

College of Health and Human Performance

University of Florida

Guidelines for Revision of the Annual Performance Report (APR)

Before the end of each academic year, department committees submit a report of recommended changes to the Annual Performance Report (APR) to their Department Chair.¹ The Department Chair sends this report to all department faculty members to gather additional input. This process must be completed before the end of the 9-month faculty members' contract (typically mid-May).

Department Chairs will bring their faculty members' recommendations for changes to the APR to the Administrative Council before the end of July. Administrative Council will discuss recommendations and make decisions on changes. The APR revision will be completed based on these decisions and will be posted on the College Council website.

At the beginning of the following academic year (August-September), the revised APR will be presented to College Council by the Dean. Members of College Council will submit any additional feedback to the Dean. The APR as revised will be posted on the College website ("College Documents and Forms") no later than the end of September.

Approved by College Council: September 27, 2011

¹ Collective Bargaining Agreement Article 18: Faculty Member Performance Evaluations and Evaluation File outlines the process and requirements that departments must follow. In accordance with the CBA, each Department voted by secret ballot to adopt the APR as the tool for its evaluation process. (APK: 9/03/2010; HEB: 1/13/2010; TRSM: 12/9/2010). If the Department wishes to reconsider the college document for their evaluation process, the department proceeds in accordance with Article 18.