

2016-17

**UC ANR Academics
All Academic Titles
E-Book**

Guidelines for Preparing the Thematic

PROGRAM REVIEW DOSSIER

**DIVISION OF AGRICULTURE &
NATURAL RESOURCES**

University of California
Cooperative Extension

Compiled and Edited by

*ANR Academic HR Office in collaboration with
Academic Assembly Council Personnel Committee*

 **University of California**
Agriculture and Natural Resources

UC

CE

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General Information

For 2016-2017, we are continuing with a single E-Book for all Academic Titles.

If you have questions, please contact:

—Kim Ingram, Academic HR Business Partner
kcingram@ucanr.edu (530) 750-1282

—Chris Greer, Vice Provost of Cooperative Extension
cagreer@ucanr.edu (530) 750-1369

PR Submission Timeline:

The deadline for uploading your PR is 11:59 PM, February 1, 2017.

There will be no extensions beyond the deadline.

- You will receive an e-mail from the Academic Human Resources Office, under the signature of Chris Greer, Vice Provost of Cooperative Extension, notifying you that you can access your online Program Review web page through your portal.
- The on-line performance review system is available 24/7 until the deadline.
- You may upload your documents and make corrections/revisions by uploading a different document/version until the deadline. **Please upload all documents as PDFs to retain formatting.**
- Your PR will be archived and available to you after the program review cycle ends in June but only to view and/or print it.
- No print copies of the Program Review dossiers are accepted for official review.
- The review cycle for each year is from October 1st to September 30th (an exception may occur in the review cycle of an Academic going for a career review to Full Title Step VI. The start date may be July 1 because this was the start of the review cycle in previous years.)

Where to Find More Information:

- Refer to the Academic Personnel Manual (APM): <http://www.ucop.edu/acadpersonnel/apm/>
- Other supporting materials, including examples of dossiers, are also available on the ANR Academic HR website <http://ucanr.edu/academicpersonnel>
 - Direct link:
http://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/PR_Dossier_Examples/

Purpose of the Program Review Process

- Evaluate the performance of Academics in the Division of Agriculture and Natural Resources (ANR)
- Measure accomplishments, outcomes and impacts
- Provide a record of professional history
- Assist academics in program planning and goals
- Help establish a balanced program

2016/2017 Changes to the Merit and Promotion Process **

In a joint meeting of the Academic Assembly Council Personnel Committee and the Peer Review Committee (July 18, 2016), changes to the merit and promotion process were discussed and recommended. Subsequently, Vice Provost of Cooperative Extension, Chris Greer, approved the recommendations and the following changes from 2015-2016 were continued and/or additional changes were made for 2016-2017:

General Changes and/or Reminders:

- This E-Book now includes instructions for program review dossier preparation for the following Academic titles: Advisor, CE Specialist, County Director, Academic Coordinator, Academic Administrator, NPI Academics (Project Scientist, Professional Researcher, Research Specialist).
- Clarifications were made to the Bibliography section. Peer-reviewed publications included in the Bibliography must be published in searchable, peer-reviewed journals or other peer-reviewed publications. You can include 'In Press' however you are only given credit once, either in the PR listed as 'In Press' or in the next PR when it is officially published. A letter of publication acceptance must be uploaded in the PR system for any 'In Press' manuscript included in the bibliography.
- In an effort to remove duplicative reporting of publications, a new highly recommended procedure is to use the ANR Online Bibliography Software which is linked to your UC ANR Directory Profile to submit annual peer reviewed and non-peer reviewed publications. After inputting your publications, you can download a Microsoft Word retrieval for the Annual Evaluation/Merit & Promotion processes. Furthermore, your publication data will be available for accountability and leadership inquiries. This process has replaced the publications module in DANRIS-X (if applicable).
- The role of County Director is not considered 'University Service'. It should be emphasized up front in a separate 'Administrative' section of the Program Summary Narrative.
- 'Public Service' should be related to your professional expertise or position.
- When reporting on Affirmative Action, do not simply give numbers. Make note of what efforts you have made to reach underrepresented groups not previously in your program. Affirmative Action is a separate category (also required) from the academic criteria you are required to report on. (Note that the various academic titles have different criteria for advancement).
- **ALL CE Advisors** are required to complete CASA reporting annually.
- All documents must be uploaded as **PDFs**.
- During an Academic's first term (for those in two year terms), a minimum of 13 months (one full year plus one month toward the next review cycle) must be completed, along with supervisor approval, before an academic is permitted the opportunity to seek advancement or go forward with a salary action. For Academics in three year terms, 24 months of their first term must be completed, along with supervisor approval, before they are permitted the opportunity to seek advancement or go forward for their first salary action. (*see next page for more details*).
- For academics who have a less than 100% appointment, advancement depends on the quality and impact of performance at a level comparable to that of a full time appointment. APM-220 policy suggests that expectations for advancement reflect the part-time nature of the appointment with the understanding that reviews may be delayed to allow for scholarly productivity commensurate with academic standards for advancement in the field. An academic with a part time appointment, who is considering going forward with the 13/24 month rule, should take into account if the quality and impact of their work is commensurate with those of the same rank and step with full time appointments. If the action is successful and based on funding, opportunity for a new end date extending the term two or three more years may be obtained. However, if unsuccessful in the early review (13 or 24 month), this

means your term may not automatically be renewed and the original term end date may not be re-instated.

Changes and/or Reminders Related to Annual Evaluations Only

- Make sure to review AE information/guidelines on academic personnel website:
http://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Annual_Evaluation_Process/
- Academics who have served more than 6 months will be required to use the full AE template, Sections A through C. Academics who have served less than 6 months will be required to use the abbreviated AE template, A and C sections only. Academics that begin their career after the fiscal review period ending September 30th will need to submit Section C (goals) only.

What is the 13/24 Month Option?

- During an Academic's first term, a minimum of 13 months (one full year plus one month toward the next review cycle) must be completed, along with supervisor approval, before an Academic is permitted to seek advancement or go forward with a salary action. The 13-month option applies only to those in the two-year term process. For those who are in the three-year term process, 24 months must be completed, along with supervisor approval, before seeking advancement. Both options may involve a merit or promotion action concurrent with a term review, which will result in a new term end date if successful or the possibility of non-reappointment if not successful. The 13/24month option, if available, only applies to the Academic's first action.
- The 13/24 month option differs from an acceleration because a term review process is involved and the academic makes the choice to not wait until the normal review cycle. This will change the end date of the appointment (i.e. original end date 6/30/18 changes to end date of 6/30/17). For CE Advisors and CE Specialists, if the action is successful and their first two term reviews were favorable, the new end date means they can seek indefinite status one year earlier. For Academic Administrators and Coordinators, if the action is successful and based on funding, opportunity for a new end date extending the term two or three more years may be obtained. However, if unsuccessful in the early review (13 or 24 month), this means your term may not be renewed and the original term end date may not be re-instated.

How does the 13/24 Month option differ from an Acceleration?

- With an acceleration, you opt to go up one or two years early most often, but if unsuccessful, you still retain your original term end date (if in the term process). Example: With this acceleration, you attempt to go up early for an action effective July 1, 2017, however your original term end date is June 30, 2018. Choosing to accelerate, you are not taking the chance of non-renewal of your term by attempting the action early. If your action is unsuccessful, you still retain the June 30, 2017 term end date.
- Another difference in the acceleration versus the 13/24-month option, is the criteria. Accelerations require exceptional achievement in one criteria, above normal achievement in all others. The 13 or 24 month option does not require this. The expectation of a regular merit is that the academic is working toward or has achieved a balanced program. The 13/24 month-option is considered a regular merit or promotion action.
- No academic can go forward with an acceleration until they have completed one full term.

Acronyms and Definitions

4-H YD: 4-H Youth Development
AA: Affirmative Action
AAC: Academic Assembly Council
AE: Annual Evaluation
ANR: Agriculture and Natural Resources
AHR: Academic Human Resources Office
AVP: Associate Vice President
CASA: Contacts and Self-Assessment
CD: County Director
ED: Executive Director
IGIS: Informatics and Geographical Information Systems
IPM: Integrated Pest Management
MG: Master Gardeners
NFCS: Nutrition, Family and Consumer Sciences
NPI: Nutrition Policy Institute
PC: Personnel Committee
PR: Program Review Dossier
PRC: Peer Review Committee
REC: Research and Extension Center
SSP: Statewide Special Programs
SWP: Statewide Program (e.g., 4-H, IPM)
YFC: Youth, Families, and Communities

UC ANR Organization

Structure(s) with respect to academic review process:

- Peer Review Committee – Lead and chaired by Vice Provost of Cooperative Extension Chris Greer and composed of 10 peers:
 - Current committee composition: Marianne Bird, Kevin Day, A. James Downer, Ben Faber, Mark Hoddle, David Lile, Anna Martin, Gemma Miner, Fe Moncloa and Richard Smith. PRC reviews ALL cases for ANR Academics; terms, merits, promotions, accelerations, and upper level merits as well as any special cases upon request (of the candidate or supervisor).
- Ad Hoc Committees
 - An Ad hoc committee of peers will be established for all promotion actions for CE Specialists and Advisors including all accelerated promotions:
 - Assistant to Associate
 - Associate to Full Title
 - Full Title V to Full Title VI
 - Promotions for all series
 - Advisors and CE Specialists in the third term will receive an Ad hoc review before receiving indefinite status
 - Merit to “Research” Step VI and 1st above scale (overall career reviews)
 - Merit to “Project” Step VI and 1st above scale (overall career reviews)
 - Merit to “Specialist” 1st above scale (overall career review)
- Academic HR Office → AAC Personnel Committee

- Academic HR Office will work with the AAC Personnel Committee to recommend the membership of the Ad hoc Committees to the Associate Vice President and Vice Provost of Cooperative Extension.
- The Academic Assembly Council Personnel Committee will review negative recommendations from the Ad hoc committee and PRC on all actions. Their review checks for accuracy and mentoring language.

Common Mistakes

- Summary paragraphs are important for each criteria. This includes Professional Competence, University Service, and Public Service as well as Affirmative Action. A good summary paragraph “summarizes” your accomplishments; it does not just say “See Table.”
- The 4 required Criteria for CE Advisors and CE Specialists include: 1) Extending Knowledge and Information; 2) Applied Research and Creative Activity; 3) Professional Competence and Professional Activity; and 4) University and Public Service. (Affirmative Action is a required element but is not considered one of the 4 academic criteria). Please refer to the appropriate section of the Academic Policy Manual for specific academic criteria required for other title series.
- Not correctly categorizing ‘University Service’ and ‘Public Service’.
- Using the wrong form – if you are unsure, **ASK**. This includes County Directors and Supervisors not using the correct forms for Merits and Promotions – just reviewing Goals is not correct. There are supervisor review forms for specific actions (all found on the Academic HR website listed under the tab “Merit and Promotion Process and Trainings”) <http://ucanr.edu/academicpersonnel>. The Annual Evaluation form is **NOT** the correct form to use for a merit or promotion. (however appropriate to use supervisor AE form when Section C, Goals is utilized)
- County Directors not writing up their Administrative accomplishments.
- In Project Summary Table – ‘Total Funding’ should be the total amount of the grant AND how much of that total you are responsible for.
- Do not list every individual ‘blog and tweet’ – summarize – ex. 6 UC Green Blog Stories; 25 Tweets.
- Articulate ‘Outcomes’ and ‘Impacts’ after each theme, or program/project within the theme in the narrative section, and do not use a list at the end of the section. This practice is confusing for the reviewer to match up which outcome and impacts goes with a specific project.

