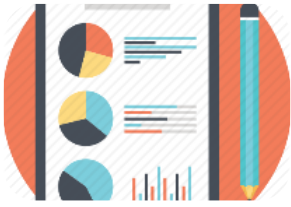


DRAFT Academic Employee Evaluation & Reporting Processes

ANR academics are required to be evaluated and submit reporting annually.
There are three distinct processes, each a separate requirement.



Organizational Reporting & Civil Rights Compliance

Submitted in Project Board
Period: October 1 to September 30
Due February 1



FTE Reporting

Submitted in Project Board
Period: July 1 to June 30
Due July 1



Program Review & Annual Evaluation

Uploaded to Interfolio
Period: October 1 to September 30
Due February 1

Interfolio: Online system to submit annual evaluation or program review.

Project Board: ANR's online system that integrates civil rights compliance and organizational reporting requirements. It also has an optional component to help academics organize information for program review and annual evaluation.

Organizational Reporting and Civil Rights Compliance (due February 1)

ANR academics are expected to complete reporting for accountability, to meet federal requirements, as well as for advocacy purposes including the annual report, impact stories, and county reports.

Submitted in [Project Board](#)

- program outcomes and impacts (reported in Project Board – Themes)
- review and update clientele group(s) baseline (updated in Project Board – Clientele)
- Extension activities and contacts (reported in Project Board – Activities)
- All reasonable efforts (reported in Project Board – Activities)

Optional Project Board Features: Complete only if you are using the export for PR dossier, because this data is not used for organizational reporting - University/Public service activities; Evidence of professional competence activities; and Extension Activity Delivered by Your Staff/Volunteers.

Submitted in ANR Portal Profile

- publications (reported in ANR Portal Profile – Bibliography). Include publications developed during the time period covered in this annual evaluation year.

Help Sheets

- [4-H Youth Development Academics](#)
- [Nutrition, Family, and Consumer Science Academics](#)
- [Checklist for all other academics \(e.g., Agriculture, Natural Resources, Pest Management\)](#)

FTE Reporting (due July 1)

FTE reporting is required and used in accountability, advocacy, and resource planning efforts. Reporting is submitted in [Project Board](#) and consists of the following data: (a) planned multi-state FTE, (b) condition change FTE for the state fiscal year that is ending, and (c) multi-county FTE split for state fiscal year that is ending.

Program Review and Annual Evaluation (due February 1)

All academic appointees are evaluated by their immediate and secondary supervisor (if applicable) on an annual basis, except for years in which the appointee seeks advancement by submitting a program review dossier.

- Review of an academic appointee's progress towards goals and review of planned goals.
- Between academic & supervisor only.
- Review period is October 1 through September 30.
- Submit to Interfolio and email to supervisor; supervisor uploads letter separately.
- Designed to be simple and useful; there is no narrative, just bulleted lists.
- See Academic Human Resources: *Guidelines for Preparing an Annual Evaluation*, instruction manual for preparing an annual evaluation.

Annual
Evaluation

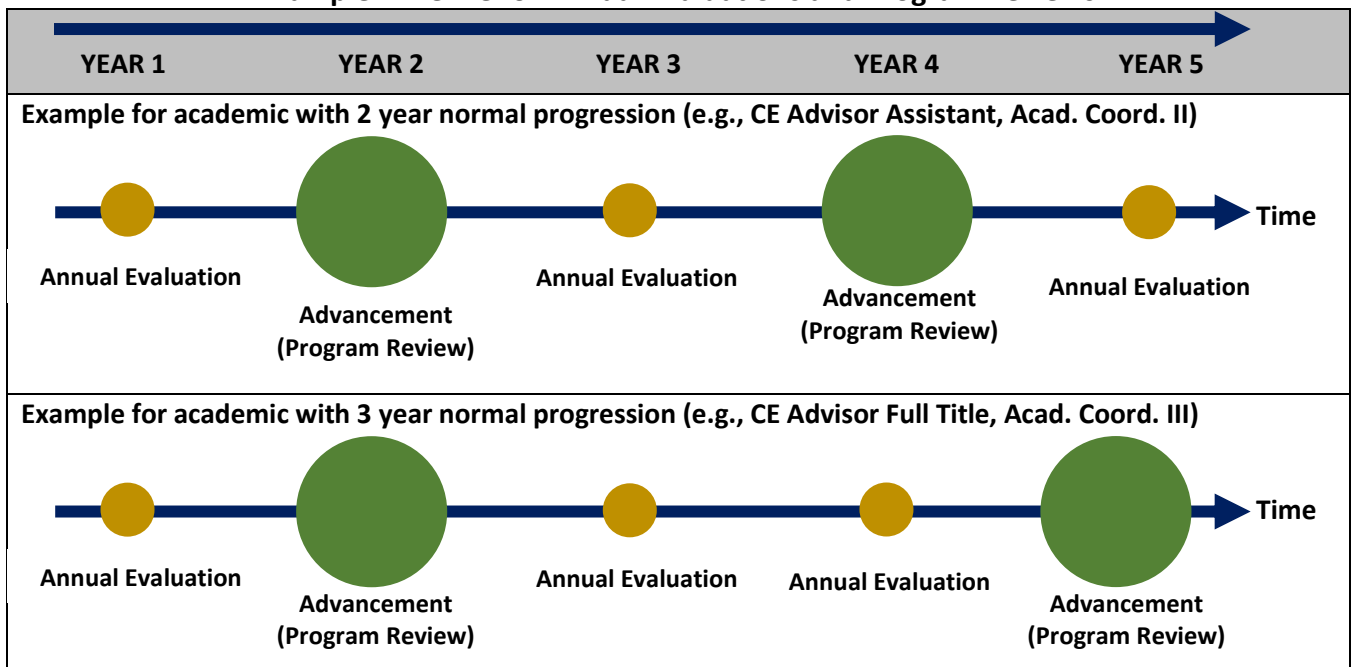
AE

- Evaluate the performance of an academic for advancement to the next rank and/or step.
- Evaluated by supervisor, colleagues and clientele (for promotions), ad hoc review committee (for promotions), and the peer review committee, with a decision by the Associate Vice President.
- Dossier: Cover page, narrative (6 or 10 page), supporting documentation, and other elements, typically resulting in 30 to 80 pages total.
- See Academic Human Resources: *Guidelines for Preparing the Thematic Program Review Dossier* ("eBook"), instruction manual for preparing the program review dossier.

Program Review
(Merit & Promotion)



Example Timeline for Annual Evaluations and Program Reviews



Seek more information

[Learning & Development: Academics Performance Evaluation](#)

[Project Board Help](#)

[Academic Human Resources](#)