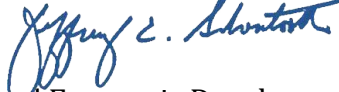




6 January 2020

MEMORANDUM

To: Extension Personnel

From: Jeffrey C. Silvertooth 
Associate Dean
Director, Extension and Economic Development &
Associate Director Arizona Experiment Station

Subject: Use of UA Vitae for Input of Annual Performance Report Information for
Assistants and Associates in Extension

We have recently requested all personnel currently working in Assistant and Associate in Extension positions to submit their annual performance report (APR) information via the UA Vitae system.

The purpose in doing this is twofold:

- 1) Many people in these Assistant and Associate in Extension positions were submitting incomplete material with their APRs.
- 2) The use of the UA Vitae provides a standardization in format and a record of program productivity that we have not been effectively capturing in the past.

The use of the UA Vitae format provides the direct supervisors for each of these Extension professionals a standardized report for their use in developing an annual performance review.

Assistants and Associates in Extension are not subject to a peer review process at this time.

If there are questions regarding this process, please contact your unit head, e.g. County Extension Director or Academic Unit Head.