

**UW-Extension Department of Agriculture/Agribusiness
Agriculture and Natural Resources Extension Program Area
Planning and Reporting – General Guidelines**

I. Planning

A. ANRE Program Area

As Professional Educators, individual Plans of Work (POW) provide focus and a roadmap for what we want to accomplish. The POW helps us “check” if we are engaged with stakeholders and stakeholder groups and planning our programs to meet priority needs. The POW helps us articulate why we are doing what we are doing and demonstrates our accountability to all of our stakeholders.

All faculty and academic staff are encouraged to develop individual POWs (multi-year and annual). Plans of Work do not need to be long, and brevity is encouraged. The POW should address all of the elements of the POW template (draft) or the elements outlined in the Department of Agriculture/Agribusiness By Laws, Appendix C (page 6). Cut and paste information from statewide team and/or other local plans of work as needed. The POW should be shared with the ANRE program area, department head(s), county colleagues, district directors, Agriculture and Extension Committees and other stakeholders as appropriate.

B. Department of Ag Ag Business

The Department has a different mission than the Program Area but does have Planning and Reporting needs similar to the Program Area and for the same reasons. In addition the Department uses Planning and Reporting criteria in the promotion process. Tenured faculty are encouraged to develop an individual POW.

- Untenured faculty are held to a more rigorous planning standard in the tenure process. Develop a POW as outlined in the Department of Agriculture/Agribusiness By Laws, Appendix C (page 6), also Appendix B1.
- Associate professors seeking promotion to professor have planning criteria described in Department By Laws Appendix F.
- For tenured faculty reviews, tenured faculty need to follow criteria described in Department By Laws Appendix E.

II. Reporting

A. ANRE Program Area

All faculty and academic staff are expected to report on an annual basis by reporting to self-directed teams through the Plans and Reports system. Many stakeholders invest in our Cooperative Extension ANRE work. To be accountable and tell our story, information is needed about the work we do and the impacts we have. Clients, local stakeholders, county colleagues, department heads, district directors, self directed team leaders, program area leaders, Cooperative Extension Administration and UW-Extension Administration can explain the value of our work when we tell them what we are doing or have done.

Individual reporting is accomplished primarily through the Plans and Reports system. The annual reports should be shared with the ANRE program area, department head(s), county colleagues, district director, Agriculture and Extension Committees and other stakeholders as appropriate.

B. Department of Ag Ag Business

The Department has expectations for reporting that are similar to the Program Area and for the same reasons. In addition the reports of individual work are used in the promotion and Tenured Faculty Review process. Tenured faculty are expected to report through the Plans and Reports system.

- Untenured faculty are held to a more rigorous planning and reporting standard in the tenure process.
- Untenured faculty complete an Annual Accomplishment Report as outlined in Department of Agriculture/Agribusiness By Laws, Appendix C (page 6), also Appendix B1.
- Associate professors seeking promotion to professor, see the reporting criteria described in Department By Laws Appendix F.
- For tenured faculty reviews, tenured faculty follow the reporting criteria described in Department By Laws Appendix E.