

2008 Performance Review and Pay Plan Timeline for Cooperative Extension Colleagues

January 11, 2008

- Deadline for all Cooperative Extension colleagues to submit annual reports in Cooperative Extension's Planning and Results System covering the period 1/1/07 – 12/31/07. Criteria for merit performance may be found at <http://www.uwex.edu/ces/admin/policies/compcrit07.pdf>

January 11 – March 28, 2008

- Conduct performance reviews for all Cooperative Extension colleagues. The review process includes the SIPR 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/sjpr.htm> and 360-degree feedback <https://www.uwex.edu/ces/apps/360review/index.cfm>
- 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>
- Department Heads, District Directors, Program Directors, Support Unit Directors and the Dean conduct performance reviews.
- Pay plan discussions take place with District Directors, Program Directors and Support Unit Directors. This includes solid performance, merit and market.
- For more detail on our compensation policy, see the compensation policy web site: <http://www.uwex.edu/ces/admin/policies/>
- Pay plan information is summarized and discussed with Program Directors and Support Unit Directors. Recommendations are made to the Dean for:
 - Solid performance
 - Merit/market

February 15, 2008

- Market requests are due to District Directors, Program Directors and Unit Directors.

April 4, 2008

- Pay plan finalized.