students, post-docs and/or visiting scholars in the scholarship?

Instruction

When submitting a teaching portfolio into the APR system, include these items in your teaching portfolio and state in this section of your narrative “See teaching portfolio.” It is recognized that Teacher-Course Evaluation (TCE) scores are just one indicator of effective teaching and the teaching portfolio and narrative are opportunities to put TCE scores in context. If you are not submitting a teaching portfolio because your instructional DOE is very small, you may choose instead to include instruction in your narrative statement.

Some possible areas to consider in crafting an instructional narrative statement are:

- How are experiential learning or service or other recognized high impact instructional practices improving the course-level student learning outcomes?
- How are you utilizing Canvas and other instructional mediums to enhance student learning?
- Are you using any collegial or formative observation sessions to seek ways for additional instructional improvement approaches and what have been the outcomes?
- How are you using feedback from students to continuously improve your teaching?
- How are you using instructional planning strategies to analyze, design, develop, implement, and evaluate for improvement?
- How are you incorporating research findings into instruction?
- How does your work in the classroom make you a better overall scholar?
- If you are developing new pedagogical methods or publishing around pedagogy, how does that fit in to what you are doing in your other effort areas?

Extension

Faculty members working in Extension should provide an overall summary of the nature and direction of their extension program. Please elaborate on programming, objectives, and outcomes in the narrative. Organize the narrative in two sections: first a bulleted list of the most significant accomplishments

during the review period and second, follow with succinct paragraphs on major program emphases, including outcomes.

The Extension narrative should convey the scope of the program and reflect a clear and grounded educational strategy or direction or purpose. Your narrative should speak to how your program is designed to make a demonstrable impact, meaning that it incorporates a plan for the systematic process of collecting and analyzing data to determine the extent to which a program or curriculum achieved its

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intended outcomes, demonstrating best practices in program evaluation. If you have questions about program evaluation, please reach out to Dr. Lola Adedokun. Her team in Program and Staff Development provides technical guidance, trainings, and resources to build and sustain the capacity of UK Extension faculty. Please use the narrative to show how publications, programs, trainings, service, and applied research contribute to a clear set of program priorities. Provide details of any innovative delivery methods for programs or information. Quantify contributions to multi-disciplinary/team efforts with departmental, college, university, or national colleagues. Please specifically discuss how you incorporate agents and county staff in your program from planning through implementation and evaluation. Connections to county, regional, or state needs assessments are especially noteworthy. Do not limit your statement to those concerning formal, funded projects or programs.

The KERS system success stories will be loaded to the APR online evaluation system, so there is no need to repeat success stories in the narrative statement. The success stories you upload to KERS should communicate credible evidence of the outcomes and overall impact of your program. Examples of outcome and impact measures include increased (or new) knowledge, skills, attitudes, aspirations; changes or improvements in desired behaviors; adoption of new or best practices; and measures of economic impact (e.g., dollars saved by adopting practices and what participants would have paid to learn the skills elsewhere). The key to writing an effective success story is to demonstrate how your Extension program has contributed to improvements in the social, health, economic, and/or environmental situations of individuals and/or communities.

Service

Service is an investment in your department, college, university, profession, professional organization, student group, or community. Sometimes, it is an opportunity to take part in faculty governance, which may have a lasting effect on important policies, serving on the college promotion and tenure committee, or serving on the university senate or an institutional review board. Service is not an addition to an already full faculty load but instead a way for faculty to apply their disciplinary expertise to needs.

Administration

If you hold an administrative appointment, you should describe your major responsibilities in that position. Then, describe your major accomplishments in that role during the review period and finally, describe how these accomplishments tie into your overall mission as a faculty member. Integrate how your research affects your role as an administrator or how your teaching informs your decision-making in your administrative role as appropriate. How does your administrative effort better serve your unit, the college, or the university? Contextualize your role as an administrator within our greater mission as a land-grant institution.

Professional Development

If you participated in substantial professional development during the review period so that it appears in your Distribution of Effort, for example being on sabbatical leave, you should describe those professional development activities in detail. What were the goals of your professional development and how did you achieve them? Even more importantly, how will what you learned through professional development impact your unit, college, university and beyond?

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Concluding Thoughts

Be sure to put the effect(s) of your work in conjunction with the philosophy behind it in context for the audience(s) who read the APR materials. Please explain why what you are doing is important and how it

fits the land-grant mission. If your enhanced CV is your list of accomplishments for the review period, the narrative statement is an explanation of why those accomplishments matter in the context of your field, the unit, college and beyond.

We recognize extraordinary work achieved by faculty across the mission areas; especially in rethinking and reorganizing all that our college does to serve so many during the pandemic. For some faculty their normal activities may have already changed and/or has necessitated reconsideration because of uncertain conditions. Please include a contextual information and how the pandemic has influenced your efforts during the review period as appropriate.