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College of Social Work

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## Memorandum

Date: January 12, 2026

To: CoSW Faculty

From: Jay Miller, Dean

RE: **College of Social Work, Faculty Annual Evaluation Process AY25**

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### AY 2025 Process Overview

#### What are the CoSW guiding principles for personnel evaluation?

Ultimately, the goal of any evaluative process should be to promote ongoing learning, development, and growth. The guiding principles for our evaluation process are as follows:

- **People do different, differently.**  
People contribute in different ways. Our evaluation process should take into account all the ways that individuals may contribute to our environment.
- **People are more than a number.**  
Our work cannot easily be deduced to a singular numeric score. As such, our evaluation process is one that should adopt multimodal approaches to demonstrating impact.
- **Evaluation is about observation, not judgement.**  
It is imperative that we separate observations from judgements. We can make observations about performance without making judgements about people.

#### Who needs to submit an evaluation?

In AY 2025, all CoSW full-time faculty employees across all title series shall undergo a faculty performance evaluation. This does not include new full-time faculty who are in their first year of service. This also does not include faculty members currently undergoing a two- or four-year review.

## **What is the CoSW process for submitting my evaluation?**

Step 1: Complete the CoSW Faculty Evaluation Form (by 2/12/26)

Step 2: CoSW Administrative Review of Faculty Evaluation Form (Program Directors by 2/26/26; Associate Deans by 3/5/25)

Step 3: Evaluation Meeting w/ Office of Dean (by 4/6/26)

Step 4: Deadline to Appeal Evaluation Results (One month following Evaluation Meeting date)

Step 5: CoSW Faculty Evaluation Form filed with CoSW HR Office

## **What happens once I submit the CoSW Faculty Evaluation Form?**

We have created a formal workflow process for the CoSW Faculty Evaluation process. This will ensure that all submissions are accessible. Once you submit your form, it will route for administrative level review.

## **What do I need to do to prepare for submitting my evaluation form?**

For the evaluation, you will be asked to rate your performance in teaching, research, service, and administration (where applicable). You will also be asked to reflect on ratings you might expect from colleagues and administration.

In addition, you will need to upload the following:

- Abbreviated copy of your CV
- Full CV
- Copies of your TCEs for all courses taught during the evaluation period
- Narrative (no more than one page) of how you have used TCEs to inform your teaching approaches. Narrative should include specific examples.

In addition, you will be asked to provide a very short narrative (no more than 200 words) on your citizenship contributions to CoSW during the evaluation period.

Please note the evaluation period for all faculty members is August 15, 2024 to August 14, 2025.

**OPTIONAL:** In addition to the afore-referenced materials, you can include a personalized “COVID Pandemic Ongoing Impact Statement” into your submission as appropriate if needed to provide explanation for how work had to be shifted and/or adjusted to respond to work demands during COVID.

## **How is my final score computed?**

In general, scores are computed based on weighted allocations consistent with performance relative to your Distribution of Effort. Evaluation scores will be discussed during your evaluation meeting. Then, we will work – collaboratively – to assess evaluation scores.

**The CoSW Faculty Evaluation Portal is now open for submissions and is available via the following link: <https://socialwork.uky.edu/cosw-faculty-evaluation-form/>**

## Closing Note

While we – as a College – try to maintain a meritocratic posture, we understand that any evaluation may be influenced by an array of factors. As such, we will continue to refine and review our processes.

As communicated to faculty members previously:

- The time period for CoSW faculty evaluations has shifted to the academic year (rather than the calendar year).
- CoSW will no longer operate on the biennium. Instead, all full-time faculty employees across all ranks and title series will undergo a faculty evaluation annually.

Therefore, future faculty evaluation cycles will occur as follows:

<b>Evaluation process occurs</b>	<b>Time period evaluated</b>	<b>Who is evaluated?</b>
Fall 2026	August 15, 2025-August 14, 2026	All full-time faculty employees across all ranks and title series
Fall 2027	August 15, 2026-August 14, 2027	All full-time faculty employees across all ranks and title series

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