Program Review Process for CE Advisors (including County Directors) and CE Specialists:

For Action	To	To	Decision Maker
Merit	Supervisor	PRC →	Associate Vice President
Promotion	Supervisor	*Ad Hoc → PRC →	Associate Vice President
Term Reviews	Supervisor	PRC →	Associate Vice President
Indefinite Term Review	Supervisor	*Ad Hoc → PRC →	Associate Vice President
Accelerations (Merit)	Supervisor	PRC →	Associate Vice President

*Ad hocs to be developed for specific actions: Assistant to Associate, Associate to Full Title, Full Title V to Full Title VI, and for CE Advisors or CE Specialists seeking Indefinite Status.

Academics with Statewide Special Program (SSP) Affiliation (IPM, MG, YFC, NFCS, 4-H YD, IGIS, CA Naturalist)

For candidates in SSPs, the SSP Director will provide a letter of evaluation in addition to the Supervisor.

- UC ANR Leaders are committed to strengthening UCCE as a statewide program developed and delivered locally.
- Providing input from both the local supervisor and the Statewide Program Director supports this alignment.
- The input from the Statewide Program Director is to provide integration towards statewide outcomes/impacts and mentoring/coaching/support.
- The goal is to seek balance between local priorities and statewide goals.

Program Review Process for Academic Coordinators* and Academic Administrators*:

For Action	To	To	Decision Maker
Merit	Supervisor →	PRC →	Associate Vice President
Acceleration	Supervisor →	PRC →	Associate Vice President

*Academic Coordinators and Academic Administrators are not eligible for indefinite status.

Program Review Process for NPI (Academic Coordinators, Project Scientist, Professional Research, Specialist (not CE Specialist))

For Action	To	To	Decision Maker
Merit	Supervisor →	PRC →	Associate Vice President
Acceleration	Supervisor →	PRC →	Associate Vice President
*Merit to Step VI or 1 st Above Scale action *Promotion	Supervisor →	*Ad Hoc → PRC	Associate Vice President

*Ad hoc committee will review any promotion, merit for Specialist Above Scale or Professional Research & Project Scientist Step VI or above scale. NPI Academics are not eligible for indefinite status.

Final Decisions

- Associate Vice President Wendy Powers receives all recommendations in order to make informed decisions.
- All appeals go to Vice President Glenda Humiston.

Tips for Writing and Submitting an Effective Program Review Dossier

- A. **BEGIN EARLY!** Review your portal's E-submission website (under "ANR Academic Program Review" on your portal) and begin to insert drafts of your PR sections. **You must convert your files to PDFs before uploading them in order to retain formatting.**
- B. Write for the intended audience: County Director, Immediate Supervisor, Ad hoc, Peer Review Committee, and Senior Administrators. **Clearly describe your role(s) and make the impacts of your efforts obvious to the reader(s).**
- C. Write a concise, readable, and comprehensive document that explains your program to supervisors, PRC, and ad hoc committee members who may not be familiar with your program.
- D. Prepare your PR dossier using Times New Roman Font, size 11 or 12, with single-spaced text and 1-inch margins on all sides of each page.
- E. Use the most current edition of the American Psychological Association (APA) Publication Manual (6th Edition) or other current writing style handbook, as appropriate for your discipline, as a guide for all grammatical, punctuation, and bibliographic citations (see useful websites). **Your supervisor(s) and peers expect a PR dossier that is organized and formatted according to these instructions and will be better able to evaluate your accomplishments if you follow them carefully.**
- F. Where possible, avoid acronyms. However, if acronyms are used, be certain to define them in the text and consider explaining them in an alphabetically sorted Appendix.
- G. Use the first person and active voice wherever possible in describing your activities and accomplishments. Use of the word "I" is not only acceptable, it is preferable as it identifies what you contributed. For example, state "I presented" rather than "Information was presented."
- H. Proofread carefully to minimize typographical errors and consider asking a colleague to review your dossier prior to submission.
- I. Seek input from colleagues, peers and/or mentors throughout the process.
- J. Keep track of any changes you would recommend in either the process or the E-Book and send those recommendations to the Academic HR Office (*Kim Ingram*) and/or the AAC Personnel Committee Chairperson (*Brent Holtz*).
- K. Make sure you highlight your activities that support UC ANR's visibility and effectiveness such as:
 - Successful collaborations (internal and external)
 - Mentoring of colleagues (formal and informal)
 - Efforts to strengthen the UC ANR network (also referred to as the "continuum")
 - Multi-county and/or multi-program assignments
 - Leadership roles
 - Advocacy efforts
 - Outreaching to clientele using new technologies such as social media, websites.

Tips for Collecting and Collating Information for Your Program Review Dossier

- Before beginning, compile pertinent information. Your County Director, REC Director or immediate supervisor and colleagues may offer guidance to develop an organized system of tracking activities. This may include:
 - A daily calendar for appointments, work performed on projects, committee service, extension activities, trainings, etc. Also record number of attendees and gender/ethnicity to use in the Contacts and Self-Assessment (CASA) of the Division of Agriculture and Natural Resources Information System (DANRIS-X- *CE Advisors*). This will make the job of organizing the PR dossier much easier.
 - An electronic folder for the current review period with subfolders for academic criteria for advancement make it quick and easy to insert information. For example, when returning to the office after giving a presentation at an educational meeting, file the meeting agenda (where you are listed as a speaker) in the section labeled “Extension” and indicate the number of attendees and your role in the meeting.
 - An electronic folder for publications, abstracts, and other items.
 - A properly formatted bibliography appropriate to your discipline so new additions may be added easily.
 - Set up your tables for the appendices (i.e. Extension Activities Table and Project Summary Table) in your computer early in your cycle and make additions over your program review cycle periodically.
- Obtain assistance and guidance from your County Director, REC Director, supervisor and/or colleagues in your office or discipline. It is very helpful to read a well-written PR of a colleague or mentor. Ask a colleague to review your initial drafts.
- Utilize the Academic HR website (<http://ucanr.edu/academicpersonnel>) to view samples of all the sections in the PR, as well as to find other useful information.
- Most of all do not be afraid to ask questions of your colleagues or supervisor since they can offer valuable advice.
- Please call/email Kim Ingram (530-750-1282) kcingram@ucanr.edu or Chris Greer (530-750-1369) cagreer@ucanr.edu directly with any questions or concerns.

Deferrals

Deferral of Advancement – CE Advisors and CE Specialists

The deferral option may be chosen if an appointee feels that they need more time to accumulate and document evidence that they are deserving to move to the next step/rank.

- a. After the appointee has completed the normal time period at each step, he or she may choose to defer the option to seek advancement. This is done by giving written notice to the immediate supervisor. In no case, may there be more than two deferrals at any step. The option to advance or defer occurs annually, once the employee becomes eligible.
 - For example, a CE Advisor or CE Specialist who is at an Associate Step II, and has been at that rank and step for two years, may choose to defer upon first becoming eligible for advancement, and may choose to defer again the following year, completing only an annual evaluation, but in the next year, he or she is required to seek advancement. If advancement is denied, the normal time in step may be extended for one cycle, whereas the academic again prepares an annual evaluation before the academic is again required to seek advancement. Another example: If an academic at Associate Step II seeks and is denied advancement and has already deferred twice at that rank and step, he or she is required to go forward for advancement at the next cycle (or two years).

- b. CE Advisors or CE Specialists in Full Title V or above are not required to seek a merit advancement or promotion. However, in the absence of a merit or promotion review, CE Advisors or CE Specialists at Full Title V or above shall be reviewed at least once every five years (a merit packet is prepared). The review period is since the last approved action. A comprehensive five-year review ensures the performance of each CE Advisor or CE Specialist is regularly evaluated and that they are meeting the expectations for their rank and step.

Term Appointment:

A term appointment is an appointment for a specific period which ends on a specified date. Academic Coordinators, Academic Administrators, and NPI Academics have term appointments with end dates specified. CE Specialists and Advisors shall typically complete three two-year term appointments before being eligible for indefinite status.

Academics that have definite term appointments are not eligible to defer a merit advancement that coincides with a term review; unless there are extenuating circumstances, which shall be reviewed on a case by case basis.

Academics that have term appointments with their Academic Administrator or Academic Coordinator appointment; but with an underlying 0% indefinite CE Advisor appointment may have the option to defer; with the approval of their direct supervisor only.

Types of Program Reviews

This section describes the 4 types of Program Review (PR) formats and the elements needed for each:

1. Term Review
2. Merit
3. Promotion
4. Acceleration

1) Term Review –Definite Term Appointments (*CE Advisors and CE Specialists only*)

CE Advisors and CE Specialists with a definite appointment who are seeking reappointment are required to prepare a **Term Review Dossier**.

During an Academic’s first term, a minimum of 13 months (one full year plus one month toward the next review cycle) must be completed, along with supervisor approval, before an Academic is permitted to seek advancement or go forward with an action. The 13-month option applies to those in the two-year term process. For those who are in the three-year term process, 24 months must be completed, along with supervisor approval before seeking advancement. Both options may involve a merit or promotion action with a term review, which will result in a new term end date if successful or the possibility of non-reappointment if not approved. Academics in definite appointments that are eligible to request an indefinite appointment require two favorable term reviews before submitting for indefinite status. Use the table below to determine what to include in your dossiers (e.g., merit/term review follows merit guidelines):

TERM REVIEW #	CONCURRENT WITH	AD HOC COMMITTEE	GUIDELINES TO FOLLOW
1 st to 2 nd	Merit	Only if negative review by reviewer or upon request of candidate and/or supervisor(s)	<ul style="list-style-type: none"> • merit guidelines • not eligible for an acceleration
1 st to 2 nd	Promotion	Yes	<ul style="list-style-type: none"> • promotion guidelines • cover entire period in rank • ad hoc review • not eligible for an acceleration
2 nd to 3 rd	Merit	Upon request of candidate and/or supervisor(s)	<ul style="list-style-type: none"> • merit guidelines • usually no ad hoc review
2 nd to 3 rd	Promotion	Yes	<ul style="list-style-type: none"> • promotion guidelines • cover entire period in rank • ad hoc review
2 nd to 3 rd	Acceleration	PRC for accelerated merit or upon request of candidate and/or supervisor(s); Ad Hoc for accelerated promotion	<ul style="list-style-type: none"> • acceleration guidelines • no ad hoc review for accelerated merits; ad hoc review for accelerated promotions
*3 rd to <u>Indefinite</u>	Merit	Yes	<ul style="list-style-type: none"> • merit guidelines • ad hoc review
3 rd to <u>Indefinite</u>	Promotion	Yes	<ul style="list-style-type: none"> • promotion guidelines • cover entire period in rank • ad hoc review
3 rd to <u>Indefinite</u>	Acceleration	Yes	<ul style="list-style-type: none"> • acceleration guidelines • ad hoc review for accelerated promotion

2) PR Merit Review

A **Merit** PR dossier is prepared by candidates in the following cases:

- Academics in the first term (all titles) must complete, along with supervisor approval, a minimum of 13 months (one full year plus one month toward the next review cycle) before seeking advancement or going forward with an action. For those who are in the three-year term process, 24 months must be completed, along with supervisor approval before seeking advancement.
- CE Advisors or CE Specialists eligible for a term review only.
- CE Advisors or CE Specialists seeking advancement within the ranks of Assistant, Associate, or Full Title except for Full Title VI which is treated as a promotion
- CE Advisors or CE Specialists seeking advancement within the ranks of Full Title VII, VIII, IX and above scale.
- Academic Coordinators seeking advancement within ranks of Academic Coordinator I, II and III.
- Academic Administrators seeking advancement.
- Professional Research within the ranks of Assistant, Associate, or Professional Research (Full Title) and above scale.
- Specialist within the ranks of Assistant, Associate, or Specialist (Full Title) and above scale.
- Project Scientist Series within the ranks of Assistant, Associate, or Project Scientist (Full Title) and above scale.

