



BE BOLD. Shape the Future.
**College of Agricultural, Consumer
 and Environmental Sciences**

PERFORMANCE EVALUATION DOCUMENT FOR COUNTY EXTENSION FACULTY:

County Directors, County Agents and Extension Associates

EMPLOYEE INFORMATION		
Name:	Aggie ID:	Title:
NMSU Start Date:	Department:	Position Start Date:

EVALUATOR INFORMATION		
Name:	Aggie ID:	Title:

EVALUATION TYPE			
<input type="checkbox"/>	Annual Review [From: _____ To: _____]	<input type="checkbox"/>	End of Probation
<input type="checkbox"/>		<input type="checkbox"/>	Other

Instructions for utilizing this document:

County Extension Faculty will be able to review the categories and provide statements regarding evidence of efforts to help demonstrate faculty members understanding and work in the areas. The County Directors will provide feedback and an overall rating. Information needed to help make these assessments include the following and are due annually on January 15.

- Annual Performance Evaluation, faculty to provide evidence of efforts in each competency.
- Annual Performance Evaluation Narrative (No longer than 3-5 pages).
- Watermark Faculty Success (Digital Measures) to provide:
 - Impacts of programs for Plans of Work
 - Committees
 - Awards
 - Professional Development of faculty.
- Spreadsheet with Metrics for ACES NMSU.

**Impacts, committee and awards may be developed in a word document for submission with Annual Evaluation, then recorded in Watermark Faculty Success.*

40%	Section I - Program Competencies Performance Competencies Equity and Access Competencies Program Promotion and Public Relations Program Implementation and Support Competencies Interpersonal and Personal Behaviors
10%	Section II – Professionalism Competencies
10%	Section III - Supervisory and Administrative Performance Completed if supervising employees
30%	Evidence of Excellence - Impacts must be submitted into Watermark Faculty Success (formally known as Digital Measures & Agent Narrative.
10%	Allocation of Effort/ Goals and Objectives

The following scale is provided to indicate the level of performance relative to each competency.

- **Unsatisfactory** – Failed to complete competencies
 - **Needs Improvement** – Lack of completion of competencies and working towards improvement
 - **Meets Expectation** – Understands and applies competencies effectively
- *** Must meet all competencies in Meets Expectations to receive higher rating of Exceeds or Exemplary
- **Exceeds Expectation** – Not only understands and applies the competency effectively, but also serves as a model for others
 - **Exemplary** – Understands and applies the competency and is recognized for the outstanding achievements.

SECTION I. PERFORMANCE COMPETENCIES - In order to receive a higher category, all expectations must be fully fulfilled.

PROGRAM PLANNING COMPETENCIES: Use of local Advisory Boards related to county needs assessments, planning program efforts implementation and how program development and delivery tie to Plans of Work

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Advisory Board Structure	<ul style="list-style-type: none"> No advisory board No effort to establish or have meeting 	<ul style="list-style-type: none"> Advisory Board seldom meets Not Representative of County demographics Council membership does not rotate 	<ul style="list-style-type: none"> Advisory Board meets on a regular basis, at least annually Advisory Council represents the diversity of the county Defined system for assigning Advisory Board members and rotating members on and off 	<ul style="list-style-type: none"> Advisory Board has defined committee structure in place and operates accordingly 	<ul style="list-style-type: none"> Advisory Board is active meeting regularly and assist with program planning and gaining budgetary resources
Program Efforts & Needs Assessments	<ul style="list-style-type: none"> No use of needs assessment No input from community on programming needs No Plan of Work 	<ul style="list-style-type: none"> Advisory Board simply endorses the agent programming, no feedback provided Advisory Board weakly linked to County CES programming Agent does not use regular needs assessments in program planning Advisory Board does not help direct needs assessments Program planning vaguely tied to Plan of Work Advisory Board is unaware of how programs fit into Agent's Plan of Work 	<ul style="list-style-type: none"> Advisory Board members provide some direction to annual CES programming in major program areas Needs assessments are periodically conducted to identify community and programming needs Agent regularly visits defined needs and bringing this before advisory groups for program planning Agent plans and organizes programming related to County Plan of Work and periodic needs assessments 	<ul style="list-style-type: none"> Advisory Board and Agent work together to identify issues and set priorities for CES programming Agents works closely with Advisory Board to develop needs assessments representative of county clientele groups; program plan; deliver; and evaluate programs designed to meet variety of clientele needs, guided by an identified and approved Plan of Work Ad hoc committees and focus groups established when necessary to address pertinent needs 	<ul style="list-style-type: none"> Advisory Board and Agent work to provide innovative programs that address the needs assessments and have solid evaluations Advisory Board is active in helping to secure resources for community programming efforts

