

MEMORANDUM

TO: UME Faculty and Staff
FROM: Jinhee Kim
DATE: June 30, 2023



SUBJECT: 2023 Performance Evaluation and 2024 Goal Setting Expectations and Timelines

This letter provides all UME faculty and staff with the department's 2023 performance evaluation and 2024 goal-setting expectations and timelines. These expectations and timelines include the Performance Review and Development (PRD) process for all staff and the Annual Faculty Review (AFR) and Individual Extension Plan (IEP) processes for faculty.

Please review this information and the listed resources below to familiarize yourself with the process, timeline, and necessary documentation for faculty and staff. Due dates are summarized at the end of this memo so that you may mark your calendar and plan accordingly.

Exempt and Nonexempt Staff:

The Assistant Director of Operations (ADO) will facilitate the Exempt and nonexempt review process via the Performance Review and Development (PRD) process during March 2024. All staff employees should have their 2024 expectation-setting sessions for the April 1, 2024–March 28, 2025, time period with their supervisors during April 2024.

If you have questions about the PRD review or expectation-setting process, contact the ADO office or the University Human Resources website at uhr.umd.edu for links to the appropriate forms and training.

UME Faculty – AFRs:

AFR Documentation:

The program leaders will evaluate UME faculty performance based on their activities and accomplishments through the submission of the required documentation for the 2023 calendar year (CY). The specific documents used for the AFR process include the following:

1. Approved 2023 IEP

Approved 2023 IEPs will be utilized as one component of the AFR to determine the faculty member's progress toward stated goals, plans, and targets previously established for the 2023 programming year.

2. The University of Maryland Extension Reporting System (UMERS) 2023 Data

The deadline to review, correct, and finalize all data online for CY2023 is January 16, 2024. Based on the memo issued on April 5, 2023, all faculty and eligible staff must enter accurate data into the UMERS by the end of each quarter (4/30, 6/30, 9/30, 12/31).

3. Teaching Effectiveness Data

The educator must enter all teaching effectiveness data (clientele and peer) into Qualtrics by December 15, 2023.

4. Curriculum Vitae (CV)

Highlight 2023 accomplishments in yellow. Use the official UMD CV template. Must be submitted to Dee Dee Allen by January 16, 2024.

5. Faculty Self-Evaluation Form

This form allows faculty to self-reflect and provide additional information not presented in the CV. Must be submitted to Dee Dee Allen by January 16, 2024.

6. Impact Statement Report

Enter an Impact Statement for each significant program area, download this report from UMERS/Watermark Faculty Success (formerly Digital Measures), and submit it to Dee Dee Allen by January 16, 2024.

7. AEDs/BCED and Program Director (PD) input

AED must submit information to Dee Dee Allen by February 16, 2024.

8. Enrollment Data (4-H faculty only)

All annual 4-H enrollment data must be entered into 4-H Online by December 1, 2023. The 4-H Online Annual Enrollment Report will be used as the official enrollment data for the year to be considered as part of the AFR process and assessing enrollment goals and targets.

Note: All UME faculty (TTK and PTK) must submit an annual activity report in [Faculty Success](#). You can enter the data anytime, but the submission is due in the spring. This data is not part of AFR, but the university mandates accurate data entry for various reporting and evaluations.

**Maryland SNAP-Ed faculty must consult the Maryland SNAP-Ed Project Director for submission.*

AFR Process:

Annual Faculty Reviews are conducted by the Program Leaders (PLs).

- Each faculty member will have one overall rating and a set of evaluative comments with the evaluative comments noted by the reporter's acronym title (i.e., A/BCED, PD, PL). The [Faculty Evaluation: Considerations for Annual Rating](#) document will be used as a guide.
- PLs will discuss their comments and ratings with A/BCEDs and PD during March 2024 to ensure understanding of observations and consistency of evaluations.
- PLs will meet to discuss faculty ratings to ensure rigor and consistency across all program areas. PLs will also meet with the Associate Dean and Associate Director of Extension in March 2024 to review and finalize the AFR rating process.
- PLs will conduct reviews with faculty in March and April 2024.
- After the reviews, PLs will communicate with A/BCED and PD to provide feedback.

AFR Scoring:

The faculty evaluation ratings for 2024 are:

- Exceeds Expectations
- Job Well Done
- Needs Improvement

As a critical aspect of these AFR ratings, PLs will provide qualitative comments that align with and substantiate AFR ratings. These comments serve to explain performance measurements and goal-setting criteria further.

AFR Appeal:

All UME faculty have the right to appeal their AFR.

Information about Annual Reporting and Evaluations for UME faculty and staff can be found on our Faculty and Staff Affairs webpage. Please note the updated consideration for the annual rating document. For more information, visit: [Annual Reporting & Evaluations](#).

UME Faculty – 2024 IEPs:

Program planning is based on a strategic five-year framework for 2020–2024, with an opportunity for faculty to review and update their Individual Extension Plans (IEPs) annually. Watermark Faculty Success is the platform for IEPs (the same platform used for UMERS). UME faculty will provide a draft of their annual IEP by October 13, 2023, for review by their respective initial reviewer. All final IEPs will be due in Watermark Faculty Success by November 14, 2023

Dates of Importance 2023

April	Initial expectation setting for all employees for the Performance Review Development Process (PRDs)
October-November	Midway feedback meeting for all employees with PRDs
October 13	County/city-based faculty provide their Individual Extension Plans (IEPs) to the area/city Extension directors (A/BCEDs) for review UME state specialists provide their IEPs to the program leaders (PLs) for review Department specialists provide IEPs to the department chair and PLs for review
October 27	A/BCEDs provide feedback to county/city-based faculty Department chairs and PLs provide feedback to specialists
November 1-13	County/city-based faculty members make changes based on the feedback from A/CEDs Specialists make changes based on the department chair and PL feedback
November 14	2023 IEPs due in Watermark Faculty Success
November 30	4-H Enrollment data for 2023 due (4-H educators only)
December 4	PLs provide feedback to faculty on IEPs
December 15	All 2023 Teaching Effectiveness data are due

2024

January 16	Updated Curriculum Vitae due Self-Evaluation due Impact Statement Report due All 2023 data must be entered into UMERS Final approval of IEPs by PLs
February 16	A/BCEDs and program directors submit their evaluations Aggregated 2023 Teaching Effectiveness data will be sent to educators and stored in a Box folder for faculty evaluations
March	PLs will review and discuss faculty evaluations with A/BCEDs and project directors PLs meet as a group with the Associate Dean/Associate Director of UME to discuss faculty ratings and consistency All employees with PRDs complete self-assessments and meet with supervisors for end-of-cycle reviews
March-April	PLs deliver the final evaluations to the faculty

FALL 2023 Program Planning and Evaluation Workshops

August 24	Teaching Effectiveness
September 7	IEP Process and Program Planning Expectations
October 5	UMERS System Use and Expectations: Overview of Federal Reporting Process
November 9	Developing a Meaningful Impact Statement
December 7	Curriculum Vitae (CV) Workshop