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To: County and Academic Unit Heads
College of Agriculture and Life Sciences

From: Jeffrey C. Silvertooth 
Associate Dean and Director, Economic Development and Extension

Subject: Annual Review Scores

I am sure you understand with the scrutiny that is being applied to our programs regarding the use of state funding in all aspects of the university system, including the Cooperative Extension System (CES), the issue of accountability and the value of our programs is extremely important. Accordingly, our annual reviews of CES faculty programs and units must be conducted in relation to productivity and the resulting social and economic impacts. In this context, I am providing my perspective on annual review scores of faculty as units begin the annual performance review meetings.

The annual review meetings provide an opportunity for us to discuss each faculty member's role and contributions in supporting the CES mission. Annual reviews should be based on the materials provided by the UA Vitae Reports relative to Position Descriptions (PDs) and the Workload Guidelines for Instruction, Research, and Extension, with appropriate adjustment for the FTE splits in the assignments.

Evaluations should be based on the annual accomplishments within this framework. As we have discussed in the past, I believe we should use the following rationale for annual evaluations for faculty and programs:

"Meets Expectations (3)" is where most of us should expect our scores to be. This means that we are making significant contributions that are consistent with our positions and our missions as described with PDs.

A rating below 3 is an indication that discussion is needed to consider possible changes in faculty performance and/or position distributions (FTE splits). In these situations it is imperative that we work together to develop alternative strategies to enable faculty to improve their performance and contributions.

Ratings above "Meets Expectations" will be reserved for those contributions that clearly exceed the expectations of a position.

I think it is important to evaluate and score faculty accomplishments on a realistic scale. I realize that this is a cultural change within the college and the CES, and I want to be sure that you know I highly value all of your contributions to this process.

I very much appreciate your willingness to work on this process in a productive and cooperative manner. Your efforts will enable us to continue developing and delivering strong programs and be fully accountable in the process.

Cc: Executive Council
Extension Administration Team