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Program Implementation & Reports	<ul style="list-style-type: none"> • No reports or communication about program efforts • No effort to meet any deadlines regarding programmatic reports. 	<ul style="list-style-type: none"> • Agent does not provide written or oral report on programs to County Commissioners, District Director or Advisory Board • Agent does not report programming according to an identified plan of work and fails to meet reporting deadlines. 	<ul style="list-style-type: none"> • Agent provides Advisory Board, County Commissioner and District Director with annual report of Advisory Board meeting, implementing at least two Advisory Board directives into annual CES programming • Agent reports programming according to an identified Plan of Work • Advisory Board is active in program planning, conducting and evaluating of local programs 	<ul style="list-style-type: none"> • Agent effectively organizes and delivers major county CES programming that directly reflects Advisory Board directives, related to overall County Plan of Work and regular needs assessment • Advisory Board know Agent's Plan of Work and members actively explain and promote Extension to people, organizations, and governing bodies of County • Agent provides Advisory Board, County Commission and District Director with annual reports, implementing at least two Advisory Board directives into annual CES programming 	<ul style="list-style-type: none"> • Award recognition from Association • Development of a new program that reflects the need of county and is recognized state and nationally for achievement.

Advisory Board Structure	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	<input type="checkbox"/>	Exemplary
Program Efforts & Need Assessments	Unsatisfactory	<input type="checkbox"/>	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Program Implementation & Reports	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations		Exemplary

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

EQUITY, ACCESS, AND COMPETENCIES: Understanding values and differences in cultures in order to promote and involve diverse audiences in programs while being assessable and building relationships with grassroots organizations and informal community-based groups.

	Unsatisfactory	Needs Improvement	Meet Expectations	Exceeds Expectations	Exemplary
Diverse Audience Awareness	<ul style="list-style-type: none"> No effort to program or communicate with diverse audiences 	<ul style="list-style-type: none"> Little effort to understand differences in cultures and programs accordingly Little efforts to communicate with diverse audiences beyond traditional programming 	<ul style="list-style-type: none"> Understands differing cultural values, norms, practices, and traditions of clientele and how they impact potential programming 	<ul style="list-style-type: none"> Agent is a first adopter of new methods to communicate with diverse clientele and is able to demonstrate connectivity with audiences specifically reaching new audiences regularly 	<ul style="list-style-type: none"> Agent finds innovative ways to connect with new audiences and understands the impact potential for addressing differing cultural values.
Diverse Audience Programming	<ul style="list-style-type: none"> No effort to expand outreach and implement diversity in programming Is not mindful of need for design and delivery with diverse audiences No participation in grassroots organizations and informal community-based groups 	<ul style="list-style-type: none"> Makes minimal effort to expand outreach and implement diversity in programming Does not regularly regard diversity in audiences and mindfulness in programming regarding design and delivery Does not regularly participate in grassroots organizations and informal community-based groups 	<ul style="list-style-type: none"> Applies program design strategies appropriate for the intended audience Uses non-defensive language and cross-cultural communication skills to prevent/minimize conflict in a cross-cultural setting Develops meaningful, constructive relationships with local, grassroots, organizations and informal community-based groups to expand outreach to diverse audiences 	<ul style="list-style-type: none"> Agent is aware of diverse populations across the county and consistently develops programs to target non-traditional Extension clientele Program design efforts and needs assessment are delivered to less traditional Extension clientele Agent consistently engages in community planning efforts with grassroots organizations 	<ul style="list-style-type: none"> Agent is recognized for diverse audience Programming. Develops new ways to provide outreach programs to address diverse audiences