MERIT PROGRAM REVIEWS

WITHIN RANK	REVIEW PERIOD	NEEDED
Assistant CE Advisor/CE Specialist	Period since your last successful salary action	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 4 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • project summary table since last successful salary action • extension activities table since last successful salary action • AE Section C - Goals • bibliography since last successful salary action • Optional: bibliography for entire career. If used, highlighting entries since last successful salary action is required.
Associate CE Advisor/CE Specialist	Period since your last successful salary action	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 4 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • project summary table since last successful salary action • extension activities table since last successful salary action • AE Section C - Goals • bibliography since last successful salary action • Optional: bibliography for entire career. If used, highlighting entries since last successful salary action is required.
Full Title I-V CE Advisor/CE Specialist (except when seeking indefinite status)	Period since your last successful salary action	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 4 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • project summary table since last successful salary action • extension activities table since last successful salary action • AE Section C - Goals • bibliography since last successful salary action • Optional: bibliography for entire career. If used, highlighting entries since last successful salary action is required.

WITHIN RANK	REVIEW PERIOD	NEEDED
Full Title CE Advisor/CE Specialist VII, VIII, IX, Above Scale	Period since your last successful salary action	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 4 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • project summary table since last successful salary action • extension activities table since last successful salary action • AE Section C - Goals • bibliography for entire career required (highlight any since last salary action) • letters of evaluation - Maximum of 6 • 3 sample publications with summary
Academic Coordinator	Period since your last successful salary action	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 3 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • AE Section C - Goals • Optional: bibliography • letters of evaluation required every 6 years • project summary table since last successful salary action (optional) • extension activities since last successful salary action (optional)
Academic Administrator	Period since last successful salary action	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 3 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • AE Section C - Goals • Optional: bibliography • letters of evaluation required every 6 years. • project summary table since last successful salary action (optional) • extension activities since last successful salary action (optional)

WITHIN RANK	REVIEW PERIOD	NEEDED
<p>Assistant, Associate, Full Title Research Specialist Series</p> <p>Specialist I-V & Above Scale</p> <p>1st Above Scale</p>	<p>Period since your last successful salary action</p>	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 3 academic criteria and Affirmative Action (<i>except 1st AS</i>) • professional competence table since last successful salary action (<i>except in the Assistant Rank which is not required</i>) • university and public service table since last successful salary action • project summary table since last successful salary action (if applicable) • bibliography since last successful salary action • Optional: bibliography for entire career. If used, highlighting entries since last successful salary action is required • AE Section C - Goals <p>Additionally, for 1st above scale add/change</p> <ul style="list-style-type: none"> • 10-page maximum narrative which documents performance in 3 academic criteria and Affirmative Action (overall career review) • letters of evaluation - Maximum of 6 • bibliography for entire career in Specialist Rank • <u>annotate your role on multi-authored publications since last successful salary action</u> • 3 publication samples with summary
<p>Assistant, Associate, Full Title Professional Research Series</p> <p>Professional Research Step I-Above Scale with exceptions noted below</p> <p>Professional Research Step VI & 1st Above Scale</p>	<p>Period since your last successful salary action</p> <p>All years in Full Title Professional Research rank (career review)</p>	<ul style="list-style-type: none"> • position description(s) for period covered • 6-page maximum narrative which documents performance in 3 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action (<i>except in the Assistant Rank which is not required</i>) • project summary table since last successful salary action (if applicable) • bibliography since last review • AE Section C - Goals • bibliography since last successful salary action • Optional: bibliography for entire career. If used, highlighting entries since last successful salary action is required <p>Additionally, for Step VI and 1st above scale add/change:</p> <ul style="list-style-type: none"> • 10-page maximum narrative which documents performance in 3 academic criteria and Affirmative Action (overall career review) • letters of evaluation - Maximum of 6 • bibliography for entire career in Research Rank • <u>annotate your role on multi-authored publications since last successful salary action</u> • 3 publication samples with summary

4) Promotion (*not available to Academic Administrators or Coordinators*)

A **Promotion** PR dossier is prepared by candidates in the following cases:

- Seeking advancement to the next rank
- Seeking advancement to Full Title VI except Professional Researcher & Project Scientist Series (considered career reviews, merits)
- Ad hoc committee reviews all promotions

PROMOTION PROGRAM REVIEWS			
FROM	TO	REVIEW PERIOD	NEEDED
Assistant CE Advisor & CE Specialist	Associate	All years in Assistant rank	<ul style="list-style-type: none"> • position description(s) for period covered • 10-page maximum narrative which documents performance in 4 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • project summary table since last successful salary action • extension activities table since last successful salary action • AE Section C - Goals • bibliography for entire career (highlight those developed in Assistant Rank, additionally highlight all publications developed since your last salary review; <u>annotate your role on multi-authored publications since last successful salary action</u>) • 3 sample publications with summary • letters of evaluation – Maximum of 6
Associate CE Advisor & CE Specialist	Full Title	All years in Associate rank	<ul style="list-style-type: none"> • position description(s) for period covered • 10-page maximum narrative which documents performance in 4 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action • project summary table since last successful salary action • extension activities table since last successful salary action • AE Section C - Goals • bibliography for entire career; highlight those developed in Associate Rank, additionally highlight all publications developed since your last salary review; <u>annotate your role on multi-authored</u>

			<u>publications since last successful salary action</u> <ul style="list-style-type: none"> 3 sample publications with summary letters of evaluation - Maximum of 6
FROM	TO	REVIEW PERIOD	NEEDED
Full Title V CE Advisor & CE Specialist	Full Title VI	All years in Full Title rank	<ul style="list-style-type: none"> position description(s) for period covered no more than 10-page maximum narrative covering your career in Full Title which documents performance in 4 academic criteria and Affirmative Action professional competence table since last successful salary action university and public service table since last successful salary action project summary table since last successful salary action extension activities table since last successful salary action AE Section C - Goals bibliography for entire career; highlight years in Full Title rank; additionally, highlight all publications developed since your last salary review – <u>annotate your role on multi-authored publications since last successful salary action</u> 3 sample publications with summary letters of evaluation – Maximum of 6
Research Specialist	Assistant to Associate Associate to Specialist (Full Title)	All years in Assistant rank All years in Associate rank	<ul style="list-style-type: none"> position description(s) for period covered no more than 10-page maximum narrative covering your career in current rank which documents performance in 3 academic criteria and Affirmative Action professional competence table since last successful salary action (<i>except in the Assistant Rank which is not required</i>) university and public service table since last successful salary action project summary table since last successful salary action (if applicable) bibliography for entire career in current rank; highlight years in current rank; additionally, highlight all publications developed since your last salary review, <u>annotate your role on multi-authored publications since last successful salary action</u> 3 publication samples with summary AE Section C - Goals letters of evaluation - Maximum of 6

Professional Research	Assistant to Associate	All years in Assistant rank	<ul style="list-style-type: none"> • position description(s) for period covered • no more than 10-page maximum narrative covering your career in current rank which documents performance in 3 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action (<i>not required within the Assistant Rank</i>) • project summary table since last successful salary action (if applicable) • letters of evaluation - Maximum of 6 • bibliography for entire career in current rank, highlight years in current rank; additionally, highlight all publications developed since your last salary review, <u>annotate your role on multi-authored publications since last successful salary action</u> • 3 publication samples with summary • AE Section C - Goals
	Associate to Research (full title)	All years in Associate rank	
Project Scientist	Assistant to Associate	All years in Assistant rank	<ul style="list-style-type: none"> • position description(s) for period covered • no more than 10-page maximum narrative covering your career in current rank which documents performance in 2 academic criteria and Affirmative Action • professional competence table since last successful salary action • university and public service table since last successful salary action (<i>optional</i>) • project summary table since last successful salary action (if applicable) • letters of evaluation - Maximum of 6 • bibliography for entire career in current rank, highlight years in current rank; additionally, highlight all publications developed since your last salary review, <u>annotate your role on multi-authored publications since last successful salary action</u> • 3 publication samples with summary • AE Section C - Goals
	Associate to Project (full title)	All years in Associate rank	

5) Accelerated Program Review

Reminder: The acceleration request is limited to one page and the timeframe is from your last successful salary action

An acceleration is an extraordinary request and it is up to the candidate to justify such request. An acceleration request is based upon the productivity and accomplishments of the candidate since the last salary action. It is not simply based upon a justification that the candidate is conducting activities that are normally expected of academics at a higher rank and/or step. The candidate should carefully consider if they can justify that the accomplishments during the period since last salary action are beyond what would normally be expected of an

academic at the rank and step for the full period. Please consult with the Vice Provost of CE for guidance with acceleration requests.

Accelerated PR dossiers are prepared by candidates seeking an advancement that occur earlier than normal (see Appendix D for Normal Progression Charts – *(CE Advisors & CE Specialists)*). An acceleration represents exemplary efforts beyond what is typically accomplished. **The dossier must clearly demonstrate evidence of exceptional achievement in at least one of the academic criteria and greater than normally except for all other criteria.**

- CE Advisors and CE Specialists
 - 1) *Extending Knowledge and Information;*
 - 2) *Applied Research and Creative Activity;*
 - 3) *Professional Competence and Professional Activity;*
 - 4) *University and Public Service.*

- Academic Coordinators & Academic Administrators
 - 1) *Administrative Performance*
 - 2) *Professional Competence and Professional Activity;*
 - 3) *University and Public Service;*

- Specialist
 - 1) *Research in specialized area*
 - 2) *Professional Competence and Professional Activity (not required for Assistant level)*
 - 3) *University and Public Service*

- Professional Researcher
 - 1) *Independent Research Program/Creative Work*
 - 2) *University Service and Public Service (not required for Assistant level)*
 - 3) *Professional Competence*

- Project Scientist
 - 1) *Research/creative work*
 - 2) *Professional Competence*
 - 3) *University and Public Service (encouraged, not required unless position description requires)*

Additionally, productivity and progress in *all three or four (as applicable) academic criteria should be greater than would normally be expected for the individual's rank and step.* An acceleration may be a merit or a promotion. Only Academics that have successfully completed their first term review are eligible to seek acceleration.

For academics advancing to Full Title Step VI, (CE Advisor, CE Specialist,) at least three years of service in the preceding step are normally expected before advancement to Full Title, Step VI. A request for advancement to Full Title Step VI, (CE Advisor, CE Specialist) prior to completing three years at Full Title Step V is considered an acceleration request. Advancement to Step VI is considered a promotion except in the Professional Research and Project Scientist series where it is considered a merit.

Example of scenario for those academics in the **term review process** seeking an acceleration:

- Acceleration right after a merit or promotion the previous year (in term process)

- Period of review (same for AE) – October 1, 2015 – September 30, 2016
- Action will be effective July 1, 2017
- Clearly identify your driver for this requested action in your acceleration statement; you may want to consider did you accomplish two years of work in one year?

If you are not successful in your acceleration, you would not be terminated (please see note below for those who are seeking indefinite status as part of their normal review cycle). Your actual term end date based on your successful merit or promotion action effective July 1, 2016 is still in effect with a term end date of June 30, 2018. Another advantage to accelerations is you accelerate the term process if you receive an approved action reaching indefinite status more quickly.

NOTE: If you are applying for indefinite status as part of your regular scheduled action (i.e. Associate I to Associate II with indefinite term review) and choose also to accelerate to a higher step than normal (skip a step for example to Associate III), there is no guarantee that if you are not successful at your acceleration, you will be granted your regular scheduled action with the indefinite status granted. You should really consider seriously this scenario before choosing it.

All academics may apply for an acceleration once they have completed one full successful term. Please refer to the table below for required documentation and contact the Academic HR office for assistance or questions.

