

December 2, 2016

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

SUBJECT: 2017 Performance Appraisal Conferences

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 and Hidalgo), I will provide the county coordinator with a schedule of 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 2016 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.
- 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 and sample are available on the South District 12 Website, <http://southtexas.tamu.edu> under County Operations – Professional Development.**

Texas A&M AgriLife Extension Service • **District 12**
2401 E Business Hwy 83 | Weslaco, Texas 78596
Tel. 956.968.5581 | Fax. 956.969.5639 | D12south@tamu.edu | <http://southtexas.tamu.edu>

3. **Annual Report.** An annual report should be completed no later than January 16, 2017. The report should include summary data along with outcomes for all in-depth plans in the county and summaries of selected outreach plans that provide significant outputs or results. The 4-H program summary should be included as well. In addition, a 1-page infographic for interpretive use with local and state stakeholders should be developed.
4. **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. Copy of Committee Agendas and Minutes
6. Samples of Program Agendas, Newsletters, etc. you wish to highlight

Adequate preparation for these conferences is expected. 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. Saldaña, Ed.D.
District Extension Administrator

RJS:lg

xc: Dr. Jeff Ripley
Ms. Luisa Colin
Mr. Todd Swift
Ms. Chelsea Smith
Dr. Jacquelyn White

Mr. Billy Lawton
Mr. Jimmy Henry
Dr. Larry Stein
Dr. Rukeia Draw Hood
Dr. Susan Ballabina

Enclosures:
Agenda and Schedule

Performance Appraisal Conference - District 12
Joint Conference Agenda

County: _____ Date: _____

Agents: _____

I. Overview of Performance Appraisal Conference

II. Review of County Programming Highlights - Annual Report & 4-H Program Summary

- A. Agriculture & Natural Resources
- B. Family & Consumer Science
- C. 4-H & Youth Development
- D. Community & Economic Development

III. Program Discussion

A. Educational Effectiveness & Quality

- a. EPG Membership & Issues
- b. Unit Educational Contacts, Hours, Variance
- c. Use of Social Media, Website, Technology
- d. Customer Satisfaction
- e. Interpretation Events
- f. County Reports
- g. 4-H Enrollment, Management, Expansion

B. Organizational Support

- a. Volunteerism (Screening, Master Volunteers, #s)
- b. Staff Development & Evaluation
- c. Civil Rights & Program Compliance
- d. Fee Based Programming
- e. Grants & Sponsors
- f. County Budget Management
- g. Annual Review of External Accounts

C. Cooperation & Coordination

- a. Office Conferences
- b. BLT Match
- c. District 4-H Committee & Event Support
- d. New Partnerships, Audiences, & Opportunities

D. Training & Professional Development

- a. Major Accomplishments
- b. Areas of Need

IV. Adjourn to Individual Conferences

2017 Performance Appraisal Schedule

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|----------------|---------|
| Frio | 1/18 |
| Zavala | 1/19 |
| Live Oak | 1/24 |
| La Salle (am) | 1/25 |
| Dimmit (pm) | 1/25 |
| Maverick | 1/26 |
| Atascosa | 1/27 |
| Duval (am) | 1/31 |
| McMullen (pm) | 1/31 |
| Jim Wells | 2/1 |
| Webb | 2/2 |
| Zapata | 2/7 |
| Brooks | 2/8 |
| Kleberg/Kenedy | 2/9 |
| Starr | 2/14 |
| Willacy | 2/15 |
| Jim Hogg | 2/16 |
| Hidalgo | 2/22-23 |
| Cameron | 3/1-2 |