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
CES and Program Marketing	<ul style="list-style-type: none"> • No effort to inform clientele of programming and other information • No effort to share program and services throughout the community • No effort to market programs offered by specialists 	<ul style="list-style-type: none"> • Uses minimal effort to inform clientele of programming and other information • Extension programming and services are not shared throughout the community • Little or no marketing of programming offered by college specialists to clientele 	<ul style="list-style-type: none"> • Uses newsletters, newspaper, web, radio and/or TV to inform diverse audiences programming and other information • Marketing of Extension is a regular on-going effort • Markets major activities of the college to local clientele 	<ul style="list-style-type: none"> • Agents constantly uses a variety of platforms to market CES program efforts to clientele and community leaders, documenting these efforts and delivering impactful reports • Outcomes of programs are shared with people outside of Extension to help them understand the importance of programming to the whole community • Agent is recognized by nontraditional clientele as a result of mass media efforts, which reflects positively on NMSU 	<ul style="list-style-type: none"> • Programs have innovative marketing that led to larger impacts. • Use of University Communication for marketing. • High quality documents that showcase CES programming.
Diverse Audience Reporting/ Civil Rights	<ul style="list-style-type: none"> • No effort to keep up the civil rights records • No effort to use statements on any communication. • No effort to meet reporting deadlines 	<ul style="list-style-type: none"> • County CES Civil Rights files have limited record of program equity and access efforts • Little or no effort made to use non-discriminatory statements in communications • Reports are sporadic and often late to CES administration. 	<ul style="list-style-type: none"> • County Civil Rights file reflects efforts to engage diverse audiences in county CES programming • Reports are delivered to community leaders and CES administration in a regular, timely fashion- at least quarterly • Regularly uses non-discriminatory statements in communications and follows documentation requirements 	<ul style="list-style-type: none"> • Reports are prepared directly for decision makers and foster support for NMSU CES; Program outcomes and impacts are delivered in a timely fashion outlining how monthly CES work is addressing overall identified needs in the county, impacting lives of citizens • County CES Civil Rights files obtain documentation of equity & access 	<ul style="list-style-type: none"> • Reports are of exceptional quality, timely and are used by the leaders. • Civil Rights files demonstrate outreach across the community and reflect the demographics of the community

Diverse Audience Awareness	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>
Diverse Audience Programming	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>
CES & Program Marketing	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>
Diverse Audience Reporting/Civil Rights	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

PROGRAM PROMOTION AND PUBLIC RELATIONS: Development of multiple positive media relationships and tools to serve as community outreach and promote University recruitment and positive image

