

4-H Youth Development Planning/Reporting/Evaluation

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Planning - Faculty

All 4-H Youth Development faculty (probationary and tenured) are expected to prepare individual multi-year and annual plans of work. An individual plan of work should provide a plan for generally two or three major programs. One or more of the programs included in the individual plan of work may be a county office team plan or team plans involving other Extension professionals.

As outlined by the Faculty Senate and followed by the Department of Youth Development and the 4-H Youth Development Program Area, these plans include the following elements: Situation Statement, Program Objectives, Faculty Member's Response: Planned Activities, Implementations and Teaching; Impact/Outcomes, Evaluation Plan and Professional Development Needs. The plans serve as critical documents in communication and direction setting as well as faculty review.

What	When	Who Involved	Purpose
Multi-year Plan At minimum, plans should cover a two year time frame. A 3 to 4 year plan may be prepared if preferred by the faculty member.	Due Jan. 15 of each year (or 6 months after initial employment)	Copies submitted to: Dept. Chair (if probationary) Liaison (co-based) Dept. Head Mentor (suggested as applicable) District Director Others as appropriate	Professional Dev.; Communication and Direction Setting; Self-Initiated Performance Review; 1, 2, & 3 Yr. Review; Tenure Decision;
Annual Plan (Jan. - Dec.)	Due Jan. 15 of each year (or 6 months after initial employment) The annual plan may be included as part of the multi-year plan at the discretion of the faculty member. The annual plan must be clearly identified.	Copies submitted to: Dept. Chair (if probationary) Liaison (co-based) Dept. Head Mentor (suggested as applicable) District Director Others as appropriate	Professional Dev.; Communication and Direction Setting; Self-Initiated Performance Review; 1, 2, & 3 Yr. Review; Tenure Decision;

Guidelines and sample plans are located at: <http://www.uwex.edu/ces/4h/resources/plans/pow.cfm>.

Planning – Academic Staff

All 4-H Youth Development academic staff are expected to prepare individual multi-year plans and annual plans of work. An individual plan of work should provide a plan for generally two or three major programs. One or more of the programs included in the individual plan of work may be a county office team plan or team plans involving other Extension professionals.

These plans include the following elements: Situation Statement, Program Objectives (outcomes), Anticipated Staff Member's Response/Planned Activities (outputs), Evaluation Plan and Professional Development Needs. The plans serve as critical documents in communication and direction setting as well as collegial review.

What	When	Who Involved	Purpose
Multi-year Plan At minimum, plans should cover a two year time frame. A 3 to 4 year plan may be prepared if preferred by the faculty member.	Due Jan. 15 of each year (or 6 months after initial employment)	Copies submitted to: Liaison (co-based) Dept. Head Mentor (suggested as applicable) District Director Others as appropriate	Professional Dev.; Communication and Direction Setting; Self-Initiated Performance Review; 1, 2, & 3 Yr Reviews; Title Promotion; Application for Dept. Membership
Annual Plan (Jan. - Dec.)	Due Jan. 15 of each year (or 6 months after initial employment) The annual plan may be included as part of the multi-year plan at the discretion of the faculty member. The annual plan must be clearly identified.	Copies submitted to: Liaison (co-based) Dept. Head Mentor (suggested as applicable) District Director Others as appropriate	Professional Dev.; Communication and Direction Setting; Self-Initiated Performance Review; Title Promotion; Application for Dept. Membership

Guidelines and sample plans are located at: <http://www.uwex.edu/ces/4h/resources/plans/pow.cfm>.

Reporting - Faculty

Formal reports provide critical documentation of professional contributions and the impact of programs. In addition to accountability to stakeholders, the reports serve as important documents in faculty review.

What	When	Who Involved	Purpose
CE Planning and Results System (success story, impact reports and statistical)	January 8	Faculty member	Statewide impact; On-going record of individual impact
Annual Accomplishment Report (will incorporate success stories and impact statements from Planning and Results System)	January 15	Copies submitted to: Dept. Chair (if probationary) Liaison (co-based) Dept. Head Mentor (suggested) District Director Others as appropriate	Professional Dev.; Self-Initiated Performance Review; 1, 2 and 3 Yr. Review; Tenure Decision; Tenured Faculty Review; Professor Promotion

4-H Youth Development guidelines for preparing your Annual Accomplishment Report and a sample Annual Accomplishment Report can be found at:

<http://www.uwex.edu/ces/4h/resources/plans/reporting.cfm>.