ACCELERATED PROGRAM REVIEWS - Merit

TYPE OF ACTION	REVIEW PERIOD	NEEDED
Accelerated Merit — CE Advisor & CE Specialist	Period since your last salary action with specific emphasis on accomplishments justifying the acceleration request	merit guidelines in previous appropriate merit section with these additional documents: <ul style="list-style-type: none"> • acceleration statement (1 page limit) covering period since last successful salary action • 3 publication samples with summary • letters of evaluation – Maximum of 6
Accelerated Merit — Academic Administrator & Academic Coordinator	Period since your last salary action with specific emphasis on accomplishments justifying the acceleration request	merit guidelines in previous appropriate merit section with these additional documents: <ul style="list-style-type: none"> • acceleration statement (1 page limit) covering period since last successful salary action • 3 publication samples with summary (optional) • letters of evaluation – Maximum of 6
Accelerated Merit — Professional Researcher & Specialist *(does not include criteria for Professional Researcher Step VI or 1 st above scale) *(does not include criteria for Specialist 1 st above scale)	Period since your last salary action with specific emphasis on accomplishments justifying the acceleration request	merit guidelines in previous appropriate merit section with these additional documents: <ul style="list-style-type: none"> • acceleration statement (1 page limit) covering period since last successful salary action • 3 publication samples with summary • letters of evaluation - Maximum of 6 <p align="center">*See Criteria Under Accelerated Promotion</p>

WITHIN RANK	REVIEW PERIOD	NEEDED
Accelerated Merit *Professional Researcher Step VI or 1 st Above Scale *Specialist 1 st Above Scale *Project Scientist Step VI or 1 st Above Scale	Period covering all years in present rank with specific emphasis on accomplishments justifying the acceleration request	*See Criteria Under Accelerated Promotion
Accelerated Merit Project Scientist	Period since your last salary action with specific emphasis on accomplishments justifying the acceleration request	merit guidelines in previous appropriate merit section with these additional documents: <ul style="list-style-type: none"> • acceleration statement (1 page limit) covering period since last successful salary action • 3 publication samples with summary • letters of evaluation - Maximum of 6

ACCELERATED PROGRAM REVIEWS - <i>Promotion</i>		
TYPE OF ACTION	TIME COVERED	NEEDED
Accelerated Promotion (all series)	Period covering all years in present rank with specific emphasis on accomplishments justifying the acceleration request	Same requirements as a promotion for your series but add: <ul style="list-style-type: none"> • Acceleration statement (1 page limit) covering period since last successful salary action

ELEMENTS OF THE PROGRAM REVIEW -THEMATIC FORMAT

The following instructions provide guidelines on how to prepare your Program Review using a format that focuses on program themes. In this section, a brief description is provided for each of the required elements.

- I. Table of Contents (optional)
- II. Acceleration Statement (if applicable, 1 page maximum; since last successful salary action)
- III. Program Summary Narrative (6-10 page maximum depending on requested last salary action)
- IV. Professional Competence: documenting lists and tables (if applicable)
- V. University and Public Service: documenting lists or tables (if applicable)
- VI. Bibliography (if applicable)
- VII. Summary of Publication Examples (if applicable)
- VIII. Project Summary Table (if applicable)
- IX. Extension Activities Table (if applicable)
- X. AE Goals – Section C
- XI. Publication Examples (if applicable)
- XII. Position Descriptions
- XIII. Letters of Publication Acceptance (if applicable)
- XIV. Sabbatical Leave Plan and/or Report (if applicable)

I. Table of Contents (optional)

II. Acceleration Statement (if applicable, 1 page limit):

- There should clearly be documentation of exceptional achievement **in at least one** of the academic criteria. Clearly define the “driver” for your acceleration request.
- Productivity and progress in **all three or four criteria** (*as applicable for your series*) for advancement should be greater than would normally be expected for the individual’s rank and step.
- Acceleration statement should cover *only the period since the last action* (i.e. going up for promotion to Associate I; you would not include in your acceleration statement, your total career in the Assistant Rank; instead, you would cover only the period since the last successful action.

III. Program Summary Narrative (merit 6 page maximum; promotion 10 page maximum)

STATEMENT OF ASSIGNMENT: The Program Summary Narrative highlights your major accomplishments and notable achievements since your last salary action. Each academic tile is evaluated on certain criteria. Please review the performance expectations for your title to identify which criteria you are required to address and the maximum page lengths. (You can retrieve this information from DANRIS-X or from your Position Description (CE Advisors)

- Changes in responsibilities (if applicable)
- Programmatic Assignment of FTE (ANR knowledge area/FTE)

Extending Knowledge and Information and/or Applied Research and Creative Activity

Refer to your Project Summary and Extension Activities tables while writing this section. You should not duplicate the information that is included in these tables. Organize your descriptions by program themes (examples in Appendix H), and consider including the following components when describing activities under each theme.

- *Clientele*: People or groups of people that a program aims to serve.
- *Goals*: The purpose toward which an effort is directed.
- *Inputs*: What we invest: Faculty, staff, students, infrastructure, federal, state, and private funds, time, knowledge, etc. This step is often assumed and is not always articulated.
- *Methods (Activities/Outputs)*: Research/creative and extension activities to reach goals. Products created through such activities (meetings, trainings, extension programs, curricula, webinars, publications, etc.).
- *Outcomes*: Changed knowledge, attitudes, skills, behavior/practices resulting from the above efforts.
- *Impacts (long term outcomes)*: Social/health, economic, environmental/physical benefits to individuals, behavioral changes, organizations, populations, communities. You may want/need to include anticipated impacts, as well as immediate, short term, mid-term and longer term impacts associated with your ongoing efforts. See Appendix G.

ANR has not adopted a strict logic model approach but encourages a program planning approach that allows the development of clear outcomes and impacts over time. It is your responsibility to summarize your work to best communicate what you have accomplished and what outcomes, results and/or impact(s) your work has produced.

Professional Competence and Professional Activity

- One to two paragraphs summarizing activities and evidence of professional competence since your last salary action.

University and Public Service

- One to two paragraphs highlighting your contributions and activities in this area since your last salary action.
- Note that the role of County Director is not considered ‘University Service’. It should be emphasized up front in a separate ‘Administrative’ section.
- ‘Public Service’ should be related to your professional expertise or position.

Affirmative Action

- In one or two paragraphs, highlight specific efforts such as the following:
 - Accomplishments in personnel or programmatic affirmative action.
 - Document your leadership role in the county in affirmative action.
 - Summarize affirmative action outreach and accomplishments.
- When reporting on Affirmative Action, do not simply give numbers. Make note of what efforts you have made to underrepresented groups not previously in your program.

Conclusion (optional)

IV. Professional Competence – Documenting lists or tables of activities since last successful salary action.

a. Professional Development and Training

Use this table for training activities. For example:

- Organize first by themes, subject matter, or goals and then chronologically. **List activities** undertaken to increase your professional competence. **Where applicable, give the date of the activity or training.** Include any special leaves you have taken, such as a study leave that included professional development activities.
- Sample of activities you may include in this section:
 - Workgroup and non-workgroup training activities
 - Attendance at conferences, symposia and workshops
 - Administrative or technology trainings

Begin Date- End Date	Location	Name and/or Description of Activity

b. Disciplinary Society/Professional Association – List disciplinary societies/professional associations.

Disciplinary Society/Prof. Assoc Name	Membership/Meetings Attended/Activities

c. Evidence of Professional Competence

This table or bulleted list can be organized at the discretion of the advisor. For example:

- Organize first by themes, subject manner, or goals.
- List activities **that reflect your professional standing. Examples of activities you may include in this section:**
 - Conferences, meetings/trainings that you organized for professionals or colleagues (including workgroups)
 - Professional society presentations and/or offices held
 - Presentations you were invited to give due to your professional competence
 - Books or journals edited, articles reviewed or refereed
 - Sabbatical/special leaves

Begin Date-End Date	Location	Name and/or Description of Award, Recognition, Professional Presentation, Office or Activity

V. University and Public Service—Documenting lists of activities since last successful salary action.

a. **University Service:**

- At the discretion of the Academic, this section can be in a table or bulleted list. See examples.
- Organize and list in subsections based on the area of service such as local/county, ANR, statewide, national and international if applicable. **Highlight your leadership efforts.**
- Examples of activities you may include in this section:
 - Advocacy efforts
 - Committee service (which years)
 - Workgroup chair, treasurer, secretary, etc.
 - Leadership in strategic initiative activities and program teams

Begin Date-End Date	Activity	Org Level	Your Contribution and Leadership Role

b. **Public Service (benefit groups or efforts outside the University):**

- Organize and list in subsections of local, county, statewide, if applicable. **Highlight your leadership efforts.**
- Examples you might include in this section:
 - Serving on external boards, commissions or councils
 - Participating in community events or fairs
 - Leadership of non-University collaborative groups, councils

Begin Date-End Date	Activity	Org Level	Your Contribution and Leadership Role

VI. Bibliography

- Highly recommended practice for bibliographies:
 - Enter citations into ANR's Online Bibliography software (part of the directory profile) at <https://ucanr.edu/portal/modules/dirbibliography.cfm> by either a) manually entering each citation OR by b) using the EndNote XML import process. Recorded webinar training can be found here: <http://ucanr.edu/sites/bibliographyproject/>
 - Use the "Bibliography retrieval" link to download your citations into a Microsoft Word document for ANR Annual Evaluation or Program Review Dossier. It will already be sorted by publication type and in chronological order.
 - Format the retrieval as needed (i.e., delete publications that are not applicable).
- Update your bibliography listings annually for reporting purposes.

Required Elements

- *Peer Reviewed and Non-Peer Reviewed Sections:* Your bibliography should clearly describe peer reviewed efforts and non-peer reviewed efforts in separate sections in order to clearly assess academic growth. You do not have to rearrange your current bibliography other than having the required separate sections for peer reviewed and non-peer reviewed publications if you haven't already done this. Be certain it is clear and reflects your program professionally.
- *Organizational Method:* Description of your organizational method (required at the beginning), including a Bibliography Summary that indicates the number of publications in each of your selected categories for this review period.
- *Peer Reviewed:* Examples of peer reviewed include scholarly journals; Cal Ag, ANR publications UC IPM Pest Management Guidelines, curricula, Journal of Extension, and other peer-reviewed publications. (For the purposes of your PR, peer reviewed is defined as documents that are reviewed anonymously with the possibility of being rejected. Peer reviewed publications includes books that are anonymously reviewed even though there may not be a possibility of rejection.) Peer-reviewed publications included must be those published in searchable, peer-reviewed journals
- *Non-Peer Reviewed:* Recommended format for non-peer reviewed Bibliography section is to designate type of publication within this section:
 - A – Popular (articles, newsletters, stories, UC Delivers, social media sites, etc.)
 - B – Technical (reports, curricula, and articles)
 - C – Abstracts, other outreach materials
- *Your Role:* For citations added during the current review period, describe each multi-author citation identifying your activity/role.

- *In Press:* You must scan and upload a letter of acceptance for any publication listed as “in press”. ‘In Press’ gives credit only once, either in the PR listed as ‘In Press’ or in the next PR when it is officially published.
- *Authorship:* While authorship of peer-reviewed publications is not currently required until Full Title rank, it is expected that Academic appointees will demonstrate academic growth and move towards balance in all criteria area over time, therefore peer reviewed publications remain increasingly important as you progress in rank and step. You need not be lead author but your academic role should be clarified, especially in collaborative efforts.

VII. Summary of Publication Examples (if applicable)

This section is where you would cite your publication examples with a brief description of each publication cited. Choose three items of which you are most proud and best represent your program and abilities.

- These publications may be articles, books, monographs, slide sets, digital media, videos, manuals, reports, information sheets, or others.

VIII. Project Summary Table (since your last successful salary action)

- Use your themes/goals to subdivide the Project Summary table. List all projects, including the ones that do not have grants/financial support.
- Include the following: Title of project and duration, your role, first initial and last name of collaborator(s) and organizational affiliation, *support and duration.