	Unsatisfactory	Needs Improvement	Meet Expectations	Exceeds Expectations	Exemplary
Community Outreach & Media Relations	<ul style="list-style-type: none"> No attempt to communicate with clientele No attempt to utilize media or newsletters 	<ul style="list-style-type: none"> Little or no effort of communication with clientele Mass media efforts are very limited and infrequent 	<ul style="list-style-type: none"> Active and effective user of expanded methods to communicate with clientele in a timely on-going manner Uses newsletters, newspaper, web, radio and/or TV to inform clientele of programming and other information 	<ul style="list-style-type: none"> Agent is a first adopter of new methods to communicate with clientele and is able to demonstrate connectivity with audiences Agent is recognized by nontraditional clientele as a result of mass media efforts, reflecting positively on NMSU 	<ul style="list-style-type: none"> Agent has established new methods of communication with clientele. Agent is highly recognized by whole community because of mass media efforts that creates a positive image of NMSU
University Recruitment & Image	<ul style="list-style-type: none"> Agent's appearance and performance reflects badly on university No effort to share programming or services with community No marketing of programs by Specialist No recruitment efforts are made for NMSU activities 	<ul style="list-style-type: none"> Agent's appearance and performance reflects negatively on the university Extension programming and services are not shared throughout the community Limited to no marketing of programming offered by college specialist to clientele Limited evidence of visibility and service efforts regarding community boards and college committees Limited evidence of efforts in NMSU recruitment activities 	<ul style="list-style-type: none"> Agent's appearance and performance conveys a professional image to the community Marketing of Extension is a regular on-going effort Markets to local clientele major activities of the college Agent demonstrates efforts to serve community boards and college committees Recruits' student to attend NMSU 	<ul style="list-style-type: none"> Agent's appearance and performance reflects favorably on the University; Agent professionalism is a role model to others Programming efforts are shared and with leadership for use in marketing of Extension Outcomes of programs are shared with people outside of Extension to help them understand the importance of programming to the whole community Evidence of regular service to College by serving on college committees, community boards and search committees Engages student recruitment and development 	<ul style="list-style-type: none"> The University or other entities for professionalism that reflects favorably recognize agent. Agent works across the university to deliver educational programming to the community Recruitment efforts has lead to a major change in student enrollment.

Community Outreach & Media Relations Unsatisfactory Needs Improvement Meets Expectations Exceeds Exemplary
University Recruitment & Image Unsatisfactory Needs Improvement Meets Expectations Exceeds Exemplary

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

PROGRAM IMPLEMENTATION AND SUPPORT COMPETENCIES: Development of impactful programming through variation in delivery method, knowledge of subject matter, program evaluation, collaboration with other agents, and use of volunteer leaders.

	Unsatisfactory	Needs Improvements	Meet Expectations	Exceeds Expectations	Exemplary
Impactful Programming	<ul style="list-style-type: none"> • No effort to supply programs for the community. • Lack of knowledge in area of responsibility with no effort to increase breadth. • No programming and limited activity in community • No teaching techniques utilized • No use of research-based information to assist clientele, provides misinformation 	<ul style="list-style-type: none"> • Limited or no innovative educational materials produced to support programming efforts • Limited breadth and depth of knowledge in their area of responsibility • No concrete programming, just activities • Limited or no variety of teaching techniques used with different audiences • Does not use research-based information to assist clientele 	<ul style="list-style-type: none"> • Develops and prepares innovative educational materials when needed to support program efforts • Has a breadth and depth of knowledge about the range of specific facts, methods, and principles in their area of responsibility • Employs a variety of teaching techniques appropriate to audiences • Provides accurate, complete, and current information or assistance • Is recognized by clientele groups as having skills to assist them 	<ul style="list-style-type: none"> • Develops and prepares innovative educational materials for programs is shared with others • Serves as mentor for agent or host internships for NMSU students due to agents experience and breadth and depth of knowledge about the range of specific facts, methods, and principles in their area of responsibility • Is sought after as a resource person for area/state programs • Seeks opportunities for outside funding of programs 	<ul style="list-style-type: none"> • Agent is sought after as a resource person for area/state and national programs while maintaining county programs. • Serves as a mentor and has high marks from internship students. • Program is duplicated throughout state or adopted by other Extension programs or systems
Program Evaluation	<ul style="list-style-type: none"> • No evaluation of programs is utilized • Reports are late or not submitted 	<ul style="list-style-type: none"> • Limited evaluation of programming efforts is given to leaders without discussion • Limited evidence of clientele attitude, skills, or knowledge change • Reports are usually late or completed at the deadline, submitted only after reminders 	<ul style="list-style-type: none"> • Major program effort results are shared with clientele and leaders • Evaluations reflect knowledge and/or skills gained and other impact, if applicable; numbers of dollars impacted • Reports are usually completed and delivered in a timely manner 	<ul style="list-style-type: none"> • Most all programs are evaluated with assistance of leaders and discussed with leaders • Program impacts are evident in program design, evaluation, and results • Reports are accurate and on time and shared directly with decision makers and foster support for NMSU 	<ul style="list-style-type: none"> • Programs are evaluated and lead to development of established curriculum • Reports are shared with organizations to increase use of curriculum and program delivery that result in impacts to clientele

