

## **Performance Review Timeline for Cooperative Extension Colleagues (effective for 2015 performance reviews; due date extended to April 30, 2016)**

**Note:** As indicated below, and on the Dean's Office performance review website, there are changes to the Cooperative Extension performance review process for the work you completed in 2015. These changes are implemented at this time as a way to pilot upgrades to Cooperative Extension's performance management and support systems that were announced at the beginning of 2015 and are currently in development. Future changes to the performance review process will may also occur as part of Cooperative Extension's reorganization efforts in the future.

### **January – April 2016 [for positions **other than faculty**]**

- Conduct annual reviews for all Cooperative Extension colleagues for the 2015 calendar year (or during a time frame specified for WNEP positions). The review process includes the Self-Initiated Performance Review written document and a performance conference. **The previous 360-degree feedback requirement will not be part of the annual review process this year.**  
<http://www.uwex.edu/ces/admin/sipr.htm> .
- Department Heads/County Directors, WNEP Coordinators, Regional Directors, Program Directors, Support Unit Directors and the Dean conduct performance reviews.
- Regional Directors will review County Department Heads/Directors as they have in the past.
- Department and Unit Heads forward signed performance review documents to the appropriate Directors for retention in colleague personnel files. WNEP Coordinators also send copies of the Educators' reviews to the State WNEP Coordinator. See  
<http://www.uwex.edu/ces/wnep/train/prevgdln.cfm>

### **January – April 2016 [for **faculty positions**]**

- Academic Department Chairs developed an annual review form and protocol with input from faculty governance committees, ad hoc subcommittees and via a pilot effort in several counties. The pilot is now being expanded statewide with participation being voluntary for faculty members (except in the Department of Community Resource Development because of a departmental vote at the November Statewide Conference to have all members participate in the pilot this year.)
- Per the pilot, and based on Faculty Governance policy, the annual review for faculty will be conducted by the designated Faculty Governance Unit (FGU) Chair, or an alternate per terms of the policy <http://www.uwex.edu/human-resources/policies/UW-Extension-Faculty-Chapter3.pdf>. See also "Pilot Project Q &A"
- A written summary of the annual review shall be provided to designated individuals, per the terms of Faculty Policy and Procedures, Chapter 3.
- Academic Department Chairs are responsible for ensuring faculty members and FGU Chairs have the necessary orientation and appropriate resources to complete an effective annual review in a timely manner, and no later than April 2016.
- If a faculty member chooses to not participate in the pilot, he or she will participate in the annual review process described above for positions other than faculty.
- Faculty who are County Department Heads/Directors will also participate in a performance review with the Director for their Region.