

UNH COOPERATIVE EXTENSION TIMELINE/DEADLINES

October 1, 2006

Planning & Reporting	Performance Management	Promotion
<u>Individual Annual Plan of Work</u> – for FY07 (Oct 1, 2006 – Sept 30, 2007) Due to: Entered into On-line Planning System		
<u>TERS Updated</u> – Oct 1, 2005- Sept 30, 2006 *Last TERS DATA to be submitted Due to: TERS		
<u>Planning Guide for Days allocated</u> – Worksheet Due to: Program Leader		

October 30

Planning & Reporting	Performance Management	Promotion
		<u>Promotion Evaluation by Program Leader</u> – This is to be completed by the Program Leader. For Extension Faculty, a “Promotion Evaluation by Department Chair” must also be completed in consultation with departmental faculty.

November 1

Planning & Reporting	Performance Management	Promotion
<u>Individual Annual Impact Report</u> (for FY06 – Oct 1, 2005-Sept 30, 2006) – One page impact statement reflecting outcomes achieved in a program. (For FY 2006 - this may be an update of the impact reported from 2005 or an entirely new one.) In addition, a longer –form impact report reflecting the broader scope of programming for the past year. http://ceinfo.unh.edu/Intranet/UNHCEPDE/impfnpft.pdf Due to: Supervisor and/or county advisory council		Program Leader submits candidate’s completed documents to the Promotion Committee. Only compete books will be reviewed by the Promotion Committee.
<u>Key Theme Impact Reporting</u> data – FY06. Due to: Lead staff for Key Themes		

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November 15

Planning & Reporting	Performance Management	Promotion
	<p><u>Annual Performance Management Plan</u> due from all program staff. Phase III for current year end of September 30 and Phase I for upcoming year (began October 1) with Individual Plan of Work (POW) attached and the following Phase I information provided (form available on-line or print as PDF): http://ceinfo.unh.edu/Intranet/UNHCEPM.htm</p> <ol style="list-style-type: none"> 1. List of annual goals (from POW) 2. List of specific POW performance objectives 3. Specific major responsibilities this year (expand upon generic job description) 4. List of planned professional development efforts. <p>Due to: Supervisor</p>	
	<p><u>County Advisory Council Staff Performance Feedback Form</u> completed for all county program staff. The Assistant Director, County Operations will facilitate the process or assign a Program Leader. http://ceinfo.unh.edu/Intranet/UNHCEPM.htm</p> <p>Due to: Assistant Director, County Operations</p>	
	<p><u>Self and Peer Evaluations</u> due via on-line form: http://ceinfo.unh.edu/Intranet/UNHCEPM.htm. Peer evaluations are optional and all staff are eligible to submit.</p>	

December 1, 2006 – February 28, 2007

Planning & Reporting	Performance Management	Promotion
	<p><u>Completion of Annual Performance Appraisals</u> - Phase III of prior FY – September 30-October 1. This includes “Final Review/Comment” section process and related forms, as well as discussion of cumulative accomplishments and other achievements necessary for promotion. Program staff complete with supervisor. (NOTE: FY06 is the period October 1, 2005 to September 30, 2006.)</p>	

December 12

Planning & Reporting	Performance Management	Promotion
		<p>Promotion Committee submits written recommendations and documents to the Dean and Director of Extension. The Dean and Director of Extension will</p>

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		forward committee recommendations to the Graduate Dean of Extension Faculty holding a graduate faculty appointment and to the appropriate School/College Dean, along with the candidate's Promotion Information Record.
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December 15

Planning & Reporting	Performance Management	Promotion
<p><i>State Impact/Key Theme Reports</i> due from Lead Staff. Due to: Program Leaders & Lisa Townson *Last Key Theme to be submitted http://ceinfo.unh.edu/Intranet/UNHCEPDE/impfnpft.pdf Interdisciplinary Team Accomplishment Reports</p>		

January 10, 2007

Planning & Reporting	Performance Management	Promotion
		The Dean and Director of Extension submits recommendations and documents to the Vice President for Research and Public Service for review. Recommendations of the Graduate Dean and the appropriate School/College Dean will be included for Extension Faculty nominees who hold split appointments.

April 1 – May 31

Planning & Reporting	Performance Management	Promotion
	▶ Completion of Interim Feedback Progress & Ratings (Phase II) for coming FY.	

July 1

Planning & Reporting	Performance Management	Promotion
		Promotion Nominations due to Promotion Committee Chair (self-nominations due July 15.) [For promotions that will be effective the following July 1 st .] Program Leaders notify candidates and chairperson of Promotion Committee of nominations using the nomination form on page 16 of "Extension Educator

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		Promotion Procedures” signed by Program Leader, nominee, and Director verifying minimum time in rank has been met by July 1 st . The only exceptions are to time in rank and those expectations must have been made and documented at time of hire.
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July 15

Planning & Reporting	Performance Management	Promotion
		Any individual not notified of [promotion nomination] who feels he/she should be a candidate, should contact his/her Program Leader and submit a nomination form to the chair of the Promotion Committee by this date.

August 15

Planning & Reporting	Performance Management	Promotion
		Candidates submit the “Promotion Information Record” to the Program Leader.

September 1

Planning & Reporting	Performance Management	Promotion
		<p>Program Leader distributes to appropriate persons:</p> <ul style="list-style-type: none"> ▶ “Promotion Evaluation by County Advisory Council” – evaluation to be filled out by the council and signed by the Council Chair and two Council members. ▶ Letter 1 – “Professional Colleague Letter” – Three letters of recommendation to be completed by professional colleagues. (Recommend that one be from within the office and one from same area of work.) ▶ Letter 2 – “Clientele Evaluation” – The candidate will submit to the Program Leader six clientele references with whom he/she has worked. The Program Leader will secure and submit these letters of recommendation to the Promotion Committee. Candidates for the rank of Full Extension Educator, should include references from state, regional or national contacts.

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October

Planning & Reporting	Performance Management	Promotion
<u>Individual Annual Plan of Work – FY08</u> Due to: Entered into On-line System		
<u>Planning Guide for Days allocated – Worksheet</u> Due to: Program Leader		

October 30

Planning & Reporting	Performance Management	Promotion
		<u>Promotion Evaluation by Program Leader</u> – This is to be completed by the Program Leader. For Extension Faculty, a “Promotion Evaluation by Department Chair” must also be completed in consultation with departmental faculty.

November 1

Planning & Reporting	Performance Management	Promotion
<u>Individual Annual Impact Report</u> (for FY07 – Oct 1, 2006 - Sept 30, 2007) –Outcome data will be reported in on-line reporting system Due to: Entered into On- line System		Program Leader submits candidate’s completed documents to the Promotion Committee. Only compete books will be reviewed by the Promotion Committee.
Time & Effort and Civil Rights Data (for FY07) updated Due to: Entered into On-line System		