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Collaboration and Volunteer Recruitment	<ul style="list-style-type: none"> • No recruitment or use of volunteers • No teamwork with agents and specialist on programs • No community support for programs 	<ul style="list-style-type: none"> • Educational programming is conducted solely for or works with limited audiences • Educational programming has little involvement with other agents in the office • The agent collaborates with other groups that are mostly within their program area 	<ul style="list-style-type: none"> • Effectively targets, markets, and promotes programs as evidenced by attendance • Supports other agents and staff with their programming efforts • Agent collaborates with other organizations, agencies, and groups in programming efforts • Recruits and utilizes a volunteer base and trains volunteers to support programming 	<ul style="list-style-type: none"> • Major programming efforts are designed and evaluated for programming success and future programming efforts • Collaborations with other co-workers, agents and groups leads to new audiences seeking opportunities to participate in Extension programs • Collaborations with other groups and/or organizations are diverse and reflective of the total community spectrum of issues • Established volunteer base and training of volunteers is ongoing which supports programming 	<ul style="list-style-type: none"> • Major programming efforts are designed and evaluated for programming success and future programming that is instituted by CES system. • Collaborations lead to recognition of groups for outstanding programming. • Establish a volunteer base that delivers educational programming and is recognized for outstanding impacts

Impactful Programming	Unsatisfactory	Needs Improvement	Meets-Expectations	Exceeds	Exemplary
Program Evaluation	Unsatisfactory	Needs Improvement	Meets-Expectations	Exceeds	Exemplary
Collaboration & Volunteer Recruitment	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

INTERPERSONAL AND PERSONAL BEHAVIORS: Exhibits professional image and office professionalism through appearance, work ethic and strives to improve through professional improvement efforts.

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Professional Image	<ul style="list-style-type: none"> • Agent does not dress appropriately or professionally at anytime • Work area is dirty and not organized • Agent’s attitude is negative and responds poorly to clientele 	<ul style="list-style-type: none"> • Agent does not dress appropriately according to office and program delivery setting. Examples of attire: • Examples: daily office setting—causal business attire; field setting, presentable work attire; professional meeting/in-service, business attire, etc. • Work area is not clean and/or organized • Does not exhibit a positive attitude 	<ul style="list-style-type: none"> • Agent dresses appropriately according for office and program delivery setting. • Work area is usually clean and/or organized • Usually exhibits a positive attitude with coworkers and clientele 	<ul style="list-style-type: none"> • Agent consistently dresses appropriately in both office setting and program delivery setting • Work area is consistently clean and/or organized • Consistently exhibits a positive attitude 	<ul style="list-style-type: none"> • Agent has a positive attitude that influences the entire community. • Work area is clean and organized • Agent’s attire is always appropriate and reflects CES/NMSU
Professional Improvement	<ul style="list-style-type: none"> • No interest in participating in professional development trainings • Does not attend mandatory trainings 	<ul style="list-style-type: none"> • The agent has not attended in-service trainings • Agent does not participate in professional organizations 	<ul style="list-style-type: none"> • Attended acceptable number of in-service trainings • Agent participates in professional organizations 	<ul style="list-style-type: none"> • Agent consistently exceeds the number of in-service trainings • Agent consistently participates in professional organizations and takes on leadership roles 	<ul style="list-style-type: none"> • Agent exceeds the number of in-service trainings and is active in providing input into development. • Agent takes on leadership roles in organizations at regional and national level

