

**County Extension Director Appraisal Form by DED**

**PROGRAM YEAR 2016**

(Completed by the County Extension Director and then the District Extension Director)

Name of CED:

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| **County:**  Choose an item. | **Date of Appraisal:** Click here to enter a date. |
| **Assessment of Performance:** The following comments are our assessments of your annual performance and progress toward permanent status (if applicable) and promotion as measured according to the UF/IFAS Promotion and Permanent Status Criteria. |
| **Program Support:** |  |
| * Click here to enter text.
 |
| **Financial Support:** |
| * Click here to enter text.
 |
| **Peer and University Support:** |
| * Click here to enter text.
 |
| **Program Development:** |
| * Click here to enter text.
 |
| **Delivery/Contacts and Statistical Report:** |
| * Click here to enter text.
 |
| **Impact and Evaluation:** |
| * Click here to enter text.
 |
| **Service to Schools, Membership/Activities in the Profession, Honors:** |
| * Click here to enter text.
 |
| **Essential Extension Communication and Reporting:** |
| * Click here to enter text.

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| **IT Literacy and Professional Development:** |
| * Click here to enter text.
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| **CED Program Leadership and Coordination:** |
| 1. External Relations
 |
| Click here to enter text. |
| 1. Personnel
 |
| Click here to enter text. |
| 1. Revenue
 |
| Click here to enter text. |
| 1. Marketing
 |
| Click here to enter text. |
| 1. Compliance issues
 |
| Click here to enter text. |
| **Additional Overall Comments:**Click here to enter text. |
| **Progress Toward Permanent Status and Promotion:** |
| Promotion: Satisfactory [ ]  Unsatisfactory [ ]  N/A [ ]  |
| Permanent Status: Satisfactory [ ]  Unsatisfactory [ ]  N/A [ ]  |

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| **RECOMMENDED OVERALL RATING: (**Check appropriate box)Unacceptable Improvement Required Standard Professional Performance Commendable Exemplary [ ] (UN) [ ] (IR) [ ] (SPP) [ ] (CO) [ ] (EX) |
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| **Duties and Responsibilities (numbers correspond to sections in ROA and promotion templates)** | **Criteria** |
| **Program Support****14. Creative Works** **15. Patents and copyrights****16. Publications****17. Papers, Presentations or Posters at Professional****Conferences/Meetings** | *Produced an appropriate variety of educational publications and/or creative works in quantity and quality for the faculty’s rank and for progress toward the next highest rank.**Presented at professional conferences and meetings* |
| **Financial Support****18. Contracts, grants, in-kind etc.** | *Sought Revenue Enhancement opportunities to supplement and compliment state and local funding.**Completed Extension Event Budget forms.* |
| **Peer and University Support****19. University Governance and Service****20. Consultations outside the University****21. Editor / Reviewer of Scholarly Journal, etc.****22. International Extension Activities** | *Assisted with multi-county, district, state, or multi-state activities through IFAS/Extension program planning or operational support committees or groups.* *Involved in Initiative TEAMS, other district or state committees.**Programs in Internationalizing Extension* |
| **Program Development****23. Extension Program;**Functioning Advisory Committee* Times met and Composition

Interaction with Specialists and Goal TeamsLocal Situation / Measurable Objectives | *Actively held at least two meetings / year, has a rotation plan for members, geographical, socioeconomic and racial representation, officers, minutes to DED.**Worked with State specialists and initiative team members involved in county major program development and/or delivery.**Rationales reflect and are supported by local needs and data with specific/client centered/quantifiable program objectives.* |
| **Delivery/Contacts and Statistical Report****23. Extension Program;**Individual, Group, Mass MediaEducational Program QualityLinked with Other Agencies/OrganizationsConforms to Affirmative Action and ADA GuidelinesMulti State Extension Activities | *Employed individual and group instruction, mass media, materials and volunteers as primary program delivery methods to educate clientele groups.**Good teaching/delivery was evident. The total program showed planning, delivery, follow-up, county faculty teaching and appropriate days expended in county major programs.**Cooperated with other organizations and agencies in planning, implementing, and evaluating programs. Identified primary linkages.**Parity -4% of minority populations was achieved; reasonable accommodation policy was articulated and non-discriminatory publication statement and meeting announcements was used.**Actively engaged in planning and delivery of Extension programs with county faculty in another state.* |