Project Title or Creative Activity/Duration	Role (PI, Co-PI, etc.)	Collaborators (w/affiliation)	*Support Amount/Duration (if applicable)	Support Source

*Support Amounts: List the total project funding and specify the amount you are directly responsible for. Include in-kind, and/or service value (volunteer time).

IX. Extension Activities Table (since your last successful salary action)

- List extension activities in support of your program area that were conducted since your last salary action in chronological order using a table format.
- For each activity, list the meeting date, name, topic, location and number of attendees.
- If you hold large numbers of meetings of similar purpose in which your role remains constant (e.g. you are teaching the same content, facilitating the agenda, etc.) you may consolidate them using a collective time frame, title, description, role, general location (usually your county), and an estimated average attendance.
- List only those extension activities that are directly related to your program clientele.
- List educational or outreach activities for non-clientele groups such as students, foreign visitors and scientific colleagues in the Professional Competence or University and Public Service sections as appropriate.
- Divide the table of activities using the following subheadings:

Meetings organized (classes/short courses/demonstrations/field days/other)

Begin Date-End Date	Meeting Name	Topic/no. of repetitions	Role	Location(s)	No. of Attendees

Educational presentations at meetings (including oral presentations and posters)

Begin Date-End Date	Meeting Name/Event	Presentation Topic/no. of repetitions	Location(s)	No. of Attendees

Other (including websites, social marketing, blogs, collaborations with other agencies, organizations)

Begin Date-End Date	Description	No. of Instances

Other (including TV and/or radio interviews/programs, newspaper/trade magazine interviews)

Begin Date-End Date	Interviewed/Written by (optional)	Topic	Media/Publication

VIII. AE Goals--Section C: October 1, 2016- September 30, 2017

(use applicable Goals form found on Academic HR Website: <http://ucanr.edu/academicpersonnel> - (go to menu link on left- merit and promotion process and you will find form under AE Goals once inside this page)

- Projects you intend to accomplish in the coming year, anticipated collaborators and anticipated outcomes.
- What needs to be accomplished to advance?
- Barriers/Obstacles in accomplishing your goals. Provide a brief description.

You may want to organize your goals according to the themes you are going to use in your program review. Suggested format is to develop specific goals in all four academic criteria and affirmative action.

<i>Specific Goals</i>	<i>Anticipated Collaborators</i>	<i>Anticipated Outcomes</i>

S.M.A.R.T.

Specific: Targeted and understandable

Measurable: Quantifiable indicators

Achievable: Given current skills and resources

Resonant and Relevant: Important to you and ANR

Time-bound: Clear “due” target

Check your Goals:

Should be...	Because they...	Assess...
Specific	Describe a particular desired accomplishment	Is the goal specific? Does it state specific actions and results to be accomplished?
Measurable	Produce quantifiable benefits	Can performance be measured in terms of quality, quantity, cost, etc.?
Achievable and realistic	Are possible to accomplish	Can the objective be achieved given other priorities and existing resources?
Relevant	Serve a higher purpose	Is it aligned with other objectives?
Time-Bounded	Have a time target for completion	Have you specified a completion date?

XI. Publication Examples (if applicable)

This section is where you would upload three publications of which you are most proud and best represent your program and abilities.

- These publications may be articles, books, monographs, slide sets, digital media, videos, manuals, reports, information sheets, social media sites, or others.
- It is recommended that if you do use a web link, please ensure it is up to date and works properly for the reviewer.
- Scanning or changing the format to upload publications is the responsibility of the candidate.
- General instructions are on the e-submission website.

XII. Letters of Evaluation (if applicable).

It is your responsibility as the Academic to enter the names and contact information of **up to six** individuals who may be willing to write a letter of evaluation and who can truly evaluate your program. You may choose to enter a few Academic names from your local headquarter county who know your program. Let your supervisor know the names have been entered, as it is up to the supervisor to send the automated letters.

- Academics are encouraged to include names from non-UCCE peers who are familiar with an important aspect of your program and that can provide a perspective on your program effectiveness for your rank and step. These could include external clientele, agency personnel, or advisors, specialists and faculty from California or other states. For higher Full Title cases, letters showing collaboration with out-of-state researchers or industry contacts demonstrate growth and influence of your program and beyond California. It is helpful if those who are solicited for letters understand the evaluation criteria.
- Academics can solicit letters of evaluation from Academics within their “home” county.
- **Academics are responsible for providing PR or other materials to evaluators if necessary.**
- Academics can provide supervisor with the names of individuals who you do not want to be solicited for evaluation letters. This information should be communicated to your supervisor early in the process.
- Your supervisor will solicit the letters, (the online system sends out a standard letter which states your current rank and step, and the rank and step you are being considered for), to individuals who you recommended.

- In addition, your supervisor may solicit additional letters from other individuals who are not on your list but are knowledgeable of your program. If CD/supervisor adds names, it is their responsibility to share the candidate's PR or other materials for review with the requested evaluator.
- The online Program Review website will generate electronic letters to solicit an evaluation of a candidate. Supervisors or CD's may choose to write their own letters following the example on the online PR website.
- All letters submitted will be included in your review process. You will not see these as a candidate.
- The CD/Supervisor writes their review after letters from other evaluators are received.

XIII. Position Description

- Your Position Description (PD) must include: your name, position title, purpose and clientele, academic program major responsibilities, program leadership/administrative responsibilities (if applicable), affirmative action, relationships and qualifications and effective date.
- It is the academics responsibility to update their PD whenever there is a change in responsibilities and/or reporting relationships.
- The Academic Position Description Template is available on the ACADEMIC HR website at <http://ucanr.edu/academicpersonnel>. This is a template that is meant to be adapted to reflect your specific position. **The first few paragraphs should contain position specific information as reflected in the position vacancy announcement you were hired under.**
- PD must be signed and dated by you and your supervisor. For county based academics, the designated primary County Director and/or supervisor will have the responsibility to complete and sign the position description for an academic assigned to his/her county. All other cross-County Director's and/or supervisors should be given an opportunity to review the position description for completeness before it is forwarded for final review by the Academic HR Office (AHR). Once reviewed, the position description may be signed by Chris Greer, Vice Provost of Cooperative Extension and/or Wendy Powers, Associate Vice President (for Statewide Programs) and could also include additional signatures by Statewide Program Directors. The AHR will return the signed PD to you for uploading into the PR system.
- The Performance Review System has the capacity to maintain a library of position descriptions from throughout your ANR employment history. You can check or uncheck which PD's should appear in your dossier. Check all that reflect your activities for this review period.
- Use an addendum to reflect special short-term assignments that do not warrant a revised PD, such as serving as Acting County Director or temporary cross- county assignment.

XIV. Letters of Publication Acceptance (if applicable)

- Letters of publication acceptance are required for publications in the current review period that are listed as "in press" in the bibliography.
- Do not list publications that have been submitted but not yet accepted. These should be saved for upcoming reviews.
- If not in electronic format, scan and upload into the appropriate section.

XV. Sabbatical Leave Plan/Report (if applicable)

- Plans and reports on sabbatical leaves that have been completed during the review period should be uploaded.

Performance Expectations for CE Advisor and CE Specialist Ranks

The Program Review dossier must provide evidence of the activities, accomplishments, impacts, and professional stature commensurate with the specific academic rank.

The following criteria serve as a guideline to evaluate the performance of Cooperative Extension Advisors/Specialists. These guidelines recognize that there are program differences and that activities should be tailored to local clientele needs and to an Academic's position description.

A candidate for appointment, promotion, or merit increase in these title series shall be evaluated by four academic criteria and the performance expectations within each rank. There are three ranks for CE Advisors/CE Specialists: Assistant, Associate, and Full Title.

Promotion shall be justified by demonstrated achievement in the academic criteria and, in addition, demonstrated professional growth and accomplishment and/or the assumption of increased responsibility. As an Academic is promoted to higher ranks, the types of problems/issues increase in complexity. The CE Advisor/CE Specialist plays a central role in problem solving and is able to document impacts beyond the region.

Academic Criteria

The following are the four academic criteria plus required affirmation action as stated in the UC Academic Personnel Manual APM 335 (CE Advisors) and APM 334 (CE Specialists) – Appointment and Promotion.

- 1 & 2 Research, Extension and Creative Activity
 - a. Performance in Extending Knowledge and Information
 - b. Performance in Applied Research and Creative Activity
- 3 Professional Competence and Professional Activity
- 4 University and Public Service
- 5 Affirmative Action (not a criteria for acceleration)

In the CE Advisor or CE Specialist series, the first two academic criteria are combined into one titled "Extending Knowledge and Information/ Research and Creative Activity." Both of these criteria have similar expectations for career progression and both need to be developed.

Significant outreach/diversity efforts are an integral part of an Academic's responsibilities in both program and personnel areas. Under each rank, a description of expected affirmative action effort is included. In each academic criterion, examples are provided to better illustrate the performance criteria.

Performance expectations for Academics with administrative responsibilities of programs are included at the end of this section.

Definitions of the Academic Criteria and Affirmative Action:

- 1 & 2 Research, Extension and Creative Activity
 - Performance in Extending Knowledge and Information

- An effective extension program results in new knowledge or understanding, changed attitudes, new skills or practices.
- Performance in Applied Research and Creative Activity
 - An effective research program is characterized by quality and quantity research effort, validation of results and quality and quantity of research publications and/or reports.
 - An effective program is characterized by the creative adaptation of scientific knowledge or research information to solve specific problems.
- 3. Professional Competence and Professional Activity
 - Competence in the subject matter appropriate to the discipline is fundamental to individual success, and to the success and progress of UC ANR.
- 4. University and Public Service
 - Services to the University, ANR, and CE are a critical part of an Academic appointee's responsibilities. Contributions to community and beyond are also expectations of the academic appointment, representing UC and the academic discipline.
- 5. Affirmative Action
 - Outreach/diversity efforts are an integral part of an advisor's responsibilities in both program and personnel areas. Within each rank, a description of expected affirmative action efforts is included. In each criterion, examples are provided to better illustrate performance.

Expectations by Rank:

A. Assistant Rank

Assistant rank is the entry level for Academic appointees. Normal periods of service at rank and step are shown in the published salary scale at:

CE Advisor Series: <http://ucanr.edu/sites/anrstaff/files/246089.pdf>

CE Specialist Series: <http://ucanr.edu/sites/anrstaff/files/244304.pdf>

At the assistant level, all four academic criteria for advancement need not be equally developed. For advancement in this rank, emphasis must be on the areas of Extension, Research and Creative Activity. Academics are expected to explore innovative ideas and methodology, and demonstrate the ability to interact well with colleagues and clientele.

Extending Knowledge and Information/Applied Research and Creative Activity

- Demonstrate ability to assess program needs and priorities.
- Evaluate, and/or develop appropriate, innovative methodologies that enhance clientele's knowledge in the program area to the extent possible.
- Develop foundation of high quality educational programs (e.g. plan and deliver workshops, seminars, field days for clientele; or collaborate in delivering workshops).
- Develop research and/or creative activity in a collaborative and team-oriented atmosphere. Work with other UC Academic colleagues to develop (write or edit) relevant publications for local clientele and related industries as appropriate (e.g., newsletter for growers/clientele; news articles, web page for the program, or other innovative methodologies).

Professional Competence and Professional Activity

- Enhance skills and knowledge in assigned program area(s) and acquire additional skills as needed. (e.g., join a professional society and attend a meeting; complete a short-course; work with mentors).
- Build credibility with clientele. Seek opportunities to attend and participate in clientele/industry/community sponsored functions and establish clientele network.

- Develop professional relationships that may produce long term and meaningful University contributions.