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Office Professionalism	<ul style="list-style-type: none"> • Not reliable • Frequently has issues with Extension staff and clientele • Does not work with others • Behavior contributes to negatively affect any issue and is usually the cause of conflict with no offer of solutions • Few positive relations with others 	<ul style="list-style-type: none"> • Does not exhibit reliability • Does not maintain an open and positive working relationship with all Extension office staff or clients • Fails wo work cooperatively with others • Does not consider how actions affect others • Withholds information from others • Is frequently involved in inner-office conflict • Avoids helping to find a solution to office conflicts • Fails to address conflicts in constructive manner • Expresses self in a combative or destructive manner • Does not work toward positive relationship with others 	<ul style="list-style-type: none"> • Exhibits reliability and punctuality • Maintains an open and positive working relationship with all Extension Office Stagg or clients • Works cooperatively with others • Appropriately shares information with others • Considers how behavior effects on others • Works to be the catalyst of resolution in office conflicts and helps to maintain harmony in the workplace • Addresses conflicts in a constructive manner • Communicates in a respectful manner • Works to maintain positive relationships with others 	<ul style="list-style-type: none"> • Consistently exhibits reliability and is punctual • Consistently maintains an open and positive working relationship with all Extension Office staff or clients • Strong evidence of collaboration with other organizations, agencies, agents, and co-workers • Actively works to ensure others have needed information • Exhibits exemplary behavior in all working relationships • Actively works to resolve office conflicts and bring about office harmony • Is a leader in resolving conflict • Works to maintain positive relationships and promote respect among all group members 	<ul style="list-style-type: none"> • Agent is reliable, punctual and sets the precedence for office • Maintains positive work environment for clientele and colleagues • Represents NMSU/CES across the county, regionally and nationally • Effective in resolving conflict and providing solutions to problems

Professional Image	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary
Professional Improvement	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary
Office Professionalism	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

SECTION II. PROFESSIONALISM COMPETENCIES: Extension programming is about relationships. Listed below are KEY core competencies that each agent should keep in mind when evaluating their annual success of programming and planning for consecutive years.

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
Dependability	<ul style="list-style-type: none"> • Has unexcused absences from work • Quality of work is very poor • Completion of task or assignments are frequently incomplete • No communication on issues with supervisor 	<ul style="list-style-type: none"> • Has attendance or tardiness issues that are unrelated to any protected leave • Fails to maintain acceptable quality in work. • Consistently fails to complete tasks or assignments • Fails to communicate with supervisor on workload issues 	<ul style="list-style-type: none"> • Maintains consistent attendance and punctuality. • Completes work on time and with minimal supervision. • Addresses any workload issues with supervisor • Meets organizational standards for work quality 	<ul style="list-style-type: none"> • Fulfills commitment in face of changes in workload and responsibilities • Ensures that team responsibilities are fulfilled not just individual assignments 	<ul style="list-style-type: none"> • Fulfills commitments with all challenges and workload demands • Works for team success
Initiative	<ul style="list-style-type: none"> • Constant reminders needed to start and complete task • Avoids work • No willingness to improve even when instructed to improve knowledge or skills 	<ul style="list-style-type: none"> • Does not ask questions to acquire necessary information • Waits to be asked or instructed to do routine assignments or tasks • Waits for others to solve or address problems • Avoids assisting others • Fails to anticipate needs • Takes steps to improve knowledge & skills only when instructed 	<ul style="list-style-type: none"> • Asks questions to get necessary information • Actively volunteers to assist others when workload can accommodate • Takes actions to solve problems • Prepares to handle upcoming problems and workload. • Occasionally offers ideas for improvements and or projects • Seeks to improve own knowledge and skills 	<ul style="list-style-type: none"> • Asks questions to acquire information and reveal unstated needs • Actively volunteers to assist when workload can accommodate • Anticipates needs and problems and takes action to address • Seeks to improve knowledge and skills of self and others • Consistently brings forth ideas for improvement • Consistently generates ideas for projects that further goals of the unit 	<ul style="list-style-type: none"> • Regularly works to solves issues that affect local, regional and national CES programs • Provides leadership for community issues

