

**NAME:** \_\_\_\_\_ **RANK:** \_\_\_\_\_ **YEAR IN RANK:** \_\_\_\_\_

**PROGRAM IDENTIFICATION AND DEVELOPMENT:** A variety of peer and clientele inputs are used to determine the content, quality, priority, and emphasis of the Extension faculty's programmatic leadership. Program planning reflects the assimilation and synthesis of information from advisory committees, clientele organizations, and key industry leaders relative to the strategic plans of Cooperative Extension and College of Agriculture and Life Sciences. Program content is based on relevant research and knowledge. The Extension faculty assesses opportunities to provide access and connect the people of the state to the resources of the university.

<b>Criteria by Rank</b>	<b>Evidence that person is performing at desired level. Please elaborate:</b>	<b>Areas of improvement recommended:</b>	<b>Areas of exceptional accomplishments noted:</b>
<p><b>ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Utilizes advisory groups, needs assessments, and/or other methods to provide leadership to determine program content, priorities, and emphasis in the county or designated area of responsibility.</li> <li>• Uses the program development process to address the varied educational needs of targeted audiences.</li> <li>• Recruits, involves, and recognizes volunteers/ cooperators to enhance educational outreach.</li> <li>• Collaborates with specialists, other university faculty and working groups. (Working groups focus on specific program topics/issues).</li> </ul>			

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<p><b>ASSOCIATE</b> (assistant + associate standards)</p> <ul style="list-style-type: none"> <li>• Measureable goals and objectives are developed based on identified needs.</li> <li>• Integrates relevant information from a variety of sources to address critical issues and priority needs of clientele.</li> <li>• Modifies programs based on clientele needs.</li> </ul>			
<p><b>FULL</b> (associate + full standards)</p> <ul style="list-style-type: none"> <li>• Integrate and provide leadership in Extension programs while including other agents, specialists, volunteers/cooperators and appropriate county and state agencies.</li> <li>• Mentor continuing eligible Faculty.</li> </ul>			

**PROGRAM IMPLEMENTATION:** (Inputs/Outputs) Extension faculty participate in single, multi-, and inter-disciplinary programming efforts to address identified priority issues. Financial, material, and human support is sought to extend program effectiveness. Faculty utilize the resources of the people, the university, government agencies, non-governmental organizations, and industry to carry out the planned program.

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<p><b>ASSISTANT:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates ability to utilize research findings in an educational program.</li> <li>• Uses educational methods to address identified needs; program is appropriate for specific audiences.</li> <li>• Serves as facilitator in involving specialists and support personnel in county educational activities.</li> <li>• Communicates the benefits and values of Extension educational programs.</li> <li>• Develops evaluation procedures and methods that document achievement of program objectives.</li> </ul>			
<p><b>ASSOCIATE</b> (assistant + associate standards)</p> <ul style="list-style-type: none"> <li>• Develops instructional materials to meet the needs of the program audience.</li> <li>• Demonstrates ability to be creative in seeking solutions to problems and issues.</li> </ul>			

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<p><b>FULL</b> (associate + full standards)</p> <ul style="list-style-type: none"> <li>• Consistently implements programs that are innovative, comprehensive and timely to meet the needs of targeted clientele.</li> <li>• Produces programs with significant and measurable outcomes and long term impacts.</li> <li>• Provides comprehensive technical assistance and expert guidance to Extension faculty, clientele, and others as needed.</li> </ul>			

**MEASURES AND ACCOMPLISHMENTS:** (Outcomes & Impacts) The core of effective Extension efforts lies in the design and delivery of outstanding educational programs. Extension programs include non-formal teaching. Program design and delivery include a comprehensive educational plan, presentation and evaluation that involves stakeholders, clientele, and key community leadership in all phases. Extension faculty use a variety of available resources; creative, innovative and effective methods and technologies to create a quality learning environment. Faculty must use appropriate evaluation tools and techniques to review and enhance educational design and delivery and to assess outcomes and impacts.

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<p><b>ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Uses feedback to improve teaching and instructional methods and program delivery.</li> <li>• Develops methods with appropriate indicators to measure desired outcomes.</li> </ul>			
<p><b>ASSOCIATE</b> (assistant + associate standards)</p> <ul style="list-style-type: none"> <li>• Uses evaluations to measure and document changes in awareness, knowledge, skills, and attitudes of clientele.</li> </ul>			
<p><b>FULL</b> (associate + full standards)</p> <ul style="list-style-type: none"> <li>• Document behavior outcomes and impacts of Extension programs.</li> </ul>			

**COOPERATIVE AND COLLABORATIVE TEAM EFFORTS:** (Integrated throughout) Extension faculty establish teamwork and enhance mutual support among colleagues but are evaluated as individuals. Extension faculty demonstrate effective working relationships with public officials, external funders, and representatives of local groups and organizations.

UNIVERSITY OF ARIZONA COOPERATIVE EXTENSION ANNUAL PERFORMANCE REPORT EVALUATION CRITERIA FOR COUNTY FACULTY

Criteria by Rank	Evidence that person is performing at desired level. Please elaborate:	Areas of improvement recommended:	Areas of exceptional accomplishments noted:
<p><b>ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Fosters joint education and program delivery activities with Extension faculty, specialists and personnel of other groups and agencies to positively impact diverse clientele in the county and in multi-county activities.</li> <li>• Relates effectively and appropriately to establish and maintain relationships with faculty in other counties, university faculty, public officials, clientele and representatives of local groups, organizations and other agencies.</li> <li>• Cooperates and contributes effectively as a team member with co-workers; performs in a collegial manner.</li> </ul>			
<p><b>ASSOCIATE</b> (assistant + associate standards)</p> <ul style="list-style-type: none"> <li>• Participates in multi-county and -state program teams.</li> </ul>			
<p><b>FULL</b> (associate + full standards)</p> <ul style="list-style-type: none"> <li>• Initiates, sustains and/or expands highly effective networks, coalitions and partnerships, which further the work of Extension in serving</li> </ul>			

Effective January 1, 2018

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clientele. • Provides leadership in collaborative efforts. • Demonstrates extended efforts in multi-disciplinary, multi-cultural and/or multi-county/-state program efforts.			