Reporting - Academic Staff

Formal reports provide critical documentation of professional contributions and the impact of programs. In addition to accountability to stakeholders, the reports serve as important documents in collegial review.

What	When	Who Involved	Purpose
CE Planning and Results System (success story, impact reports and statistical)	January 8	Staff member	Statewide impact; On-going record of individual impact
Annual Accomplishment Report	January 15	Copies submitted to: Liaison (co-based) Dept. Head Mentor (suggested) District Director Others as appropriate	Professional Dev.; Self-Initiated Performance Review; 1, 2, & 3 Yr. Reviews; Title Promotion; Application for Dept. Membership

4-H Youth Development guidelines for preparing your Annual Accomplishment Report and a sample Annual Accomplishment Report can be found at:

<http://www.uwex.edu/ces/4h/resources/plans/reporting.cfm>.

Reporting – Faculty and Academic Staff

The following are required county reports that are due **annually**.

- ES-237 Federal Statistical Extension Youth Report. Needs to include all youth programming from the county (submitted to Program Leader by September 15).
- Youth Protection Report (submitted with the ES237, due September 15 – see <http://www.uwex.edu/ces/4h/resources/plans/other.cfm>).
- 4-H Name & Emblem Use and Expansion & Review Report (submitted to the Program Leader by January 15 – see <http://www.uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=12520>).
- Civil Rights Charts and Assessment Questionnaire (submit annually on line and placed in county civil rights file - see <https://www.uwex.edu/ces/apps/admin/crights/review/index.cfm>).

Evaluation - Faculty

The faculty member is encouraged to regularly seek and utilize feedback for professional growth. The Department of Youth Development provides input into faculty evaluation at several points in a faculty member's career.

What	When	Who Involved	Purpose
Annual Self-Initiated Performance Review	Annually according to schedule established by unit	The faculty member is to annually solicit 360 degree feedback, including their liaison and mentor	Professional Dev.; Admin. Review
1 Yr. Faculty Review	1 Yr. Anniversary	Liaison	Professional Dev.
2 Yr. Faculty Review	2 Yr. Anniversary	Liaison and mentor	Professional Dev.
3 Yr. Review	3 Yr. Anniversary	Liaison Dis. SRP Comm. Rep. Dept. Head Dis. Director Mentor(s)	Critical Review - produces formal Dept. document
Mini-portfolio (optional)	Shortly after 3 Yr. Anniversary (Jan. 1 deadline annually)	SRP Committee	Feedback Process understanding
Portfolio	After 4 Yrs.	SRP Committee Faculty Tenure Adv. Comm. Administration	Tenure Decision
Tenured Faculty Rev.	Every 5 th Yr. following tenure	TFR Committee Dept. Chair	Continuing professional dev; Replaces administrative review
Professorial Review	By application - at least 5 yrs. past tenure promotion	Committee of Professors; Administration	Promotion

Guidelines for mini-portfolios, portfolios and TFR documents are found at the Department of Youth Development Website - <http://4h.uwex.edu/department/index.cfm>

Guidelines for the Self-Initiated Performance Review are found at:
<http://www.uwex.edu/ces/admin/sipr.htm>

Evaluation - Academic Staff

The academic staff is encouraged to regularly seek and utilize feedback for professional growth.

What	When	Who Involved	Purpose
Annual Self-Initiated Performance Review	Annually according to schedule established by unit	The staff member is to annually solicit 360 degree feedback, including their liaison and mentor	Professional Dev.; Admin. Review
1 Year Review	1 Yr. Anniversary	Liaison	Professional Dev.
2 Year Review	2 Yr. Anniversary	Liaison and mentor	Professional Dev.
3 Year Review	3 Yr. Anniversary	Liaison Dept. Head Dis. Director Mentor(s)	Critical Review - produces formal document
Title Review Request	As described in UWEX UPG #15	Staff member initiates the process; Supervisor; Administration/Dean; Divisional Title Review Committee	Promotion

Guidelines for the Self-Initiated Performance Review are found at:

<http://www.uwex.edu/ces/admin/sipr.htm>