

## 2012 Performance Review Timeline for Cooperative Extension Colleagues

### January 6, 2012

- Deadline for all Cooperative Extension colleagues to submit annual reports in Cooperative Extension's Planning and Results System covering the period of 1/1/11 - 12/31/11.

### January - March, 2012

- Conduct performance reviews for all Cooperative Extension colleagues. The review process includes the SI PR documentation, 360-degree feedback, and a performance conference. For more details, see the web link on the Self-Initiated Performance Review Process <http://www.uwex.edu/ces/admin/sipr.htm> and 360-degree feedback <https://www.uwex.edu/ces/apps/360review/index.cfm>
- Department Heads/County Directors, District Directors, Program Directors, Support Unit Directors and the Dean conduct performance reviews.
- Department and Unit Heads send signed performance review documents to Directors for retention in the permanent personnel file. WNEP Coordinators **also send copies of the educators' reviews** to the State WNEP Coordinator. See also: <http://www.uwex.edu/ces/wnep/train/prevgdln.cfm>
- Complete Civil Rights charts <http://www.uwex.edu/ces/admin/crights/>