

August 30, 2023

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

**SUBJECT:** 2023 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 NOT be conducted this year. Instead, only individual conferences will be completed with each agent. In counties where more than one day is scheduled (Urban Counties), I will work with the county administrator to schedule dates and times for each agent and advise you of your scheduled time in advance. Until then, hold all dates and times and do NOT schedule anything that would prevent you from being available during these scheduled dates. I will advise you of start times as the date gets closer. PAS conferences and performance reviews may be held IN the county OR online, as time and scheduling permits. CEP counties should consult their program leader for date, time, and process for their individual review.

**New Agents with less than 9 months of service in 2023** 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 should be submitted by September 15, 2023.** 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 your contribution to that plan may not be considered if the summary is not provided. Summaries are limited to two (2) typewritten pages using format provided by your RPL. Please submit these documents to appropriate Teams folder using instructions provided by your RPL. I will access them from this location.
2. **Agent Annual Achievement Report due 1 week prior to your PAS Conference.** This report is a summary of achievements made in each performance domain. It will be used along with your reporting data to determine your performance rating in each domain area. Achievement Reports are limited to **four (4) typewritten pages**. Please submit this on the "District 12" Team file directory. A folder will be established for each county and within each of those folders, a folder will be set up for each agent. These folders will be restricted to each agent. It will only be accessible by me, Annett, and RPLs. Document and sample along with training videos are available on the District 12 Website at: <https://southtexas.tamu.edu/professional-development/>

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3. **Annual Report due no later than Monday, October 2, 2023.** It must be limited to one page (2 written pages of text). It should provide summary program highlights and outcomes, including data as appropriate. This should supplement or summarize plan summaries and should reflect the full scope of ALL county programs. **For Urban Counties**, a 1-pager may be prepared for each major program area (ANR, FCH, 4-H). The completed report should be posted to the "District 12" Team file directory within your county's folder.
4. **No Joint Conferences will be held during this round of performance appraisals. I will only be completing individual performance appraisal conferences and those will be scheduled with each agent, individually.**

Your performance rating will be based on the content of your achievement report, plan summaries, monthly online reporting, RPL and Unit Leader feedback, and our discussion.

**NEW!** The following documents should be completed and submitted as support documents for your performance appraisal conference.

- 1) **Updated Vita** – Teams (District 12/Operations/County Folder/Agent folder)
- 2) **Achievement Report** – Teams (District 12, Operations/County Folder/Agent Folder)
- 3) **Plan Summaries** – Teams (District 12/General Folder/County Folder)
- 4) **Summary of External Support Groups (1 summary per county)** – Teams (District 12/Operations/County Folder)
- 5) **Most Recent Financial Annual Review for Support Accounts (1 per account)** – Teams (District 12/Operations/County Folder)
- 6) **Copy of Committee Members, Agendas and Minutes (1 set per committee)** – Teams (District 12/Operations/County Folder)
- 7) **Limited Samples of Program Agendas, Newsletters**, or other programming you consider strong evidence of your achievements this year. – Teams (District 12/Operations/County Folder/Agent Folder)
- 8) **Optional: Written, measurable performance goals for each of the four major domain areas.**

Adequate preparation for these conferences is expected. Please take time to review all materials and devote the time necessary to ensure that our 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:asc

xc: Dr. Donald Kelm  
Ms. Jana Osbourn  
Mr. Jason Ott  
Ms. Chelsea Bishop Smith  
Dr. Jacquelyn White  
Ashley Pellerin

Mr. Jimmy Henry  
Dr. Larry Stein  
Dr. Rukeia Draw Hood  
Dr. David Kerns  
Mr. Orlando Salinas

Enclosures: Agenda and Schedule