University and Public Service

- Seek opportunities and serve in activities that support ANR. (e.g. volunteer to assist with UC conferences, meetings, and workgroups).
- Participate in UC ANR Workgroups and UC ANR Strategic Initiatives.
- Serve in activities that support the local unit (e.g., county committees).
- Serve in public activities (e.g., judge a science fair, serve on committees).

Affirmative Action

- Demonstrate understanding and dedication to the Division's Affirmative Action program <http://ucanr.edu/affirmaction> including identifying and defining clientele (establishing appropriate baselines) and developing methods to serve them.

B. Associate Rank

The Associate rank is intended for Academic appointees who demonstrate significant potential for a productive career within Cooperative Extension. Normal periods of service at rank and step are shown in the published salary scale at:

Advisor Series: <http://ucanr.edu/sites/anrstaff/files/246089.pdf>

CE Specialist Series: <http://ucanr.edu/sites/anrstaff/files/244304.pdf>

Academics in this rank must demonstrate an ability to effectively set program priorities, make long-range program planning decisions, interact well with colleagues and clientele, and demonstrate impacts from extending knowledge and/or conducting Research and Creative Activity. The academic program should clearly demonstrate that it is moving toward balance among the four academic criteria for advancement.

Extending Knowledge and Information/ Applied Research and Creative Activity

- Demonstrate initiative and leadership by delivering high quality programs that address clientele needs and/or community issues.
- Demonstrate the ability to develop a focused research/education program based on evolving clientele needs and the ANR strategic plan (http://ucanr.edu/About_ANR/Strategic_Vision)
- Develop an area of expertise within your program area that is relevant to clientele needs.
- Collaborate with colleagues and community partners in program development, implementation and evaluation.
- Serve as an author in a variety of publications (e.g. newsletters, articles for popular press, web-based applications, UC Delivers, and contribute to peer-reviewed publications).

Professional Competence and Professional Activity

- Demonstrate growth by improving skills and knowledge.
- Participate in professional conferences.

University and Public Service

- Serve in activities that support and/or represent ANR, the broader UC-community, or other academic entities. (e.g., academic search committees, Academic Assembly Council committees, Statewide program advisory committees/councils, ANR workgroup committees, conference planning committees, industry and government related committees that serve local needs).
- Participate in UC ANR workgroups and UC ANR Strategic Initiatives.

- Serve in activities and/or committees that support the local unit.
- Participate in activities that serve the public (e.g., serving on committees and boards of directors).

Affirmative Action

- Continue to update clientele baseline data and show evidence of program efforts to reach and serve your defined clientele.

C. Full Title Rank

Full Title Rank is reserved for Academic appointees who are successfully making positive contributions to their discipline and whose program shows evidence of growth, depth, clientele and colleague respect, professional improvement, and outreach/diversity efforts and accomplishments. Normal periods of service at rank and step are shown in the published salary scale at:

Advisor Series: <http://ucanr.edu/sites/anrstaff/files/246089.pdf>

CE Specialist Series: <http://ucanr.edu/sites/anrstaff/files/244304.pdf>

Candidates considered for promotion from the Associate to Full Title rank must demonstrate continued professional growth and leadership in their program area. Academics must have an excellent program, incorporating the four advancement criteria including affirmative action efforts.

1. Full Title, Steps I-V

Extending Knowledge and Information/Applied Research and Creative Activity

- Demonstrate excellence in developing educational programs that are effective in teaching and/or advising program clientele which contribute to the discipline.
- Participate in applied research and/or scholarly activity as evidenced by their presentation and publication record.
- Focus program on the research extension continuum (integrate research and education programs where research leads to education while working with a network of colleagues to extend research based information).
- Serve as an author in a variety of publications (e.g. UC Delivers, articles for popular press, newsletters, peer-reviewed publications).
- Collaborate in acquiring internal and/or external funding for research, extension and/or creative activity.

Professional Competence and Professional Activity

- Demonstrate sustained professional growth and contribute to subject area.
- Demonstrate sustained growth in skills and knowledge (e.g., present at a professional society).
- Be recognized for leadership and expertise at local, regional and/or statewide levels.
- Serve as principal investigator and/or co-principal investigator in applied research and/or extension projects.

University and Public Service

- Serve in activities that provide leadership and support to further ANR, UC goals and objectives (e.g., UC, governmental, and other pertinent academic entities, leadership in workgroup activities).
- Leadership in UC ANR workgroups or UC ANR Strategic Initiatives.
- Serve in activities that provide leadership and support to the local unit.
- Provide leadership and support for activities that serve the public.

Affirmative Action

- Continue to update clientele baseline data and show evidence of program efforts to reach and serve your defined clientele.

2. Full Title, Step VI

Advancement may be granted when the Program Review dossier presents evidence of a balanced and outstanding program, and shows significant contributions and continuous professional growth in the four academic criteria for advancement over the individual's entire career in the Full Title Rank. At least three years of service in the preceding step are expected before advancement to Full Title, Step VI. Advancement to Step VI is considered a promotion.

Extending Knowledge and Information/Applied Research and Creative Activity

- Demonstrate sustained excellence in program delivery and contribute to discipline at the local, state and national level.
- Provide leadership for collaborative research and/or creative activities (e.g. Principal Investigator for research project).
- Demonstrate effective extension of knowledge and dissemination of research findings using appropriate communication media (e.g., presentations, workshops, popular publications, web sites, etc.).
- Clearly demonstrate evidence that extension and research is part of the continuum (integrate research and education programs where research leads to education while working with a network of colleagues to extend research-based information).
- Serve as an author in non-peer reviewed and peer-reviewed publications that have significance beyond the local level. Co-authorship is essential.

Professional Competence and Professional Activity

- Demonstrate expertise in at least one aspect of program area.
- Demonstrate significant participation in activities that serve the public beyond the local and/or regional level.
- Intellectual leadership as demonstrated by recognition for expertise among peers and clientele at state and multi-state level (e.g. speaker at national and/or international conference).

University and Public Service

- Provide sustained leadership for activities that support ANR, UC and/or other academic entities.
- Demonstrate increased leadership to local unit.
- Provide increased leadership for activities that serve the public.

Affirmative Action

- Continued evidence of integration of Affirmative Action into academic criteria.
- Demonstrate efforts that reflect a positive and sustained commitment to Affirmative Action.

3. Full Title, Steps VII, VIII, and IX

Full Title, Steps VII, VIII and IX are for persons who have made exceptional contributions in their program area or discipline, resulting in significant benefits to the State of California, the nation, and contributing favorably to the prestige of the University of California.

Candidates must demonstrate continuing superior performance and professional stature in their field as evidenced by the candidates' recognition and significant contributions to the field or profession. They must also demonstrate peer leadership, originality and ability to effectively collaborate with others. At least three years of service in the preceding step are expected before advancement to the next Full Title Step.

Advancement to Step IX is reserved for persons of the highest distinction whose work has been nationally recognized and acclaimed. Individuals must show strong evidence of a well-balanced program with outstanding performance. Use of the top step in the salary scale for this series shall be restricted to those for whom there is, in at least three of the criteria mentioned above, documented evidence of exceptional or outstanding achievement or unusual qualifications in terms of education and experience. When it is feasible, such documentation by sources outside the University of California should include written testimony to and evaluation of an individual's achievements.

Demonstrate efforts that reflect a positive and sustained commitment to Affirmative Action. Individuals must show evidence of recognition from peers and clientele not only at a local and state level, but also at the national and/or international level.

Extending Knowledge and Information/Applied Research and Creative Activity

- Demonstrate excellence in program delivery (e.g., program consistently contributes at local, statewide, and/or national level).
- Provide leadership in research and creative activity that is relevant to local needs and is statewide or national in scope.
- Extend research findings using appropriate communication media (e.g., UC publications, journal articles, workshops, presentations, etc.).
- Participate and collaborate in activities that generate new knowledge in the discipline.
- Make substantial contributions including serving as an author in a variety of publications that are peer reviewed, scholarly, and reach clientele beyond the local level.

Professional Competence and Professional Activity

- Demonstrate outstanding performance in all areas of their program as evidenced by sustained superior performance and professional stature in their field.
- Intellectual leadership as evidenced by recognition for their expertise among peers and clientele at local, statewide, multi-state, national and/or international levels (e.g. speaker, serve on editorial board of journal, reviewer of peer reviewed publications, national committees, professional society boards, etc.).

University and Public Service

- Serve in leadership roles in activities that support ANR, UC and/or other academic entities.
- Provide leadership to local unit.
- Demonstrate leadership for activities that serve the public (e.g. member of state or national board).
- It is essential that the advisor provides mentoring and leadership to newer advisors and demonstrates support for working on critical needs/projects that best serve the University and clientele (e.g., special UC or industry related committees, cross county assignments, Acting CD, etc.).

Affirmative Action

- Demonstrate a sustained positive commitment integrating Affirmative Action into all academic criteria and demonstrate significant leadership in programs that benefit defined clientele (e.g., share your expertise on best practices with colleagues including strategies to integrate your defined clientele and/or underserved clientele into all aspects of program development).

4.Full Title, Above Scale

- All criteria for the Merit Step IX as listed above.
- Must perform in a stellar manner in all four criteria areas.

Performance Expectations for ANR Academics Specifically with Administrative Responsibilities

Criteria for Evaluation:

- *Accountability and Governance.* Demonstrates execution of goals and objectives which provide opportunities for growth of the individual and supports the overall success of the strategic objectives of the organization, both locally and statewide. Adheres to University principles of transparency and openness in working with all constituents. Acts as an advocate for ANR programs and consistently represents a positive image of UCCE to the community.
- *Collaboration and Communication.* Demonstrates a proactive approach to establishing effective relationships with key internal (local and statewide) and external constituencies; understands the diverse needs and agendas of various stakeholder groups; creates and fosters an environment that ensures collegiality and information sharing, while recognizing the need for timely decision making. Effectively communicates with line managers, academic staff and clientele. Maintains effective working relationships with Boards of Supervisors, County Administrative Officers and other support groups. Cultivates political and/or industry support for ANR. Maintains familiarity with academic programs in his/her administrative unit. Effectively communicates information on opportunities (e.g., grants, in-service training) to individuals in the unit.
- *People Leadership.* Provides an environment of individual growth and career development, recognizing and utilizing skills of others through clear, specific and timely performance feedback; develops and retains talented staff; provides coaching and mentoring. Delegates effectively and recognizes superior performance. Administers policies fairly and consistently. Develops and maintains teamwork among academic and support staff. Takes appropriate disciplinary actions, when required. Assists individuals in the unit with interpretation and implementation of UC, ANR and County policies.
- *Inspiring Innovation and Leading Change.* Inspire and develop opportunities for new and innovative approaches and greater contributions to research and dissemination of knowledge developed at the University. Drives organizational and/or programmatic change initiatives by helping members of his/her unit define measurable outcomes; energizes others at all levels and ensures continued commitment when facing new challenges; and collaborates with various stakeholders. Develops program priorities and direction in conjunction with members of the unit. Effectively motivates members of the unit to explore new or innovative ideas and approaches.
- *Resource Management and Financial Budget.* Develops financial strategic goals and objectives to achieve accountability and stewardship of University, County and program resources (operational, financial and human), in a manner consistent with ANR's objectives and initiatives. Adheres to established budget and resource allocations, ensuring optimal and efficient use of all resources. Provides support to staff within resource constraints. Effectively secures, manages, equitably allocates and monitors extramural support budgets.
- *Diversity.* Demonstrates an active and engaged commitment to diversity. Works to establish a climate that welcomes, celebrates and promotes respect for diversity of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran. Ensures equal opportunity in search and recruitment processes by ensuring diverse representation on committees. Promotes equity in advancements by describing review process for new members of the unit, and encouraging participation in career advising or mentoring programs. Provide training opportunities and timely feedback to academics and/or staff for affirmative action

efforts. Demonstrates an understanding of ANR Affirmative Action policies and complies with reporting requirements.

