

**UW Extension**  
**Performance Appraisal Timeline and Process**  
**Academic Professional Extension Educators**  
**Evaluation period: October 1, 2017 - September 30, 2018**

**Evaluation Sequence:**

**October 1, 2018** – UWE Online Reporting was due.

**October 8, 2018**– Performance Appraisal materials to employees.

**November 1, 2018**– Performance appraisal materials due to the state office. **All University Extension Educators** assemble documentation for performance appraisal. This includes the *Job Description, Annual Summary, 1-3 page narrative (optional), Impact Statements, new or revised Statement of Goals*. Please remember the Statement of Goals now included your professional development plan. Each employee is also encouraged to include a diversity and inclusion plan for their office and/or program. It could include other documentation such as résumé, UWE Reporting, etc. It is the responsibility of the employee to assemble the information and provide it to the supervisor. Materials for evaluation are to be assembled and sent electronically to your supervisor **and** to Cathy Shuster by this date. ***There are no exceptions.***

**March 29, 2018** – All University Extension Educator performance appraisals must be complete by this date.

\*The supervisor will complete an Employee Performance Appraisal Instrument for each employee. During face-to-face visits the employee and supervisor will discuss the past year's performance, goals for the next year, and goals for professional growth. The system is designed to allow the employee to show success in programs and other professional endeavors in accordance with the individual's job description and annual statement of goals.

It is the goal that the employee sign the appraisal based on agreement. If agreement is not possible then the points of disagreement should be stated on the appraisal and the appraisal be signed by the supervisor and employee. Signing the appraisal only acknowledges that the employee has participated in the process, read the appraisal and discussed it with her/his supervisor. It does not imply agreement with the contents of the appraisal.

At the conclusion of the performance appraisal process, the documents will be forwarded to the extension director for final review and signature.

**County Program Comments and Discussion:**

The associate directors may offer evaluative comments on each county program in general. It is expected that these would generally focus on customer service, the office environment, and the esprit de' corps/morale among the employees. This may be addressed to the county coordinator or to the entire office depending on the particular situation.

**Who Evaluates Whom?**

Each employee is evaluated by his or her supervisor. Each evaluator has a reviewer whom is generally the supervisor's supervisor. The following listing of evaluators and reviewers would generally apply for each person in the following positions.

<b>Position</b>	<b>Evaluator</b>	<b>Reviewer</b>
*Support Staff	Co. Coordinator or Delegate	Associate Director
*Program Associates	Associate Director	Director
University Extension Educators (extended or non-extended term)	Associate Director	Director
*CNP/EFNEP Personnel	SNAP-Ed or EFNEP Coordinator	CNP Director
County Coordinator	Associate Director	Director
Associate Director	Director	Dean
Director	Dean	

\* Employees other than Academic Professional Extension Educators will be evaluated using the current UW Human Resources online evaluation process.

**Extension Specialists:**

Extension Specialists serving in departments who are Academic Professionals must also be evaluated using this process. It is expected that specialists who are faculty will be evaluated based on department and UW faculty T&P formats.