UNIVERSITY OF WYOMING

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October 1, 2019

To: Academic Professional Extension Educators and their Supervisors

From: Kelly K. Crane, Associate Dean / Director Kelly K. Crane

Re: Performance Appraisal Process

Please find attached the *Performance Appraisal Process Guide*, *Performance Appraisal Instrument*, and *Timeline and Process* for the 2018-2019 evaluation year.

The documents for performance appraisal that employees provide include:

- a CV/resume,
- **annual** summary matrix,
- new or revised statement of goals,
- one to three page program narrative,
- impact statement(s) and
- UWE Online Contact reports.

Please remember to include your professional development plan and a diversity and inclusion plan for the office and/or program in the Statement of Goals. All documents for performance appraisal must be uploaded into WyoFolio no later than November 11, 2019. Documents submitted after the deadline will not be accepted or considered.

The templates for the Performance Appraisal Instrument, Annual Summary Matrix, Job Description, and Impact Statements can be found on the UW Extension Employee Resources web site. Examples of the Annual Summary Matrix and Impact Statements can be found in the Revised 2005 ET&P Guidelines Book as well as the annual matrix with tips on our employee resource site.

As in the past, you will receive an email requesting feedback on those holding an administrative assignment including county coordinator, associate director, and the director. There is not a deadline associated with submitting your response.

Please take careful note of deadlines in the attached Timeline and Process Document. If you have any questions, please contact us.

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