- *Client Service.* Understands that UC ANR is a large, complex organization with many internal and external clients. Carries out UC ANR's organizational philosophy to provide the best possible customer service in support of its mission: extension, applied research and information dissemination. Is accessible to clients. Solicits and actively uses clientele input. Recognizes clientele needs and the impacts of current and potential ANR programs.

- *Health and Safety.* Understands that safety and environmental issues are essential elements of ensuring the continued success of UC ANR and its employees. Maintains a safe, healthy and environmentally sound workplace. Provides periodic safety training, as appropriate.

- *Principles of Community.* Fosters a positive working and learning environment by maintaining a climate of collaboration, fairness, cooperation and professionalism. Practices and integrates these basic principles in all interactions.

- *Professionalism.* Maintains an effective educational and applied research program in non-administrative discipline. Keeps current in subject matter. Participates in professional societies and associations (local, state and national, as appropriate). Provides a positive image to unit members and clientele.

Performance Expectations for Professional Research Series

APM 310

The Program Review dossier must provide evidence of the activities in the Professional Research Series. This series engage in exceptional research typically required for the Professor series (APM 220) and not for appointees whose duties are limited to making significant and creative contributions to a research project or to providing technical assistance to a research activity. Appointees with this title, do not have teaching responsibilities. A Doctorate degree is required for this series.

The following criteria serve as a guideline to evaluate the performance of a candidate in a title in this series. A candidate must have earned a doctorate or its equivalent. Appointees can with approval, be Principal Investigators and have the major responsibility and leadership for their research program.

Types of Appointments

- Assistant Research, Associate Research and Research (Full Title)

Academic Criteria

The following are the three academic criteria plus required affirmation action as stated in the UC Academic Personnel Manual APM 310 – Appointment and Promotion.

Criteria for Merit and Promotion shall evaluate candidate in:

- Research and creative work (analysis of quality of research and creative work), professional competence and activity and University and public service (Associate and Research rank only), plus required affirmation action.
 - In the Assistant Research title, it is not required to participate in service activity.
 - An appointee in this series must demonstrate continuous and effective engagement, independent and creative research activity of high quality and significance, typically as expected of the Professor series.

Years as Step

- Assistant Rank: Appointments or reappointments in the Assistant Rank shall be a period of two years or less. There is an eight-year limit for an appointee who holds the Assistant Research title.
- Associate Rank: Appointments or reappointments in the Assistant Rank shall be a period of two years or less. The normal period of service in the rank of Associate Research is six years.
- Research Rank: Appointments in the Research Rank shall be a period of three years. Advancement to Step VI usually will not occur after less than 3 years at service at Step V and involves an overall career review in the Research Rank.
 - Advancement from Step VI, VII, VIII, and IX will not occur after less than 3 years of service at the lower step and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI. Advancement from Step VI forward may be of indefinite duration.
 - Advancement to the first above-scale involves an overall career review and is reserved for the most highly distinguished researchers whose work is of sustained and continuing excellence,

attaining national and international recognition and broad acclaim reflective of its significant impact. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX.

- Every member of the Professional Research series shall be reviewed at least every five years.
- Letters of evaluation are required for Promotions, Merits to Step VI and 1st action Above Scale.
- This series can be appointed as PI's.

Performance Expectations for Project Scientist Series

APM 311

The Program Review dossier must provide evidence of the activities in the Project Scientist Series. This series make significant and creative contributions to a research or creative project in any academic discipline. Appointees with this title, do not have teaching responsibilities. A Doctorate degree is required for this series.

The following criteria serve as a guideline to evaluate the performance of a candidate in a title in this series. A candidate must have earned a doctorate or its equivalent.

Types of Appointments

- Assistant Project, Associate Project and Project (Full Title)

Academic Criteria

The following are the three academic criteria plus required affirmation action as stated in the UC Academic Personnel Manual APM 311 – Appointment and Promotion.

Criteria for Merit and Promotion shall evaluate candidate in the following criteria:

- Demonstrated significant, original and creative contribution to a research or creative program or project; professional competence and activity; University and public service (encouraged, not required); plus, required applicable affirmative action.
 - In the Project Scientist series, appointees are not required to demonstrate the same independence or scholarly breadth as an appointee in the Professor (APM 220) or Professional Research series (APM 310)
 - Appointees are expected to work independently under the general guidance of an academic member whose title carries with it automatic Principal status (Professional Researcher, Specialist in CE).

Years as Step

- Assistant Rank: Appointments or reappointments in the Assistant Rank shall be a period of two years or less. If applicable, there is an eight-year limit for an appointee who holds the Assistant Project Scientist title.
- Associate Rank: Appointments or reappointments in the Assistant Rank shall be a period of two years or less. There is a six-year limit for an appointee who holds the Associate Project title is six years.
- Project Rank: Appointments in the Project Rank shall be a period of three years. Advancement to Step VI (merit) usually will not occur after less than 3 years at service at Step V and involves an overall career review in the Project Rank.
- Advancement from Step V, VI, VII, VIII, and IX will not occur after less than 3 years of service at the lower step, and can be of indefinite duration.
- Every member of the Project Scientist series shall be reviewed at least every five years.
- Letters of evaluation are required for Promotions, Merits to Step VI and 1st action Above Scale

Performance Expectations for Specialist Series (not CE)

APM 330

The Program Review dossier must provide evidence of the activities in the Specialist Series. Specialists are expected to use their professional expertise to make scientific and scholarly contributions to the research enterprise of the University and to achieve recognition in the professional and scientific community.

The following criteria serve as a guideline to evaluate the performance of a candidate in a title in this series. The minimum degree required for this position is a Master's Degree.

Types of Appointments

- Assistant, Associate and Specialist
 - Assistant (5 years' experience)
 - Associate (5-10 years' experience) with record of accomplishments including publications and demonstrated University and Public Service
 - Specialist (terminal degree with 10 years' + experience) with reputation in field and demonstrated record of University and Public Service

Academic Criteria

The following are the three academic criteria plus required affirmation action as stated in the UC Academic Personnel Manual APM 330 – Appointment and Promotion.

Criteria for Merit and Promotion shall evaluate candidate in the following criteria:

- Research in a specialized area. Specialists must be continuously and effectively engaged in research activity of scholarly quality and significance in the defined area of expertise and specialization.
- Professional Competence and Activity. The Specialist may engage in professional activities that are directly related to their professional expertise and achievement. This is not required for the rank of Assistant.
- University and Public Service. Specialists engage in University and/or Public Service provided they meet compliance with the requirements of their funding source.

Years as Step

- Assistant and Associate Ranks: Appointments or reappointments in the Assistant Rank shall be a period of two years or less (if acceleration).
- Appointments in the Specialist Rank shall be a period of three years. Advancement from Step V and above scale will not occur after less than 4 years of service at the lower step, and can be of indefinite duration.
- Letters of evaluation are required for Promotions, and 1st action Above Scale

Performance Expectations for Academic Administrators

APM 370

The Academic Administrator series is used principally in organized activities, other than organized research units, for programs that provide service to academic departments or the general public in either research or educational in nature. Duties are largely administrative, but the administration could include participation in overseeing programs involving teaching, research, and academically-based public service. Appointment to the Academic Administrator series may be at any one of seven titles, i.e., Academic Administrator I through VII.

- Must have professional and academic qualifications similar to those of other academic personnel in the organized activity to be administered. Should typically have terminal or highest degree in that particular field (e.g. Ph.D., M.P.H., etc.) and/or the highest degree which is commonly expected for appointment in the activity.
- Appointments may be renewed with or without a limit on the number of renewals. Each appointment with a fixed end date shall automatically end on such date unless appointment is renewed.
- Neither tenure nor security of employment is acquired by appointment to this series.
- Appointees to this series are not eligible for sabbatical leave, nor shall they accrue sabbatical leave credit through this appointment.
- Academic Administrators are eligible for a merit review every two years. Merit increases are based on the submitted dossier which should provide a comprehensive assessment of the candidate's qualifications and performance. A position description must be provided, along with an explanation of the candidate's role in the program and within a larger unit, if appropriate.
- A performance review, in the absence of a merit review, shall take place at least every four years.
- Although the function of an Academic Administrator may include the overseeing of a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series.

Salary scale for Academic Administrators: <http://ucanr.edu/sites/anrstaff/files/244302.pdf>

Academic Criteria

The criteria for assessing performance is based on:

- Administrative Experience
- Professional Competence and Activity
- University and Public Service
- Research and Extension (if applicable)
- Affirmative Action (personnel)
 - In addition, every appointee in this series is responsible for applying and furthering the affirmative action goals and objective of the University and of the Division of Agriculture and Natural Resources.

Professional Competence: All UC ANR CE academic administrators are required to demonstrate professional competence in their administrative and/or programmatic areas. Professional competence includes participation

in training activities to enhance professional development, such as administrative trainings, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the administrative and/or programmatic area, such as presenting at conferences or workshops, holding offices in professional societies, invited presentations, or reviewing/editing publications.

University and Public Service: All UC ANR academic administrators are required to actively serve the University, as well as the public. University service may occur at the division, state, regional, national, or international level. Examples of potential University service activities include serving on division or university committees, serving on Western Region or National Cooperative Extension committees, or advocacy efforts. Public service involves activities and events in which the incumbent uses their professional expertise to benefit groups or efforts outside the University. Examples may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.

Performance Expectations for Academic Coordinators

APM 375

Academic Coordinator titles are for appointees who administer academic programs that provide service closely related to the mission of the University.

PRs are based on Administrative Performance, Professional Competence, University and Public Service, and commitment to Affirmative Action. Professional Accomplishment and/or Scholarly Achievement should also be considered if required by the position.

Positions with this title may be established for relatively short periods of time. Appointments may be renewed with or without a limit on the number of renewals. Each appointment with a fixed end date shall automatically end on such date unless appointment is renewed.

Academic Coordinators are eligible for merit increase every second year for level I and II; every third year for level III.

Salary Scale for Academic Coordinators: <http://ucanr.edu/sites/anrstaff/files/244303.pdf>

Academic Criteria

The criteria for assessing performance is based on:

1. Coordination of Academic Programs
 - a. Academic program planning and development.
 - b. Assessment of program and constituency needs.
 - c. Evaluation of academic program activities and functions.
 - d. Development of proposals for extramural funding of campus programs and identification of support resources.
 - e. Liaison representation with other agencies and institutions in the public and private sectors.
 - f. Supervision and leadership of other academic appointees or staff.
2. Professional Competence and Professional Activity
 - a. Competence in the subject matter appropriate to the discipline is fundamental to individual success, and to the success and progress of UC ANR.
 - b. Academic Coordinators will provide intellectual leadership and scholarship to their programs.
3. University and Public Service
 - a. Services to the University, ANR, CE, and Community are a critical part of an academic appointee's responsibilities.
4. Affirmative Action
 - o Outreach/diversity efforts are an integral part of an advisor's responsibilities in both program and personnel areas. Within each rank, a description of expected affirmative action efforts is included. In each criterion, examples are provided to better illustrate performance. In addition, every appointee in this series is responsible for applying and furthering the affirmative action goals and objective of the University and of the Division of Agriculture and Natural Resources.

Please note: you cannot claim PI status on any grant unless you are granted 'exceptional status' from the Associate Vice-President.

Because the review dossier must provide evidence of the activities, accomplishments, impacts, and professional stature commensurate with the specific academic level, the performance expectations from the UC Academic Personnel Manual, APM 375 (Appointment and Promotion, Academic Coordinator Titles) are provided below for reference:

APM 375-10.b(1) Academic Coordinator I

This level is intended for individuals with responsibility for programs of minimal to moderate complexity. The Academic Coordinator I will typically receive general supervision. The duties of an appointee may include limited involvement in the generation and/or coordination of funds.

