Guidelines for UC ANR Academics Preparing the Annual Evaluation

For the period ending September 30, 2024

***The deadline for uploading your annual evaluation is
<u>11:59 PM, December 9, 2024</u>.
There will be no extensions beyond the deadline.***

Compiled and Edited by
ANR Academic HR Office in collaboration with
Academic Assembly Personnel Committee

If you have questions, please contact:
Academic Human Resources
(530) 750-1354 | http://ucanr.edu/academicpersonnel

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UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

INTRODUCTION

These *Guidelines for Preparing an Annual Evaluation* applies to academic titles used in ANR: Professional Researcher, Project Scientist, Specialist (non-CE), Specialist in Cooperative Extension, Cooperative Extension Advisor, Academic Administrator, and Academic Coordinator.

The annual evaluation process provides academics and their supervisors an opportunity to discuss the academic's annual activities, progress towards realizing goals and objectives, and future directions. In general, the annual evaluation should document the past year's activities and accomplishments**.**

Newly Appointed Academics:
- ➢ Academics who have served more than 6 months (hired before April 1, 2024) submit a *full Annual Evaluation*.
- ➢ Academics who have served less than 6 months (hired on or between April 1, 2024 and September 30, 2024) use the same AE template to submit a ***partial*** *Annual Evaluation*.
  - ☐ Section **I. Position Description** (*refer to details on the template*);
  - ☐ <u>Skip</u> Sections II & III;
  - ☐ Section **IV. Project Board Reporting**; and
  - ☐ Section **V. Goals and Objectives for the Coming Year**.
- ➢ Academics who began October 1, 2024 or after only complete Goals and Objectives for the Coming Year.

Templates**:** Annual evaluation templates are available on the Academic Human Resources Website (go to annual evaluation link on left hand side).

Negative Supervisor Reviews: If an academic receives a negative evaluation, a performance improvement plan is initiated for a set period, subject to revision and renewal as needed. Plans are intended to provide guidance to the academic on how to succeed in their position. They are written and signed by the academic with input from their supervisor, and a copy submitted to Academic Human Resources. Performance improvement plans are submitted as a supporting document to the academic's annual evaluation dossier. A performance improvement plan template is on the Academic Human Resources website.

Annual evaluations are required of all ANR academics (ANR Administrative Handbook Section 336). Academics cannot defer the submission of an annual evaluation. The only reasons for not completing an annual evaluation are: (a) submission of a program review dossier, (b) on sick leave and/or family medical leave; (c) on sabbatical leave, or (d) campus-based academics evaluated by campus academic personnel procedures.

The review cycle for each year is from October 1st to September 30th. The annual evaluation involves multiple stages of preparation and evaluation (see Figure 1).

Figure 1. Annual Evaluation Process (academic completes the blue boxes with dotted lines)
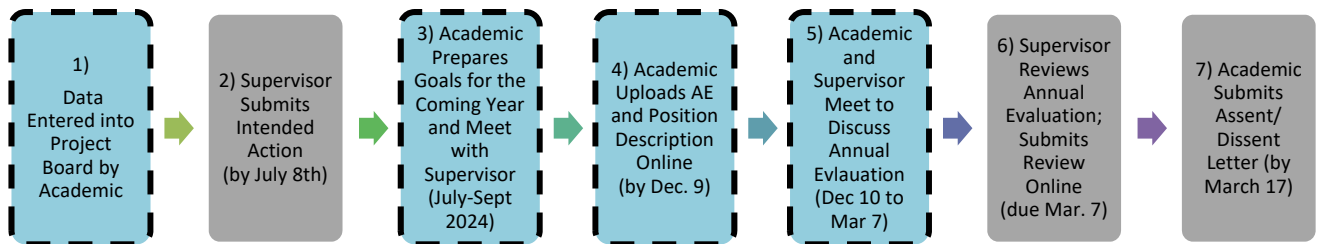
Step 1: Academics Enter Data into ANR Project Board (continuously throughout the year)
Project Board is UC ANR's online system that integrates academic program review, civil rights compliance, and organizational reporting requirements. Project Board reduces duplicative reporting efforts and provides searching and querying features that facilitate collaboration. All academics should enter data continuously throughout the year and must complete data input into Project Board by December 9, 2024.

Step 2: Supervisors Submit Intended Actions by July 8, 2024
Immediate supervisors confirm with the academics they supervise on intended actions (e.g., advancement type, annual evaluation, or intent to retire), and submit to Academic Human Resources by July 8, 2024. *However, Academics can revise their intended actions up to October 28, 2024.*

Step 3: Academics Prepare their Goals and Objectives for the Coming Year and Submit to Supervisor & Meet to Discuss Goals and Objectives
It is recommended that this discussion occur between July-Sept 2024, with a suggested deadline of November 4, 2024.

Step 4: Academic Prepares the Remainder of their Annual Evaluation by December 9, 2024.
Academics may upload documents via Project Board and make revisions by uploading a revised document until December 9, 2024.

