

## 2023 Faculty Annual Performance Review Calendar

Two-year calendar review period from January 1, 2022, to December 31, 2023

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| <b>September to October</b>               | SCOPUS listed publications and journal ranking indicators uploaded to Faculty Success (via <i>myUK Faculty Services tab</i> ) by <a href="#">Office of Faculty Resources, Planning and Assessment (OFRPA)</a> .  |
| <b>October to December</b>                | Faculty may schedule training and help sessions via <a href="#">Outlook Bookings</a> for Faculty Success and <a href="#">M-G CAFE APR Software (APR software)</a> .  |
| <b>October 25</b>                         | Academic Unit Leaders receive a preliminary list of faculty who will be evaluated.   |
| <b>November 13</b>                        | Projected date for imported data available in Faculty Success including undergraduate advising; TCEs; regular for-credit courses; research publications; sponsored projects; federal formula funding; and Extension scholarly resources. DOE data and KERS Statistical Contacts and Success Stories available in APR software.   |
| <b>November 13 to January 15 @ 8am ET</b> | <p><i>*Some Academic Unit Leaders may choose an earlier deadline*</i></p> <p>Using APR software, faculty will:</p> <ul style="list-style-type: none"> <li>• Upload <a href="#">Narrative Statement</a> as a PDF document.</li> <li>• Upload <a href="#">Teaching Portfolio</a> as a PDF document (teaching faculty only).</li> <li>• Complete the optional self-evaluation.</li> </ul> <p>Note: Faculty may resubmit their documents as many times as needed from November 13 to January 15. The last uploaded version is the only version that is retained.</p> |
| <b>December 20 @ 8am ET</b>               | Deadline for faculty to review pre-loaded data, add appropriate details, and additional activity into Faculty Success.   |
| <b>January 8 to 15</b>                    | Faculty review their CVs as uploaded to the APR software and email <a href="#">OFRPA</a> with modifications if there is an issue.  |
| <b>January 17 to February 7 @ 8am ET</b>  | Academic Unit Leader conducts unit level APRs using APR software. Academic Unit Leader complete reviews and enter ratings.   |
| <b>February 8 – February 24</b>           | College level APR review conducted by Associate Deans (Carmen Agouridis, Jamie Matthews, and Laura Stephenson).  |
| <b>February 28</b>                        | Academic Unit Leaders review/print preliminary APR documents that include Associate Deans' scores and comments.  |
| <b>March 6 to 13</b>                      | Academic Unit Leaders meet with Associate Deans to discuss scores and comments.  |

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| <b>March 6 to April 5</b> | Academic Unit Leaders provide the APR summary page to faculty member, discuss, and obtain signature. Copy provided to faculty member and unit retains copy.                                   |
| <b>April 8</b>            | Academic Unit Leaders send batch of individual PDF files of signed APR summary pages to <a href="#">OFRPA</a> .   |
| <b>April 8</b>            | Deadline for faculty member to request meeting with a written summary to Dean and College Leaders via the Academic Unit Leader if the faculty member disagrees with rating(s).                |
| <b>April 17</b>           | Deadline for a faculty member to request a formal appeal with a written summary at the college level via the Academic Unit Leader.  |
| <b>April 26</b>           | Deadline for a faculty member to file a letter of appeal with appropriate evidence to the Provost (contact <a href="#">OFRPA</a> for submission information, with lead time prior to May 31). |