

## Annual Performance Appraisal AND Extended Term and Promotion (ET&P)

**ALL UW Extension Employees** participate in an Annual Performance Appraisal.

In addition to the annual performance appraisal, UW Extension Employees on Extended Term and Promotion track submit packets annually through the probationary period. Once ET & P is granted, packets are required according to the promotion and/or renewal being sought by the employee.

Type of Review	Annual Performance Appraisal	Extended Term and Promotion (ET & P)
What is the purpose of the review?	Provides opportunities for: <ul style="list-style-type: none"> <li>• Employees to discuss their work with supervisors;</li> <li>• Supervisors to evaluate employee performance;</li> <li>• Employees and supervisors to set appropriate goals for the employee</li> </ul>	ET & P provides an opportunity for employees to participate in an academic peer review for advancement and promotion. ET & P processes are governed by Appendix A to UniReg 408, Revision 2 for Extension Educators.
What documents are required?	The following documents are REQUIRED for the Annual Performance Appraisal <ul style="list-style-type: none"> <li>• Job description for the <b><u>current</u></b> year</li> <li>• Annual summary matrix for the <b><u>current</u></b> year</li> <li>• New or revised statement of goals for the <b><u>current</u></b> year</li> <li>• At least ONE impact statement for the <b><u>current</u></b> year</li> </ul> The following document is OPTIONAL: <ul style="list-style-type: none"> <li>• 1 to 3 page narrative</li> </ul>	Packet I: The following documents are REQUIRED in Packet I: <ul style="list-style-type: none"> <li>• A curriculum vita</li> <li>• Current <u>and</u> past documentation (<b><u>since the last ET&amp;P action</u></b>) for the following items:               <ul style="list-style-type: none"> <li>○ Job descriptions</li> <li>○ Statement of goals</li> <li>○ Documentation of accomplishments which include:                   <ul style="list-style-type: none"> <li>▪ Impact Statements</li> <li>▪ Cumulative summary matrix</li> </ul> </li> <li>○ Documentation from previous ET&amp;P actions (include the votes, and comments, from the Regional Peer Review, Supervisor Review, and Extension ET&amp;P Committee Review)</li> </ul> </li> </ul> The following documents are OPTIONAL: <ul style="list-style-type: none"> <li>• 1 to 3 page narrative (include all narratives since the last ET&amp;P action)</li> <li>• 4 to 6 letters of recommendation</li> </ul>

		Packet II: It is recommended that Packet II include a select number of examples of work which adequately support efforts described in Packet I.
Who conducts the review?	Supervisor	Peers through the Regional Review, Supervisor, State ET & P Committee, Director of Extension, Dean of the College of Ag and Natural Resources, Vice President of Academic Affairs
Normally due?	Early November	Early November
How are the documents submitted?	Attach the required documents to an e-mail to your supervisor and Cathy Shuster in the State Extension Office	Attach a separate "print ready" PFD file for Packet I and Packet II to Ann Roberson. In addition, submit <b>one</b> original hard copy of your packet(s) to the State Extension Office.
Special Deadlines?	none	If you plan to submit a packet for Promotion in Rank, please email your intent to the Director of Extension by October 1 <sup>st</sup> .
Where can guides, examples or templates of the documents be found?	Templates, examples and webinars for both ET&P packets as well as Annual Performance Appraisal documents can be found on the Employee Resources on the UW Extension web site: <a href="https://www.uwyo.edu/employee_resources/forms/ces-forms.asp">https://www.uwyo.edu/employee_resources/forms/ces-forms.asp</a>	

K. Reaman, 8/31/16