**CREATIVE AND SCHOLARLY WORKS/GIFTS, GRANTS, CONTRACTS:** Faculty will produce 8-12 scholarly works/publications per year which should include a balanced mixture of traditional publications and other scholarly/creative works. Extension faculty actively seek new and innovative funding and other resources (including in-kind support) to expand and sustain programming areas.

[Note: Scholarship and creative activity are understood to be intellectual work whose significance is validated by peers and which is communicated. More specifically, such work in its diverse forms must be based on a high level of professional expertise; must give evidence of originality; must be documented and validated as through peer review or widespread adoption; and must be communicated to have impact on or significance for publics. In addition, a critical element is demonstrating a linkage between the scholarly output or creative activity and the faculty's Extension program. Behavioral and significant beneficial changes to clientele, and the adoption by peers are the ultimate goals of Extension scholarship. Scholarship could be shared with peers in journals, in formal peer-reviewed presentations at professional meetings, eXtension content pages and FAQ authoring, or in comparable peer-evaluated forums. Creative activity is development of new technologies, materials, methods, or educational approaches to address an identified problem or need. Examples might include: integration of knowledge or technology leading to new interpretations or applications, invitation to present a paper by professional committees, original newsletters created by the candidate, newsletter or magazine articles, webinars, television presentations, patents, trade journal articles, computer programs, training manuals, websites, social media and newspaper columns. Creative works are demonstrated by designing and executing curriculum or programming, attracting external financial support or competitive grants, use of materials by peers or other professionals and peer recognition for contributions. In order to be considered "peer-reviewed", a publication or other scholarly work must be evaluated by a university, college, association, or other organizational peer-review process. The review should be facilitated by an independent party who selects the reviewers, communicates reviewers' suggestions to the scholar, and insures that comments are incorporated in the revised version of a scholarly work. While not formally peer-reviewed, some scholarly and creative activity of our Extension faculty may be validated directly by peers or stakeholder

groups. Examples of this would include outputs that are adopted as standards by other states, organizations, or other user groups over a wide area.]

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<p><b>ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Prepares publications, scholarly works, and creative activities as appropriate for the information, educational objectives, and audiences.</li> <li>• Disseminates scholarly contributions using a variety of methods to appropriate audiences.</li> <li>• Develops effective working relationships with sponsors, donors, and coworkers in securing and managing support and resources for Extension programs.</li> </ul>			
<p><b>ASSOCIATE</b> (assistant + associate standards)</p> <ul style="list-style-type: none"> <li>• Develops and shares creative and scholarly work related to program responsibilities for diverse local and state audiences.</li> <li>• Documents and disseminates scholarly contributions and impacts using a variety of</li> </ul>			



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<p>methods to stakeholders, clientele and decision-makers.</p> <ul style="list-style-type: none"> <li>• Maintains effective working relationships in securing, maintaining, and managing support and resources for Extension programs.</li> </ul>			
<p><b>FULL</b> (associate + full standards)</p> <ul style="list-style-type: none"> <li>• Continues to develop scholarly and creative works for state, regional, and national audiences.</li> <li>• Demonstrate leadership and continued high level of scholarship and creative work.</li> <li>• Recognized and respected by peers for scholarship and creative activities.</li> <li>• Secure and sustain internal and external support and resources for Extension programming.</li> <li>• Provides leadership in multicounty and –state funding.</li> </ul>			

**SERVICE:** Extension faculty participate on and give leadership to committees, task forces, work groups, community organizations, and professional associations at various levels; internal and external to Extension. Higher levels of leadership are expected with increasing rank.

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<p><b>ASSISTANT</b></p> <ul style="list-style-type: none"> <li>• Serves on county and state Extension committees and working groups.</li> <li>• Participates in community organizations and state and national professional associations.</li> </ul>			
<p><b>ASSOCIATE</b> (assistant + associate standards)</p> <ul style="list-style-type: none"> <li>• Provides leadership and service in county and state Extension committees, work groups, community organizations and professional associations.</li> </ul>			
<p><b>FULL</b> (associate + full standards)</p> <ul style="list-style-type: none"> <li>• Serves in leadership roles at county, multi- county, state, regional and national levels.</li> <li>• Serves on college or university level committees.</li> <li>• Secure and sustain internal and external support and resources for Extension programming.</li> <li>• Provides leadership in multicounty and –state funding.</li> </ul>			

**PROFESSIONAL DEVELOPMENT:** Participated in 30 “seat” hours of appropriate development training per year, which may include annual faculty conference, subject matter updates, regional meetings, professional association conferences, industry sponsored training, seminars provided by private providers, and personal reading on position related topics.

Criteria by Rank	Evidence that person is performing at desired level. Please elaborate:	Areas of improvement recommended:	Areas of exceptional accomplishments noted:
<b>SAME FOR ALL RANKS</b>			

**OVERALL PERSPECTIVE:**

Criteria by Rank	Evidence that person is performing at desired level. Please elaborate:	Areas of improvement recommended:	Areas of exceptional accomplishments noted:
<p><b>SAME FOR ALL RANKS</b>  <b>OVERALL PERSPECTIVE:</b> Taking into account the rank, time in rank, status (continuing track, non-continuing track), and expected career trajectory, comment on this person’s overall progress.</p>			