<p>Integrity</p>	<ul style="list-style-type: none"> • No confidence from coworkers or community members • Continually lacks follow through with volunteers or coworkers having to step in • No regard for time and resources 	<ul style="list-style-type: none"> • Does not have the confidence of coworkers and others • Routinely makes promises he or she does not or cannot keep • Fails to exercise discretion with sensitive information • Lacks follow through, causing problems for others • Lacks regard for time and other resources 	<ul style="list-style-type: none"> • Has the confidence of coworkers and clientele. • Presents the truth in an appropriate manner • Keeps confidences. • Maintains organizational and professional standards in work and interactions with others • Admits mistakes • Is a good steward of resources 	<ul style="list-style-type: none"> • Presents the truth appropriately, when doing so may be unpopular or personally disadvantageous • Maintains organizational and professional standards under pressure • Encourages use of resources wisely 	<ul style="list-style-type: none"> • Demonstrates the professional standards under pressure • Allocates resources in the most appropriate of manners
-------------------------	--	---	--	--	--

Dependability	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>
Initiative	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>
Integrity	Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Exceeds <input type="checkbox"/>	Exemplary <input type="checkbox"/>

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

SECTION III. SUPERVISORY/ADMINISTRATIVE PERFORMANCE: Fair and impartial management of office staff develops a sense of teamwork where staff feel values. Properly manages resources, county budget and provides District Director and Commissioners with timely informational reports.

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
OFFICE MANAGEMENT	<ul style="list-style-type: none"> • No staff meetings or communication with office staff • No coordination of leave for any staff • Fails to approve leave and submit • No effort to fulfill job duties of county director • Supplies no support for staff • No attention to office space or equipment needs 	<ul style="list-style-type: none"> • Agent does not coordinate regular office staff meetings • Agent shows little or no concern for welfare of county support staff • Agent fails to coordinate support staff leave • Agent fails to approve leave and working hours by deadline • Agent does not encourage support staff professional development • Does not carry out their office coordinator role very well or does not fulfill all the requirements of the position • Does not tend to office space and equipment needs 	<ul style="list-style-type: none"> • Coordinate’s office staff meetings monthly • Provides feedback regarding staff performance on a continuing basis • Leave requests of support staff are managed in a clear and fair manner • Leave and working times are approved on time • Agent makes support staff aware of professional development opportunities • Effectively serves in the office coordinator role that have assigned • Ensures office is adequately equipped and adequate space if available for staff to carry out workload 	<ul style="list-style-type: none"> • Coordinate office staff meetings with agents weekly or as needed • Conducts 100% support staff performance reviews on time • Teamwork within the support staff team is obvious • Agent manages the support staff working hours and workload in an efficient and fair manner • Regular opportunities for professional development are identified and agent helps make arrangements for support staff to attend • Is effective in coordinator role while involving others in the decision-making process so as to make them involved in the decisions • Is a role model in conducting their office coordinator role 	<ul style="list-style-type: none"> • Communicates with staff during regular scheduled meetings and between meetings to ensure positive outcomes for the office • Maintains a fair and balanced office with definite job descriptions and duties • Makes decisions for the effectiveness of office with input of staff as needed • Sets a tone of positivity for office and provides needed training opportunities for office success

