MEMO TO: All District 12 County Extension Agents & Specialized Agents (EFNEP, HORT, IPM, CEP & Marine)

SUBJECT: 2016 Performance Appraisal Conference

Texas A&M System policy requires that an annual performance review be conducted for all System employees. Performance appraisal conferences for all Extension agents in District 12 will be conducted as scheduled during our Program Planning Workshop. Our district calendar has a listing of dates that have been scheduled for each county. Please be sure this date is recorded in your calendar. A joint staff conference will be conducted first and will be followed by individual conferences with each agent. All agents must attend the joint conference. In counties where more than one day is scheduled (Cameron, Hidalgo, & Webb), I will depend on the county coordinator for scheduling specific dates and times for each agent. Counties with only one day may self-schedule following the joint conference. You should allow 1.5 hours for the joint conference and 2 hours for individual reviews. We will advise you of start time as the date gets closer.

Agents with less than 9 months of service in 2015 will not be scored but their progress will be reviewed and revised goals will be set.

In preparation for this review, you should take the following action:

1. **Your plan summaries must be posted by December 15th.** They should contain the strongest available evidence of program impact. This includes all plans for which you are lead agent. For summaries for which you are a team member, please remember that the absence of a summary for that plan will result in no credit assigned to you for that plan so make sure it gets done by whoever the lead agent is. A 4-H program summary report will be required for each county in place of plan summaries for 4-H management plans.

2. **Complete CEA Annual Achievement Report.** This report is a summary of achievements made in each performance domain. It will be used along with your Texas Data reports to determine your performance rating in each domain area. Return this document to me 1 week prior to your county’s scheduled conference date. E-mail is preferred but not required. Document is available on the South District 12 Website, [http://southtexas.tamu.edu](http://southtexas.tamu.edu) under County Operations – Professional Development.
3. **Review the agenda** and be prepared to discuss agenda items listed for both the joint conference and your individual conference. Please develop individual goals to discuss for each domain area along with goals for your overall county program.

Your performance rating will be based on the content of your plan summaries, Texas Data reporting, RPL and Unit Leader feedback and our discussion.

A notebook or folder should be prepared with the contents listed below. This will also be used as a reference in assessing the quality of your program and as a resource for career ladder. It should be divided into the following sections and summaries should be no longer than 2 pages. This will be a cumulative folder kept by the agent and used in preparation for career ladder. This notebook or folder should be available on the day of your review.

1. Job Responsibilities
2. Updated Vita
3. Summary of External Support Groups
4. Most Recent Annual Review (1 per account)
5. Completed Civil Rights Compliance Review (1-pager)
6. Copy of Committee Agendas, Minutes, and Registration Sheets
7. Samples of Program Agendas, Newsletters, etc. you wish to highlight

Adequate preparation for these conferences is strongly correlated to ones that are both effective and efficient. Please take time to review all material and devote the time necessary to assure that our joint conference and individual conferences help support the good work you’ve done in your county. I stand ready to assist you as needed. Please don’t hesitate to call.

Sincerely,

Ruben J. Saldana, Ed.D.
District Extension Administrator

RJS:lg

xc: Dr. Jeff Ripley
    Ms. Luisa Colin
    Mr. Todd Swift
    Ms. Amanda Scott
    Dr. Josh Gunn
    Dr. Jacquelyn White
    Mr. Billy Lawton
    Mr. Jimmy Henry
    Dr. Larry Stein
    Dr. Rukeia Draw Hood
    Dr. Charles Allen
    Dr. Susan Ballabina

cc: Agenda