Step 5: Academic and Supervisor Meet to Discuss Annual Evaluation and Progress
(between Dec 10, 2024 and Mar 7, 2025)

Step 6: Supervisor Prepares & Submits a Review Letter by March 7, 2025

The academics' immediate supervisor (typically a County Director, Research and Extension Director, or Statewide Program Director) reviews the academic's annual evaluation and writes a narrative appraisal of what the academic presents in the annual evaluation. This appraisal addresses performance and productivity with constructive guidance on:

- The areas in which the supervisor believes the academic is meeting expectations for their rank and step in each of the advancement criteria.
- Whether progress is being made in terms of productivity for rank and step and progress toward advancement to the next rank and step
- Areas of concern and suggestions for improvement
- Approval of goals and objectives or provides recommendations for revising goals and objectives if not approved.

The supervisor will select one of the following assessment statements:

- ☐ Demonstrates exemplary efforts beyond normal expectations
- ☐ Meets levels of expected program excellence
- ☐ Is deficient in expected levels of program excellence

Academics are required to develop a performance improvement plan if they receive a negative annual evaluation review from their primary and/or secondary supervisor. See *Performance Improvement Plan Process Guidelines*.

Step 7: Academic Submits Assent or Dissent Document by March 17, 2025
Academics are required to upload an assent or dissent document in response to their supervisor's reviews. There is a template, but academics may also submit a letter that expresses their agreement or disagreement (with rebuttal), and upload into Project Board.

Tips for Preparing an Effective Annual Evaluation
- Write for the intended audience: County Director, or Immediate Supervisor.
- Use a style handbook appropriate for the discipline, as a guide for all grammatical, punctuation, and bibliographic citations.
- Spell out acronyms. Your supervisor(s) may not be familiar with acronyms commonly used in your work.
- Proofread carefully to minimize typographical errors.
- Upload all documents in pdf format.

The annual evaluation is composed of five required and two optional sections:
Required sections are (I) Position description, (II) Progress towards last year's goals and objectives, (III) Barriers or obstacles in accomplishing your goals and objectives, (IV) Project Board reporting, and (V) Goals and objectives for the coming year. The optional sections are included when applicable: (VI) Work Plan or Performance Improvement Plans and (VII) Sabbatical Leave Plans and Report.

Name:	
Academic Title:	Include your title from the following list and delete the others: Assistant/Associate/Full Professional Researcher Assistant/Associate/Full Project Scientist Junior/Assistant/Associate/Full Specialist Assistant/Associate/Full Specialist in Cooperative Extension Assistant/Associate/Full Cooperative Extension Advisor Academic Administrator I/II/III/IV/V/VI/VII Academic Coordinator I/II/III
County/Program:	
Current Rank/Step:	

I. Position Description

A current and accurate position description is an important component for an annual evaluation or program review dossier. It is the academic's responsibility to ensure the most current position description is up-loaded in the review system and that the relevant position descriptions for the period of review are added to their annual evaluation or program review dossier.

The position description must include the academic's name, title of position, effective date, county (or counties), purpose, clientele group(s), major academic program responsibilities, program leadership or administrative responsibilities (if applicable), affirmative action (i.e., diversity, inclusion, & equity), relationships and qualifications.

Position descriptions require the signature and date of the academic, their immediate supervisor, their supervisor's supervisor, and the Statewide Program Director (if applicable).

It is the academics responsibility to keep their position description up to date when there is a change in responsibilities and/or reporting relationships.

The academic position description template is available on the [Academic Human Resources website](). This template is adaptable to reflect the academic's specific position. The first few paragraphs should contain position specific information reflected in the position vacancy announcement under which the academic was hired.

- The designated supervisor has the responsibility to review the position description for an academic assigned to them.
- All other supervisors (e.g., Vice Provost and/or Statewide Program Director) shall review the position description for completeness before forwarding for final review by the Academic Human Resources Office.
- Academic Human Resources Office will return the signed position description to the academic.

Use an addendum to document special short-term assignments that do not warrant a revised position description, such as Acting County Director or temporary cross-county assignment.

II. Progress Towards Last Year's Goals and Objectives for 2023-2024

Copy your goals and objectives table from your previous annual evaluation or program review dossier. Add a fourth column (green) to describe progress towards your goals and objectives, including new collaborators; or outcomes and impacts.

Specific Goals and Objectives	Anticipated Collaborators	Anticipated Outcomes and Impacts	Progress (including any new collaborators or outcomes/impacts)
Theme 1 (Goal): [name here]			
Objective:			
Objective:			
Objective:			
Theme 2: [name here]			
Objective:			
Objective:			
Objective:			
Theme 3: [name here]			
Objective:			
Objective:			
Objective:			
General/Other			
Objective:			
Objective:			

* You may copy text between Project Board–Themes and your progress table.

III. Barriers or Obstacles in Accomplishing your Goals and Objectives *(narrative)*
Describe barriers/obstacles experienced in the past year and summarize progress made to overcome them.

