

2024 Faculty Annual Performance Review Calendar

Two-year calendar review period from January 1, 2023, to December 31, 2024

September to October	Several data fields are updated throughout the year depending on data source and type. SCOPUS listed publications uploaded to Faculty Success (via <i>myUK Faculty Services tab</i>) by Office of Faculty Resources, Planning and Assessment (OFRPA) .
First week of October	Academic Unit Leaders receive a preliminary faculty list who will be evaluated.
October to December	Faculty may schedule training and help sessions via Outlook Bookings for Faculty Success and M-G CAFE APR Software (APR software) .
October 23	Projected date for imported data available in Faculty Success including undergraduate career and professional mentoring; 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.
October 23 to January 8 @ 8am ET	<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"> • Upload Narrative Statement as a PDF document. • Upload Teaching Portfolio as a PDF document (teaching faculty only). • Upload Sabbatical Report as a PDF document, if applicable. • Complete the optional self-evaluation. <p>Note: Faculty may resubmit their documents as many times as needed from October 23 to January 8. The last uploaded version is the only version that is retained.</p>
December 20 @ 8am ET	Deadline for faculty to review pre-loaded data, add appropriate details, and additional activity into Faculty Success. OFRPA will start processing enhanced CVs for APR software.
January 2 to January 8 @ 8am ET	Faculty review the enhanced CV as uploaded by OFRPA in the APR software. Email OFRPA if there is any missing data or errors on the enhanced CV.
January 10 to January 31 @ 8am ET	Academic Unit Leader conducts unit level APRs using APR software. Academic Unit Leader complete reviews and enter ratings.
February 3 to February 21	College level APR review conducted by Associate Deans (Carmen Agouridis, Jamie Matthews, and Laura Stephenson).

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February 24 to February 26	Academic Unit Leaders review preliminary APR documents that include Associate Deans' scores and comments.
February 27 and February 28	Academic Unit Leaders meet with Associate Deans to discuss scores and comments. OFRPA generates and provides APR summary pages. Academic Unit Leader provides PDF to Faculty.
February 27 to March 27	Academic Unit Leaders discuss APR with Faculty and obtain signature on summary page. Copy provided to faculty member and unit retains copy.
1-month from APR Summary (Provided Date)	Faculty have approximately 1 month after they receive the results (APR Summary) of their review to request an appeal with written summary at the college level via their Academic Unit Leader. If college level appeal is received, the faculty member is provided an opportunity to meet with College Leaders. College level appeals are completed within approximately 1 month of the request. Faculty are allowed approximately 1 month from the time they receive college level appeal results to then appeal at the Provost level. The timing of Provost level appeals will be dependent on availability of the Provost's Appeal Committee, thus appeals requests received after March 1 may not be considered until the following academic year.
Before or by March 28	Academic Unit Leaders send batch of individual PDF files of signed APR summary pages to OFRPA .