



THE UNIVERSITY OF ARIZONA
Cooperative Extension

Extension Faculty Annual Review Guidance for 2024

Please use the below table to assist in completing your Faculty Portfolio (formerly UA Vitae) for calendar-year 2023 and in service of your Annual Performance Review for 2024. The table shows which Extension roles follow the various processes. We hope this helps to clear up any confusion and provides you with the information needed to have meaningful conversations with your leader(s). Also, here’s a few FAQs to help with additional clarity:

- **What is an APR?** – “APR” is an acronym which stands for Annual Performance Review.
- **What is Faculty Portfolio (formerly UA Vitae)?** – Faculty Portfolio is the online platform which houses all data included in a faculty member’s body of work for the year. The “APR” is conducted using the content in the system.
- **Who needs an APR?** - If you’re Associate or above **with Continuing Status**, you’re not required to meet with your Supervisor to review your UA Vitae and Peer Reviews. However, either the employee or supervisor can request a meeting. If you’re an Associate or below **with Continuing-Eligible appointment**, you are required to meet with Supervisor to review your UA Vitae and Peer Reviews.
- **What’s required this year?** – Extension Administration is only requiring the following to be submitted in the Faculty Portfolio system by Monday, February 5th:
 - An updated CV (curriculum vitae) to be uploaded in the Faculty Portfolio system under the section CV Upload. Use the attached template and you’re encouraged to fill out the optional request to list your top-5 achievements.
 - The following UA Vitae Sections:
 - **Extension: CALS Cooperative Extension Program** - this should be updated frequently to reflect accurate activity of your Extension Programs. This section is critical for peer reviews, annual reviews, continuing status, federal reporting, grant reporting, etc.
 - **Extension: Meeting and Event Affirmative Action Report (AAP-5)** - this should be updated frequently to reflect accurate data. This is critical for federal reporting compliance and funding.
 - Any staff programming efforts and their AAP-5 data should be reported through the appropriate Faculty Supervisor’s section(s) above.

Extension Faculty Annual Review Guidance for 2024 TABLE

	Agents (any rank)	Specialists (any rank)	Assistants/Associates in Extension (AiEs)
Complete a UA Vitae for CY2023	Yes	Yes	If your programmatic data and output is being reported by a supervising faculty member or CED, no. Otherwise, yes.
Due Date for 2024 Review Season	Monday, February 5	Check with your Unit, but Extension work will be captured up to Monday, February 5	Monday, February 5
Takes part in Peer Review Process	Yes	Follow Unit process for reviews or peer reviews	No, but if you’re interested in receiving feedback on your UA Vitae, please work with your CED or a Lead Faculty
Deadline for Peer Review	Assignments will be made by February 8th and due by March 8th	Follow Unit process for deadlines on reviews or peer reviews	N/A
Career Conversation Review	N/A	N/A	Yes – this is the UA-mandated annual review process for personnel in this role.
Deadline for Annual Review	April 30th	Follow Unit process for deadlines on reviews or peer reviews	April 30th