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| **Duties and Responsibilities (numbers correspond to sections in ROA and promotion templates)** | **Criteria** |
| **Impact and Evaluation****24. Extension Program;** Program Objectives Accomplished with ImpactsEvaluation processes employed Success Stories, Outcome Measures RecordedMarketing of Programs and AccountabilityInvolvement in the 4-H/Youth Program | *Attainment of objectives identified in POW was documented. Educator planned and conducted evaluations for each plan of work objective.* *One CMP was selected for formal evaluation**One or more written/ documented success stories.**Evaluation data was used to show/report quantifiable social, economic, or environmental impacts.**External relations with governments, agencies, customers, and obvious use of program identifiers for marketing/accountability purposes.**Minimum 5% of total days (11 days) expended in proactive 4‑H/Youth program activities.* |
| **Service to Schools, Membership & Activities in the Profession and Honors****25. Service to Schools Other than 4-H/Youth Development****26. Membership and Activities in the Profession****27. Honors**  | *Assisted in school activities beyond 4-H programming.**Active involvement in professional associations through membership, committees, and leadership positions in professional and discipline organizations.* |
| **Essential Extension Skills Communication and Reporting**  Team Player of Extension  Communication with DED Professional Conduct and Responsibility Quality Reporting by Established Unit and IFAS Deadlines | *Cooperation with other faculty and staff; participation in County, District or State committees, Programming and activities.**Interacted regularly with co-workers and DED through written and verbal contact. Provided meeting announcements, advisory minutes, newsletters, etc. on regular basis.**Maintained a positive working relationship with clientele and cooperative extension staff. Responded positively to counsel. Attended county, district, and state faculty/administrative functions.**Timeliness, accuracy, and completeness of state and county reports achieved.**If eligible,provided comments when asked on 3yr progress assessment packets and voted on peers’ promotion packets.**Performed assigned duties in a professional and responsible manner as explained in UF Rules 6C7.018,* [*http://regulations.ufl.edu/wp-content/uploads/2012/09/7018.pdf*](http://regulations.ufl.edu/wp-content/uploads/2012/09/7018.pdf)*, 7.019,* [*http://regulations.ufl.edu/wp-content/uploads/2012/09/70191.pdf*](http://regulations.ufl.edu/wp-content/uploads/2012/09/70191.pdf)*, and 7.048,* [*http://regulations.ufl.edu/wp-content/uploads/2012/09/7048.pdf*](http://regulations.ufl.edu/wp-content/uploads/2012/09/7048.pdf)*.* |
| **IT literacy and Professional Development**Computer and Technology LiteracyProfessional Development* In-service Training
* Professional and Scientific Meetings

Formal Course Work | *Evidence and expansion of working knowledge and use of PC hardware, e-mail, www, pc based software applications.**Participated in in-service training, and implemented a professional improvement plan.* |

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| **Duties and Responsibilities (numbers correspond to sections in ROA and promotion templates)** | **Criteria** |
| **CED Program Leadership and Coordination** 1. **External Relations**
2. **Personnel Staffing, Mentoring, Guidance and Leadership**
 | ***A. External Relations:****Exerted leadership for Overall Advisory Committee - met a minimum of twice per year, and rotational plan implemented. Assured that other county faculty provided the same expected leadership for their respective program advisory committees.* *Informed local governments of faculty activities and accomplishments/successes at least quarterly. Where appropriate involved government officials on advisory committee and in program activities. CED offered to request other UF experts outside of IFAS to assist counties and municipalities.* *Actively sought partnerships and collaborations with not-for-profits, corporations, and other county/regional entities.****B. Personnel Staffing, Mentoring, Guidance and Leadership****Developed and followed a flexible/adaptable staffing plan for the office as part of the vision/strategic plan:** *assessed the entire skill set, e.g., core competencies, of positions that will help to implement the desired vision/strategic plan;*
* *held monthly staff and faculty meetings; met privately with each faculty and staff member to express support;*
* *informed faculty of county and UF/IFAS policies and procedures during monthly meetings;*
* *fostered professional development of faculty and staff (reviewed PD plan with them);*
* *used appropriate methods to document unacceptable behaviors when necessary and took action in a timely fashion;*
* *appointed acting leadership when extended absence from office;*
* *presented and reviewed the new faculty handbook to the new faculty member(s) to develop a start-up plan;*
* *met with new faculty monthly, followed through on mentor assignment and mentoring process; reviewed and commented on POWs/ROAs, promotion/permanent status packets, and professional develop enrollments;*
* *conducted ROA workdays when all faculty work on ROAs together and share successful approaches, etc.;*
* *helped to determine program directions;*
* *assured that teaching skills of new faculty were assessed within the first 6 months and that all faculty were evaluated every five years and records/reports of these evaluations were kept on file and used for annual evaluations and promotion packets;*
* *made time for “UF front door” discussions with all individuals in the office monthly meetings;*
* *provided meaningful input to DED on annual performance evaluations of county faculty.*
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| **Duties and Responsibilities (numbers correspond to sections in ROA and promotion templates)** | **Criteria** |
| 1. **Revenue Enhancement**
2. **Marketing**
3. **Compliance Issues**
 | ***C.* *Revenue Enhancement:****Developed and annually reviewed a vision/strategic plan for the office that is based on estimated returns on investment for county and other investors;* * *used plan to justify county budget requests including facility enhancement;*
* *involved all faculty in budget process;*
* *sought out partnerships and new revenue sources to implement the office vision/strategic plan;*
* *identified faculty support needs as part of vision/strategic plan for office;*
* *used startup packets for new faculty;*
* *counseled with DED in the preparation of the county Extension budget.*

***D. Marketing:****Developed and implemented a total office marketing plan that involved advisory committee members serving as the primary sales force; promoted UF/IFAS Extension name, wordmark on all written, electronic and visual materials.****E. Compliance issues:****Monitored and was aware of all affirmative action, American with Disabilities and risk management rules:* * *maintained and communicated all AA files with faculty and staff;*
* *submitted timely reports to county and UF/IFAS;*
* *ensured proper placement of "and justice for all" posters;*
* *discussed AA with staff and advisory committees;*
* *used non-discriminatory and ADA statement on all written materials;*
* *ensured equal access for groups associated with Extension;*
* *used the annual affirmative action check-list to review procedures and assure that the office is in compliance;*
* *reviewed ROA and POW with each faculty to determine compliance with the AA Plan and all reasonable efforts;*
* *worked with appropriate county officials and others to assure ADA compliance in facilities and educational offerings;*
* *assisted county faculty in developing and implementing their risk management plans.*
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