IV. Project Board Reporting due by December 9, 2024 *(check boxes)*
These are required for annual organizational reporting in Project Board by December 9, 2024.
Please indicate you have submitted required annual organizational reporting (check):
    [ ] program outcomes and impacts (reported in Project Board – Themes)
    [ ] Extension activities (reported in Project Board – Activities)
    [ ] review and update clientele group(s) baseline (updated in Project Board – Clientele)

[ ] clientele contacts (reported in Project Board – Activities)
[ ] publications (reported in ANR Portal Profile – Bibliography). Include publications developed during the period covered in this annual evaluation year.

V. Goals and Objectives for the Coming Year: October 1, 2024 - September 30, 2025
Include goals and objectives you intend to accomplish in the coming year, anticipated collaborators, and anticipated outcomes and impacts. ANR recommends that you organize your objectives according to the themes you are going to use in your program review dossier. Remember to include objectives addressing the advancement criteria for your title series. Academic Human Resources recommends that academics and supervisors have a conversation about goals and objectives in the fall; there is no firm deadline set by ANR.

Part 1. Goals and Objectives for the Coming Year

Specific Goals and Objectives	Anticipated Collaborators	Anticipated Outcomes and Impacts
Theme 1 (Goal): [name here]		
Objective:		
Objective:		
Theme 2 (Goal): [name here]		
Objective:		
Objective:		
General/Other		
Objective:		

Part 2. Anticipated Barriers or Obstacles in Accomplishing Your Goals and Objectives
Provide a brief narrative.

Part 3. Support from Supervisor(s)
Briefly describe any support you would find helpful from your supervisor(s).

> **Note:** Academics with County Director or Research and Extension Director appointments need at least one goal on the following topics under an administrative theme:
> 1. **Advocacy** – Include a plan for educating policymakers and stakeholders on the value of UCCE in their county. Examples: 1) providing an annual report of UCCE impacts, 2) hold an event for county administrators, 3) invite local elected officials to UCCE events, or 4) develop a calendar for tracking contacts with stakeholders.
> 2. **Development** – Include a plan for expanding UCCE's office fund raising efforts. Examples: 1) develop best practices for UCCE team members to collect contact information from volunteers and visitors to program events, 2) invite ANR development officers to speak to team members about fund raising, or 3) participate through social media on ANR fund raising events (Giving Tuesday, Big Dig Day, etc.).

VI. Sabbatical Leave Plan and Report *(if applicable)*
Plans and reports for sabbatical leaves completed during the review period.

VII. Work Plan or Performance Improvement Plan *(if applicable)*

A work plan, recommended for all academics with less than one (1) FTE, describes how the academic will meet advancement criteria at that percent time, for the rank and title. A performance improvement plan is developed when an academic receives a negative advancement decision and/or negative annual evaluation review. The plan, developed between the academic and their supervisor, outlines areas needing improvement, actions to be undertaken, and milestones identified to track progress. Plans should be included with applicable annual evaluations. Information on plans and a template are found on the Academic Human Resources website.

Appendix A: Civil Rights Compliance in Extension Activities

Academics who document Civil Rights Compliance in Extension Activities are:
- CE Advisors - required
- CE Specialists with ANR merit and promotion processes (not campus) – depending on clientele
- Other academic titles with ANR merit and promotion processes – depending on clientele

The questions below may help CE Specialists and other academic titles with ANR merit and promotion determine if they are required to document Civil Rights Compliance in their Extension Activities. Please refer to your position description and discuss with your supervisor. David White (dewhite@ucanr.edu), UC ANR Principal Affirmative Action Analyst, is available to assist in determining if you are required to document Civil Rights Compliance.

Do I have to document Civil Rights Compliance?
1) Do you have a regular clientele base that includes audiences external to ANR?
2) Do you conduct educational activities with identified clientele?
3) Are you responsible for recruiting participants or building relationships with potential clientele external to ANR who would benefit from your educational program?

If you answer yes to all questions, you are likely required to document Civil Rights Compliance. If you answer no to one or more of the questions, you <u>may not</u> be required to document Civil Rights Compliance. Consider listing your activities in your dossier under University Service, Public Service, or Professional Competence, rather than Extension Activities.

Project Board information:
When recording the number of attendees in your Extension Activities in Project Board, please note if the attendees are internal to ANR (i.e., ANR staff/academics, clientele reported in another internal reporting system) or external to ANR. If internal, you will only be required to enter the total number of participants. If external, you are required to enter the total number of participants by demographic groups. If there is a mix of internal and external participants, please choose one category that makes the most sense for the situation and your reporting requirements.

New to Civil Rights Compliance documentation?
Initial steps include defining your clientele group and providing demographic baseline numbers in Project Board. Please see the following resources:
1) Civil Rights Compliance and Outreach (why ANR collects this data, how to collect the data): PowerPoint available at http://ucanr.edu/sites/anrstaff/files/272999.pdf
2) An Affirmative Action, Civil Rights and Equal Opportunity Orientation Guide. UC ANR Orientation Guide. Appendix J of New Academic Orientation. Available at https://ucanr.edu/sites/ProjectBoardHelp/files/291392.pdf
3) Project Board – Civil Rights Compliance Instructions: http://ucanr.edu/sites/ProjectBoardHelp/Policies_and_Procedures/#civilrightscompliance