	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary
ALLOCATION OF RESOURCES & BUDGETS	<ul style="list-style-type: none"> Misuse of university resources No oversight of county budget – improper use of funds 	<ul style="list-style-type: none"> Agent fails to allocate University resources appropriately Fails in proper oversight of county budgets, office organization and operations Has limited understanding, and fails to gain better understanding of, office finances and allocation or resources 	<ul style="list-style-type: none"> Allocates University resources accordingly Agent monitors county budget Agent provides oversight of the office organization and operation Understands and maintains office records as required Has an adequate understanding of office budget and resources allotments 	<ul style="list-style-type: none"> Agents allocates University resources appropriately and often seek additional financial support for programming Agent ensures County funds are allocated appropriately and seek/secure additional funding opportunities to expand programs Agent ensures budget funds are allocated fairly among programs 	<ul style="list-style-type: none"> Agent seeks appropriate resources for allocation in program Agent ensures funds are allocated fairly among programs Agent consistently and effectively seeks grant and outside funding to support on-going Extension programming efforts and to design and implement innovative programs
REPORTS	<ul style="list-style-type: none"> No communication with District Director about issues and programming status Does not maintain records or reports No communication with County commission No impacts and contacts submitted or communicated 	<ul style="list-style-type: none"> Fails to keep District Director informed to county issues as they arise and county programming status Has little or contact or relationship with county commission Reports to the commission are offered but not provided 	<ul style="list-style-type: none"> Agent regularly informs District Director of issues as they arise Develops rapport with community and reports annually to commission Is aware of changing county leadership (county commissioners, managers, etc.) and makes adjustment in reporting according to changes Provides updates of programming impacts and contacts 	<ul style="list-style-type: none"> Agent ensures District Director is aware of issues in a timely manner Established rapport with community leaders and county commissioners and provides them with written report and oral presentation Does a good job of keeping Extension program delivery, needs and impacts in front of ever-changing County Commissioners and Managers. 	<ul style="list-style-type: none"> Ensures all reports are in on time and are of high quality High rapport with community and state leaders that encourages request for presentations Provides leaders with high quality impact documents and reports

Office Management	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary
Allocation of Resources/Budgets	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary
Reports	Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds	Exemplary

Faculty Comments regarding efforts in these competencies:

County Director/District Department Head Comments:

Annual Faculty Performance Evaluation Narrative

In preparation for the upcoming Agent Evaluation meeting, please complete the annual evaluation of your performance for the calendar year 22 by January 15, 2023. Keep in mind that you need to emphasize outcomes and future directions for your programming under your most current Plan of Work. It is preferred that this evaluation be in a narrative or outline style while being concise and direct to the point. The narrative portion of your evaluation should be no longer than three pages.

1. Major accomplishments associated with your major program areas, related to your overall individual County Plan of Work, achieved in the last fiscal year and how they relate to the goals and objectives under the four pillars and ACES Strategic plan.
2. Detail collaborative efforts with other departments and other colleges in support of County programming.
3. A statement of equity, diversity and inclusion goals and objectives of your program and how they are communicated to the faculty and staff you work with. Include a statement of your efforts to recruit and retain qualified minorities and women, especially in underrepresented professional and faculty areas.

X. Performance Appraisal Summary

According to my position description, on _____ my immediate supervisor and I discussed the categories listed below from the appraisal instrument, for the period of January 1, 20__ - December 30, 20_.

(Circle items discussed)

- I. Performance Competencies
- II. Professionalism Competencies
- III. Supervisory Competencies (Faculty that supervise on or more paid employees)
- IV. Evidence of Extension Excellence/Digital Measures
- V. Goals and Objectives on Allocation of Effort

In review of the appraisal conference, my performance has been established as indicated by the following category:

- ____ Exemplary: 8.56 – 10
- ____ Exceeds Expectations: 6.56 – 8.55
- ____ Meets Expectations: 4.56 – 6.55
- ____ Needs Improvement: 2.56 – 4.55
- ____ Unsatisfactory: 1.00 – 2.55

Immediate Supervisor Comments:

Department Head Comments:

Signatures

I certify this evaluation has this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement or disagreement. I also understand that if I choose to appeal the evaluation that my appeal must be made in writing to the Human Resources Director within 15 working days from the date this evaluation was given to me by my immediate supervisor(s).

Signature of Faculty Member

Date

Signature of County Director

Date

Signature of District Department Head

Date