

February 21, 2023

MEMORANDUM

TO: College of Health Sciences Faculty

FROM: Karen Badger, Ph.D., Department of Health & Clinical Sciences
Phillip Gribble, Ph.D., Department of Athletic Training & Clinical Nutrition
Anne Olson, Ph.D., Department of Communication Sciences & Disorders
Patrick Pabian, Ph.D., Department of Physical Therapy
Virginia Valentin, DRPH, Department of Physician Assistant Studies

RE: 2023 Faculty Performance Review

During the first year of the biennium, university policy requires that all faculty members, regardless of tenure status or title series, be evaluated. 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.

This year is extraordinary in that at faculty request, we adjusted our review process to follow the academic year instead of the calendar year as it had in the past. To accomplish this, faculty also requested that we lengthen the timeframe for review, rather than shorten it.

Faculty who were evaluated in 2021 (pre-tenure or non-tenure eligible faculty) will be evaluated for the 1 ½ year period including all of 2022 through June 30, 2023, and tenured faculty not evaluated for 2021, will be evaluated for the 2 ½ year period including 2021, 2022, and through June 30, 2023. Of course, new faculty will be evaluated from hire date through June 2023.

To begin the process, ALL faculty members must submit an updated curriculum vitae (CV) to the staff member assigned to your Department (see below) by **March 13, 2023** and have their materials updated in Faculty Success (fka, Digital Measures). Staff members will be assisting with data entry into Faculty Success although all faculty have access to Faculty Success if they prefer to update their data themselves.

Autumn Arnold (Autumn.Arnold@uky.edu) - CSD

Kelly Calia (kelly.calia@uky.edu) - ATCN

Jaime Cress (jaime.cress@uky.edu) - HCS

Lana Ogle (lane.ogle@uky.edu) - PT

Paige Sherman (Paige.Sherman@uky.edu) - PAS

Preparing for Submission

1. Submit an updated (through June 30, 2023 if possible) electronic CV to the staff member assigned to your department by **March 13, 2023**.
2. Once entered into Faculty Success, 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.**

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- 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 **April 10, 2023**.

3. If you wish to have someone outside your unit provide evaluative information to your Chair, please notify your Chair of that request by **April 10, 2023** so that a request can be made.

Packet of Materials

Faculty members should submit the following materials to the Department Chair by **May 19, 2023**.

1. *Faculty Performance Review Report*. **As above, the faculty member is responsible for reviewing the report and making all needed changes on the report electronically.**
 - a. The faculty member should include specific information under Faculty Comments to give relevant details in each section.
 - b. The report should be submitted to the Chair electronically along with supporting documentation, as described below **and as desired by each Chair**.
 - c. The Chair will use this document as the basis for the FPR, adding their comments and ratings
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 may provide alternative evidence of evaluation of teaching such as peer review, informal written evaluations, evaluations provided by experts (e.g., CELT personnel), etc.
 - c. We continue to suggest you consider alternative assessment such as peer review, regardless of class size.
3. *COVID Impact Statement*: Given the timeline, especially for those undergoing a 2.5 year review, 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 if that is appropriate to your work.
4. You may request that your Chair seek feedback from individuals outside the unit as appropriate. Note the due date for such requests is April 10.
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 choose to include example(s) of research or creative activity and other information relevant to the review as desired, however the FPR document should already reflect the items **found on your CV, so additional documents may not be needed. NOTE: ONLY electronic documentation may be submitted. Please aim to be thorough, but concise.**

Due Dates for the Review Process:

Date	Activity
March 13, 2023	Submit an updated (through June 2023 if possible) electronic CV to the staff member assigned to your department.
April 10, 2023	Final date for <u>faculty</u> 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 and best contact mechanism so that the Chair can seek input from these individuals.
April 10, 2023	Deadline for staff member or faculty member to update entries to Faculty Success for and review preliminary <i>FPR</i> . Faculty members should notify staff so that Faculty Success may be updated. You will receive a final copy of the document once changes have been made.
May 31, 2023	Final date for <u>faculty</u> member to submit packet, including electronic copy of <i>FPR</i> , to Chair. <i>NOTE: FPR can be updated at any time up to submission.</i>
June 30, 2023	Deadline for Chair to review the materials, recommend a rating, and submit final <i>FPR</i> for review by Deans Office, by uploading into secure Chair share drive.
July 3-14	Review and discussion in Deans office
August 1-August 11-August	Meetings between Chair and <u>faculty</u> members held to discuss final review. <i>NOTE</i> many faculty not working in July so moved to August.
August 18, 2023	Final date for <u>faculty</u> member to submit signed review to Chair unless Chair and faculty member agree on a different date.
August 25	Deadline for Department Chair to send all signed <i>FPR</i> s to Dean's Office for Standard Personnel Files.
August 31, 2023	Deadline for <u>faculty</u> member to request an appeal at the <u>College</u> level.

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. 14 in the [CHS Faculty Handbook](#).

Resources
<ul style="list-style-type: none"> • Faculty Performance Review AR • Provost Memo • CHS <i>FPR</i> Instructions • CHS <i>FPR</i> Form • CHS <i>FPR</i> 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:

Please contact your Department Chair.Jul