

November 29, 2017

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

**SUBJECT:** 2018 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 using the PAS schedule shared 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 2017** 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. **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. Summaries are limited to two (2) typewritten pages.
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. Please e-mail this document to me 1 week prior to your county's scheduled conference date. Achievement Reports are limited to four (4) typewritten pages. Document and sample are available on the District 12 Website at <https://southtexas.tamu.edu/county-resources/professional-development/>

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3. **Annual Report.** An annual report should be completed no later than January 16, 2018. The report should be limited to one page (2 written pages of text) and should provide program highlights and outcomes, including data as appropriate. This should supplement or summarize plan summaries and should reflect the full scope of county programs. For Urban Counties, a 1-pager should be prepared for each program area (ANR, FCH, 4-H). No annual Making a Difference or 4-H reports will be required.
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. 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 and is to be retained by the agent following the PAS Conference.

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, or other program information 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. Jana Osbourn  
Mr. Todd Swift  
Ms. Chelsea Bishop Smith  
Dr. Jacquelyn White  
Mr. Billy Lawton

Mr. Jimmy Henry  
Dr. Larry Stein  
Dr. Rukeia Draw Hood  
Dr. Susan Ballabina  
Dr. David Kerns

Enclosures:

Agenda and Schedule