

UW Extension
Performance Appraisal Timeline and Process
Academic Professional Extension Educators
Evaluation period: October 1, 2018 - September 30, 2019

Evaluation Sequence:

October 1, 2019 – Deadline to complete UWE Online Contact Reporting.

October 1, 2019– Performance Appraisal materials to employees.

November 11, 2019– Deadline to submit performance appraisal materials in WyoFolio. Wyofolio requires that a case (the mechanism to submit packet materials) be built for each Extension Educator for evaluation purposes. Educators will submit required materials in their individual case. Electronic or hard copies of required materials will not be submitted to the state office.

It is the responsibility of **All University Extension Educators** to assemble documentation for performance appraisal. The documents for performance appraisal 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. ***There are no exceptions to the deadline.*** *Annual reports received after November 11, 2019 will not be accepted or considered.*

Please note: Documents may be loaded and saved during separate settings. Only click “Submit” once all packet materials are ready for review. Once a case is submitted, it is locked and you are not able to edit, add, or remove packet materials.

The State Extension Office will be responsible for uploading the internal documents which will not be visible to the candidate. These documents include the job description and completed UW evaluation form. Educators will have an opportunity to review, comment, and acknowledge these documents prior to the state office loading them as internal case materials.

March 27, 2020 – *Completion date for all University Extension Educator performance appraisals.*

*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.

Position	Evaluator	Reviewer
*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.