

October 1, 2021

## MEMORANDUM

**TO:** College of Health Sciences Faculty

**FROM:** Karen Badger, Ph.D., Department of Health & Clinical Sciences  
Tony English, Ph.D., Department of Physical Therapy  
David Fahringer, MSPH, Department of Physician Assistant Studies  
Phillip Gribble, Ph.D., Department of Athletic Training & Clinical Nutrition  
Anne Olson, Ph.D., Department of Communication Sciences & Disorders

**RE:** 2021 Faculty Performance Review – Non-tenured faculty only

During this second year of the biennium, only non-tenured faculty are required to be evaluated. Any tenured faculty employee, upon request, shall be granted an annual review. 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, when available.

**In light of another extraordinary year, please note any changes in effort related to the UK COVID-19 response. These may be included in faculty comments under each appropriate section of the document. In addition, faculty are encouraged to consider inclusion of a personalized "COVID Pandemic Impact Statement." This will help guide faculty members' explanations of how their work had to be shifted and adjusted to respond to the work demands during COVID.**

All non-tenured faculty members must submit an updated curriculum vitae (CV) to the staff member assigned to your Department (see below) by **October 29, 2021** and have their materials updated in Digital Measures. Staff members will be assisting with data entry into Digital Measures although all faculty have access to Digital Measures if they prefer to update their data themselves.

Autumn Arnold ([Autumn.Arnold@uky.edu](mailto:Autumn.Arnold@uky.edu)) - CSD, PAS  
Kelly Calia ([kelly.calia@uky.edu](mailto:kelly.calia@uky.edu)) - ATCN, SMRI  
Gail Kelleher ([gail.kelleher@uky.edu](mailto:gail.kelleher@uky.edu)) - HCS (CLM, HHS, MLS)  
Kristie Law ([kbrun2@uky.edu](mailto:kbrun2@uky.edu)) - PT

Faculty members will submit an updated, complete, and accurate *Faculty Performance Review Report (FPRR)* and supporting materials to the Department Chair. The Department Chair 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 Dean for consultation, and then meet with each faculty member to discuss the performance evaluation.

### Preparing for Submission

1. Submit an updated (through December of 2021 if possible) electronic CV to the staff member assigned to your department by **October 29, 2021**
2. Once entered into Digital Measures, the staff member will send you a copy of the information for you to

compare with your CV. **It is very important that you review this document and provide corrections if needed.**

- a. Any changes or updates should be sent back to the staff member so that a final report will be available for you to use by **December 6, 2021.**
3. If you wish to have someone outside your unit provide evaluative information to your Chair, please notify your Chair of that request by **December 6, 2021** so that a request can be made.

### **Packet of Materials**

Faculty members should submit the following materials to the Department Chair by **January 12, 2022.**

1. *Faculty Performance Review Report.* Once updated information is entered into Digital Measures, the faculty member should carefully review the *Faculty Performance Review Report* that will be sent by the staff member assigned to your department. **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 2021 activities and accomplishments (including information added under Faculty Comments), the report should be submitted to the Chair electronically along with supporting documentation, as described below and as desired by each Chair. Once the Chair adds 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. *Updated Teaching Portfolio.* The Teaching Portfolio should be a historical record of teaching to include the required information. In addition to any updated Teaching Philosophy, please follow these guidelines regarding the inclusion of Teacher Course Evaluations (TCEs):
  - a. Electronic TCEs should only be included if requested by Chair (Note: University TCEs are already available to each Chair. If there are other evaluations, these should be submitted if requested.)
  - b. 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.
  - c. We continue to suggest you consider alternative assessment such as peer review, regardless of class size.
3. *COVID Impact Statement:* As noted above, based on input from multiple sources, the Provost has urged (and we agree) including a personalized COVID Impact Statement to explain how your work had to be shifted or adjusted to respond to work demands during the review period.
4. You may request that your Chair seek feedback from individuals outside the unit as appropriate. Note the due date for such requests is December 6.
5. *Diversity, Equity, and Inclusion.* Please use this area to describe how you contributed to a sense of belonging over the review period in any areas. You may also (or instead) include this in faculty comments for particular sections where appropriate.
6. *Supporting documentation and materials.* Faculty may include example(s) of research or creative activity and other information relevant to the review as desired. **The FPRR should be a direct reflection of the information found on your CV, so additional documents may not be required. NOTE: ONLY electronic documentation may be submitted. Please be complete but concise.**

### Due Dates for the Review Process:

Date	Activity
October 29, 2021	Submit an updated (through December of 2021) electronic CV to the staff member assigned to your department. Autumn Arnold ( <a href="mailto:Autumn.Arnold@uky.edu">Autumn.Arnold@uky.edu</a> ) - CSD, PAS Kelly Calia ( <a href="mailto:kelly.calia@uky.edu">kelly.calia@uky.edu</a> ) - ATCN, SMRI Gail Kelleher ( <a href="mailto:gail.kelleher@uky.edu">gail.kelleher@uky.edu</a> ) - HCS (CLM, HHS, MLS) Kristie Law ( <a href="mailto:kbrun2@uky.edu">kbrun2@uky.edu</a> ) - PT
December 6, 2021	Final date for <u>faculty</u> member to submit requests to Chairs <b>for input from individuals outside the unit as appropriate</b> (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 can seek input from these individuals by letter.
December 6, 2021	Deadline for staff member or faculty member to update entries to Digital Measures for 2021 and review preliminary <i>FPRR</i> . Faculty members should make needed changes to the <i>FPRR</i> and notify staff so that Digital Measures may be updated. Any issues with Digital Measures or the <i>FPRR</i> should be corrected at this time.
January 12, 2022	Final date for <u>faculty</u> member to submit packet, including electronic copy of <i>FPRR</i> , to Chair. <i>NOTE: FPRR can be updated at any time up to submission.</i>
January 12, 2022	Deadline for <u>faculty</u> member to contact their department staff support to schedule an appointment to discuss the Review between the dates of <b>February 16-25</b> .
February 4, 2022	Deadline for <b>Chair</b> to review the materials, recommend a rating, and submit final <i>FPRR</i> for review by Deans Office, by uploading into secure Chair share drive.
February 16-25, 2022	Meetings between <b>Chair</b> and <u>faculty</u> members held to discuss final review.
March 1, 2022	Final date for <u>faculty</u> member to submit signed review to <b>Chair</b> unless Chair and faculty member agree on a different date.
March 11, 2022	Deadline for Department <b>Chair</b> to send all signed <i>FPRs</i> to Dean's Office for Standard Personnel Files.
March 11, 2022	Deadline for <u>faculty</u> member to request an appeal at the <u>College</u> level.
April 4, 2022	Appeals at the <u>College</u> level completed.
April 25, 2022	Deadline for <u>faculty</u> 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 [Office of Faculty Advancement and Clinical Engagement](#) website.

Summary information about the CHS Annual Performance Review policies, including the Appeal Process, may be found on p. 32 in the [CHS Faculty Handbook](#).

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

**For more Information:**

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