

2009 UNH COOPERATIVE EXTENSION TIMELINE/DEADLINES

January, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
<p>Jan 15 -- 1st quarter output reporting submitted (on-line system) – Oct 1, 2008 – Dec 31, 2008</p>	<p>Dec 1 – Feb 28 - <i>Completion of Annual Performance Appraisals</i> - Phase III of prior FY – September 30-October 1.</p> <p>Vacation/Sick Leave (V/SL) spreadsheet updated and emailed to supervisor – due monthly http://extension.unh.edu/Intranet/UNHCEFRM.htm</p>		<p>Jan 10 --The Dean and Director of Extension submits recommendations and documents to the Vice President for Academic Affairs for review. Recommendations of the Graduate Dean and the appropriate School/College Dean will be included for Extension Faculty nominees who hold split appointments.</p>

February, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
	<p>Dec 1 – Feb 28 - <i>Completion of Annual Performance Appraisals</i> - Phase III of prior FY – September 30-October 1.</p> <p>V/SL spreadsheet – monthly update</p>		

March, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
	V/SL spreadsheet – monthly update		

2009 UNH COOPERATIVE EXTENSION TIMELINE/DEADLINES

April, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
April 15 - 2 nd quarter output reporting submitted (on-line system) – Jan 1, 2009 – March 31, 2009	<p>April 1 – May 31 -- Completion of Interim Feedback Progress & Ratings (Phase II) for coming FY.</p> <p>V/SL spreadsheet – monthly update</p>		

May, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
	<p>April 1 – May 31 -- Completion of Interim Feedback Progress & Ratings (Phase II) for coming FY.</p> <p>May 31 – OS & PAT Performance Reviews must be completed - http://www.unh.edu/hr/pubs-frm.htm#perf</p> <p>V/SL spreadsheet – monthly update</p>		

June, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
	V/SL spreadsheet – monthly update		

2009 UNH COOPERATIVE EXTENSION TIMELINE/DEADLINES

July, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
<p>July 15 - 3rd quarter output reporting submitted (on-line system) – Apr 1, 2009 – June 30, 2009</p>	<p>V/SL spreadsheet – monthly update</p>		<p>July 1 - Promotion Nominations due to Promotion Committee Chair [For promotions that would be effective the following July 1st.] Program Leaders notify candidates and chairperson of Promotion Committee of nominations using the nomination form on page 16 of “Extension Educator Promotion Procedures” signed by Program Leader, nominee, and Director verifying minimum time in rank has been met by July 1st. The only exceptions are to time in rank and those expectations must have been made and documented at time of hire.</p> <p>July 15 - Any individual not notified (of promotion) 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.</p>

August, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant (dates specific to your position)	Promotion
	<p>V/SL spreadsheet – monthly update</p>		<p>Aug 15 - Candidates submit the “Promotion Information Record” to the Program Leader.</p>

2009 UNH COOPERATIVE EXTENSION TIMELINE/DEADLINES

September, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant	Promotion
	V/SL spreadsheet – monthly update		<p>Sept 1 - 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.

October, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant	Promotion
<p>Oct 1 - <i>Individual Annual Plan of Work</i> – FY10 entered into on-line System - www.neprc.net</p> <p>Oct 15 - 4th quarter output reporting submitted (on-line system) – July 1, 2009 – Sept 30, 2009</p>	V/SL spreadsheet – monthly update		<p>Oct 30- <i>Promotion Evaluation by Program Leader</i> – 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.</p>

2009 UNH COOPERATIVE EXTENSION TIMELINE/DEADLINES

November, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant	Promotion
<p>Nov 1 - Impact Indicator Data (for FY 09 – Oct 1, 2008 - Sept 30, 2009) – reported in on-line reporting system</p> <p>Nov 1 - Annual Narrative Impact Report (FY 09) – due to Supervisor</p>	<p>Nov 15 - <i>Annual Performance Management Plan</i> 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 Due to: Supervisor</p> <p>Nov 15 - <i>County Advisory Council Staff Performance Feedback Form</i> 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 Due to: Assistant Director, County Operations</p> <p>Nov 15 - <i>Self and Peer Evaluations</i> due via on-line form: http://ceinfo.unh.edu/Intranet/UNHCEPM.htm Peer evaluations are optional and all staff are eligible to submit.</p> <p>V/SL spreadsheet – monthly update</p>		<p>Nov 1 - Program Leader submits candidate's completed documents to the Promotion Committee. Only compete books will be reviewed by the Promotion Committee.</p>

December, 2009

Program Planning & Reporting System	Performance and Time/Leave Management	Program Area/Grant	Promotion
	<p>Dec 1 – Feb 28 - <i>Completion of Annual Performance Appraisals</i> - 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: FY 09 is the period Oct 1, 2008 to Sept 30, 2009.)</p> <p>V/SL spreadsheet – monthly update</p>		<p>Dec 12 - Promotion Committee submits written recommendations and documents to the Dean and Director of Extension. The Dean and Director of Extension will 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.</p>