

September 20, 2011

MEMORANDUM

TO: College of Health Sciences Faculty

FROM: Karen Skaff, Ph.D., Clinical Sciences Department Chair
Janice Kuperstein, Ph.D., Rehabilitation Sciences Department Chair

RE: 2011 Faculty Performance Review

During this second year of the biennium, university policy requires that all non-tenured faculty members in any title series be evaluated. Evaluation of tenured faculty is optional.

The Provost's Office describes the evaluation of faculty performance as "one of the most important functions of department chairs, division directors and other evaluators." The Faculty Performance Review process provides faculty with a mechanism for self-assessment and planning for professional development; affords the opportunity for faculty and the Department Chair to recognize the faculty member's professional contributions and accomplishments, discuss expectations for future performance, and identify strategies for meeting career goals; provides an important source of information for the promotion and tenure review process; and assists the Dean in making decisions about merit pay.

All faculty members, regardless of whether they will be evaluated in 2011, must submit an updated vita to the Dean's Office and update their materials in Digital Measures. Faculty members participating in the 2011 Review will submit an updated, complete, and accurate *Faculty Performance Review Report (FPRR)* and supporting materials to the Division Director. The Director will review the *FPRR* and supporting materials, complete an initial evaluation using the *FPRR*, and submit the *FPRR* and packet to the Chair. The Chair will review the materials, complete the evaluation and assign a rating on the *FPRR*, forward the completed *FPRR* and materials to the Executive Council for joint review, and then meet with each faculty member to discuss the performance evaluation.

Packet of Materials

Faculty members should submit the following materials for the year(s) being evaluated to the Director by November 30, 2011.

1. *Faculty Performance Review Report*. After entering all updated information into Digital Measures, the faculty member should print out a *Faculty Performance Review Report* available in Digital Measures. The faculty member is responsible for reviewing the report and making all needed changes on the report electronically. Once the faculty member is satisfied that the report accurately reflects his or her 2011 activities and accomplishments, the report should be submitted to the Director electronically along with supporting documentation, as described below. Once the Director and Chair add comments and the Report is signed, this Report will become part of the faculty

member's Standard Personnel File. Consequently, this Report should represent the faculty member's best and most complete effort.

2. *Cover Letter*. This is an optional item and should be included only when it is necessary to summarize accomplishments or explain special circumstances that cannot be adequately addressed in the *Faculty Performance Review Report*.
3. *Updated Teaching Portfolio*. The Teaching Portfolio should be a historical record of teaching to include the required information. Please follow the additional guidelines regarding the inclusion of Teacher Course Evaluations (TCEs):
 - a. TCEs should be included for the fall term prior to the review period (i.e., Fall 2010 forms should be provided for faculty completing 2011 review)
 - b. TCEs should include student written comments as well as numerical scores. The faculty member may make notes pertaining to students comments or provide a separate written response to the TCEs as desired.
 - c. For classes with fewer than 5 students, faculty must provide alternative evidence of evaluation of teaching, such as peer review, informal written evaluations, evaluations provided by experts (e.g., CELT personnel), etc. Faculty may include TCE evaluations for these small classes, but these results will not be accepted as the primary source of evaluation.
4. *Supporting documentation and materials*. Faculty may include examples(s) of research or creative activity and other information relevant to the review as desired.

NOTE: Although faculty may provide the Director with a hard copy of these items in a packet or notebook, Item #1 (Faculty Performance Review Report) MUST also be submitted electronically.

Due Dates for the Review Process:

Date	Activity
November 01, 2011	Deadline for faculty member to submit updated vita to Keturah Taylor for Standard Personnel File. This date is necessary to meet the SACS requirement.
November 01	Final date for faculty member to submit requests to Chairs for input from individuals outside the unit as appropriate (e.g., supervisor for those in clinical practice). Requests should include the name, email address, and postal address of the source(s) so that the Chair may seek input from these individuals by letter.
November 14	Deadline for faculty member to update entries to Digital Measures for 2011 and print out preliminary <i>FPRR</i> . Faculty members should make needed changes to the <i>FPRR</i> as described above. Any issues with Digital Measures or the <i>FPRR</i> should be corrected at this time.
November 30	Final date for faculty member to submit packet, including electronic copy of <i>FPRR</i> , to Director. <i>NOTE: FPRR can be updated at any time up to submission.</i>
November 30	Deadline for faculty member to contact the Department Administrative Assistant [Anna (amoore2@email.uky.edu ; ext. 80513) or Theresa (tcook1@email.uky.edu ; ext. 80477)] to schedule a 30-minute appointment to discuss the Review between the dates of January 30 – February 08.
December 16	Deadline for the Directors to complete an initial review and submit packets, including electronic copy of <i>FPRR</i> , to Chair (alternate deadlines negotiated between Directors and Chairs)

January 18, 2012	Deadline for Chair to review the materials, recommend a rating, and submit final FPRR to Dean.
January 30 – February 08	Meetings between Chair and faculty members held to discuss final review
February 22	Final date for faculty member to submit signed review to Chair unless chair and faculty member agree on a different date
March 12	Deadline for faculty member to request an appeal at the College level
April 06	Appeals at the College level completed
April 23	Deadline for faculty member to appeal to the Provost

Appeals Process:

Should the faculty member not agree with the evaluation, he/she should follow the procedure for appeals outlined in the CHS Appeal Process.

Resources:

All resources listed below are found under the *Faculty Performance Review* tab on the Academic Affairs webpage (<http://www.mc.uky.edu/healthsciences/academic/about.html>).

Summary information about the CHS Annual Performance Review policies, including the Appeal Process, may be found on pp. 29-31 in the CHS Faculty Handbook (<http://www.mc.uky.edu/healthsciences/faculty/handbook/FacultyHandbook2010.pdf>)

Resources
<ul style="list-style-type: none"> ● Faculty Performance Review AR ● Provost Memo ● CHS FPR Instructions ● CHS FPR Form ● CHS FPR Appeal Process ● Teaching Portfolio ● CHS Teacher Course Evaluation Policy ● UK IRPE Teacher Course Evaluation Policy ● UK IRPE Understanding TCE Reports ● Outside Recommendation Letter

For more Information:

If you have any questions or concerns about any part of the Annual Performance Review process, you should contact your Department Chair.