APM 375-10.b(2) Academic Coordinator II

This level is reserved for individuals with responsibility for programs of moderate complexity. The Academic Coordinator II is expected to manage the program with a great amount of independence and may receive general guidance. Duties may include moderate involvement in the generation and/or coordination of funds from difference sources.

APM 375 – 10.b(3) Academic Coordinator III

This level is reserved for appointees who have primary responsibility for the administration, management, and coordination of large programs with broad and substantial complexity and who fulfill their responsibilities independently. The duties of an appointee at this level may include extensive involvement in the generation and/or coordination of funds. Appointment to this level will require demonstrated superior professional ability, outstanding accomplishment in job-related activities, and the assumption of greater responsibility than typically delegated to Academic Coordinators at other levels. Appointment to this level may require demonstrated scholarly ability and attainment, depending on the duties of the position.

Appendices

- A. Instructions for Uploading your Program Review
- B. Instructions for Uploading your Position Description
- C. Checklist for the Completed Program Review Dossier
- D. Merit and Promotion Normal Progression Charts (Advisor/CE Specialist)
- E. 2016-17 Schedule: Merits, Promotions and Annual Evaluations
- F. Useful Websites
- G. Impact Statements
- H. Using Thematic PR Format
- I. Timeline/Important Dates for County Directors/ REC Directors/Supervisors

Appendix A: Instructions for Uploading your Program Review

Most sections are required and will be identified as ‘required’ in red. Your dossier is not complete unless all required files have been uploaded.

➤ **All files shall be loaded as PDF’S so no formatting changes occur. The system is not familiar with some of the newer versions of Word as an example, and/or some uploads performed through Mac Computers.**

- Click on the section name from the main page, e.g. Program Summary Narrative
- Click on the ‘Browse’ button next
- Find the file on your computer. When you have found and selected the file, click **Save Your File**. Depending upon the file size, and your connection speed, it may take a few minutes to save the file.
- If you want to make a change to your document or submit an updated version, you may do so until the submission deadline (see instructions to Review/Change file). Only the most recent version will be on the website. Older versions are not displayed.

Review/Change File

You can review, or change the files you have in the system at any time prior to the system being closed **(Feb 01, 2017 at 11:59 p.m.)**.

To review a file:

- Click on the file name from the main menu
- Under the blue header will be a grey section. That section will have a link to review your current document.
- To change the file you have in the system, follow the same steps used when first adding a document. Click the ‘browse’ button and upload the file.

Documents Allowing Multiple Entries

Some documents will allow multiple files to be uploaded. You may have different versions of the file that you need to include. These are listed on the main page under the grey bar.

To upload a NEW version of a file:

- Click on the section name from the main page
- Provide a ‘Version Name’ for the file ex.: ‘Sabbatical Leave – Mexico’. Each version of the file will have its own name.
- Click on the ‘Browse’ button next
- Find the file on your computer. Your file must be saved as a **PDF**. When you have found and selected the file, click on ‘Save Information.’ Depending upon the file size, and your connection speed, it may take a few minutes to save the file.
- To edit a file that allows multiple versions, or to review the file, you will need to click on the version name. Follow review/change instructions for single files.

Deleting Files

If you need to delete any files:

- Click on the file name from the main menu.
- Scroll to the bottom of the page, and click on 'Delete This File' link.
- Verify deletion.

Appendix B: Instructions for Uploading Your Position Description

- The Performance Review System offers the ability to maintain a library of position descriptions from throughout your ANR employment history. A copy of your position description, if available, is maintained in the electronic personnel file system in the Academic HR Office.
- You may electronically store as many Position Descriptions as you would like online. All of your PD's will be available in the coming years. This is encouraged so as to retain a complete record in your academic profile.

To Upload Position Descriptions:

- From the PR system, click on 'Position Descriptions' from the list of files.
- Click on 'Upload a new PD.'
- Enter the start date for the PD (08/10/2013 format) and the end date if applicable.
- Name the position description. The PD can also be given a descriptive name, for instance: "Interim County Director – 2013."
- Click 'Browse/Choose File' and locate the file on your computer. Files must be in Adobe Acrobat (PDF) format.
- Click 'Upload File.'
- The new file will be added to the list of Position Descriptions, and it will automatically be activated for the current action. Un-check the 'Use PD this period' box if this PD is not appropriate for this review period.

To delete a Position Description:

- From the PD menu, click on the date or name of the PD
- Click 'Delete PD'
- Click 'OK' in the verification box

Appendix C: Checklist for the Completed Program Review Dossier

Sequence of Organization

- **Online Review Information page** --ensure rank and step are listed correctly. If you need to change it, contact Kim Ingram @ 530-750-1282 or kcingram@ucanr.edu
- **Program Review Dossier Checklist** (*as applicable to your academic series*)
 - Table of Contents (optional)
 - Acceleration Statement (if applicable, 1 page maximum)
 - Program Summary Narrative (6-10 page maximum depending on requested last salary action)
 - Performance in Extending Knowledge and Information
 - Applied Research and Creative Activity (CE Advisor & CE Specialist)
 - Professional Competence and Professional Activity
 - University and Public Service
 - Affirmative Action
 - Professional Competence (documenting lists or tables)
 - University and Public Service (documenting lists or tables)
 - Bibliography (if applicable)
 - Summary of Publication Examples (if applicable)
 - Project Summary Table (if applicable)
 - Extension Activities Table (if applicable)
 - AE Goals—Section C
 - Publication Examples (if applicable)
 - Position Descriptions
 - Letters of Publication Acceptance (if applicable)
 - Sabbatical Leave Plan and/or Report (if applicable)

Appendix D: Merit and Promotion Normal Progression Charts

CE ADVISORS
effective 7/1/16

MERIT AND PROMOTION NORMAL PROGRESSION

Assistant			Associate			Full		
Step	Salary	Years at Step	Step	Salary	Years at Step	Step	Salary	Years at Step
I	53,900	2	I	66,500	2	I	79,300	3
II	56,400	2	II	70,300	2	II	85,000	3
III	59,100	2	III	73,300	2	III	92,300	3
IV	62,900	2	IV	79,200	3	IV	99,800	3
V	66,400	2	V	84,900	3	V	106,800	--
VI	70,200	2				VI	115,700	--
						VII	126,600	--
						VIII	139,200	--
						IX	151,300	--

APPENDIX A
ANR Handbook, Section 315

shaded = overlapping steps

-- at least 3 yrs

All salaries includes equity increment increase

For example:

An Advisor at Assistant IV has the option to **promote** to Associate I or advance to Assistant V.

In two years if at Assistant V, the option is to **promote** to Associate II or advance to Assistant VI. After the next two year cycle, the Advisor must go forward with a promotion to Associate III or defer.

An Advisor at Associate III has the option to **promote** to Full Title I or advance to Associate IV. In three years, if at Associate IV, the Advisor may promote to Full Title II or advance to Associate V.

In the absence of a merit or promotion review, Advisors at FT V or above shall be reviewed at least once every five years.

D: Merit and Promotion Normal Progression Charts continued

Specialist in Cooperative Extension Effective 7/1/16

MERIT AND PROMOTION NORMAL PROGRESSION

Assistant Specialist in CE			Associate Specialist in CE			Specialist in CE (FT)		
Step	Salary	Years at Step	Step	Salary	Years at Step	Step	Salary	Years at Step
I	68,900	2	I	85,500	2	I	100,600	3
II	73,000	2	II	89,700	2	II	108,500	3
III	77,000	2	III	94,600	2	III	116,300	3
IV	81,500	2	IV	100,500	3	IV	124,700	3
V	85,400	2	V	108,400	3	V	133,600	--
VI	89,600	2				VI	144,700	--
						VII	156,600	--
						VIII	169,600	--
						IX	183,700	--

-- at least 3 yrs

shaded = overlapping steps

Exam ples:

CE Specialist at Assistant IV has the option to **promote** to Associate I or advance to Assistant V.

CE Specialist at Assistant V has the option to **promote** to Associate II or advance to Assistant VI. After the next two year cycle, a promotion to Associate III or deferral shall occur.

CE Specialist at Associate III has the option to **promote** to Full Title I or advance to Associate IV. In three years, and if at Associate IV, a CE Specialist may promote to Full Title II or advance to Associate V.

In the absence of a merit or promotion review, Specialists in CE at Step V (FT) or above shall be reviewed at least once every five years.

Appendix E: 2016-17 Schedule: Merits, Promotions and Annual Evaluations

Including Merit/Promotion/AE

Date	Action	Program
June 17 Chris, Katherine	Measuring Outcomes Training In-person @ ANR, San Joaquin Room, 10:00am – 3:00pm	PR
August 18 Kit	Bibliography Project/Endnote Training Webinar & Retrieval	PR, AE
August 25 Chris, Katherine	Needs Assessment Training In-person @ ANR, San Joaquin Valley Conference Room, 10:00am – 3:00pm	AE
August 26	Academic HR notifies immediate supervisors of eligibility for merits, promotions and annual evaluations	PR, AE (ALL)
August 30 September 8 Chris, Brent	Annual Evaluation Training Adobe Connect August 30 1:30 pm - 3:00 pm September 8 9:00 am -10:30 am	AE
September 12, 16 & 21 Chris, Katherine	Impact Writing Workshop Sept. 12 – UC ANR, Davis, San Joaquin Valley Conference Room, 10:00am – 3:30pm Sept. 16 – San Diego, 10:00am – 3:30pm Sept. 21 – Kearney. 10:00am – 3:30pm	PR, AE
September 30	Online system OPEN for PR's and AE's	PR, AE (ALL)
October 6 & 7 Chris, Brent	PR Training for Merits and Promotions – Adobe Connect October 6 9:00–10:30 am October 7 1:00-2:30 pm	PR
October 25 Chris	Supervisor Training – Developing performance goals that work for you and ANR —Adobe Connect 10:00am - 12:00pm	PR, AE
November 2	DANRIS-X Annual Evaluation Retrieval Available –CD CASA Report Available	PR, AE (ALL)

Date	Action	Program
November 8 Chris, Brent	PR Training (Promotion to Step VI) Webinar Adobe Connect, 9am to 10:30am	PR
November 15 Chris, Brent	PR Training (Upper Level Merit) Step VII+ Webinar Adobe Connect, 1pm – 2:30pm	PR
January 17	Names for Confidential Letters of Evaluation due from candidate. AHR notifies supervisors to seek confidential letters of evaluation by sending the requests out via the online system.	PR
February 1	DEADLINE for all actions: Annual Evaluations, Merits, Promotions, Accelerations, Term Reviews, AE Goals-Section C (as part of PR or stand alone for new academics). System closes at 11:59 PM	PR, AE (ALL)
February 2	Online system opens for Ad Hoc Committee's to review PR's and write reports, PRC access to all cases and for Supervisors to review all action and submit comments.	PR
February 22 – 24	Programmatic Orientation @ Kearney (for newer academics)	PR
March 10	Confidential Letters of Evaluation due into online system by requested reviewers.	PR
March 20	DEADLINE for immediate supervisor to upload review of PR's, merits (including AE Goals) and all AEs; prepare comments, recommendations; Supervisors are encouraged to meet with all academics before reviews are uploaded.	(ALL)

Date	Action	Program
March 31	Ad Hoc Committee Reports due	PR
Mid-June – Late June	AVP makes final decisions on all actions Academic Personnel office emails decision letters from AVP to academics and supervisors Online system re-opened for all academics once all letters have been sent	PR

PR = Program Review: Merit, Promotion, Acceleration, and Term Review

AE = Annual Evaluation

PRC = Peer Review Committee: Standing group of Peer(s) appointed by AVP to prepare recommendation(s) regarding salary decision(s)

Appendix F: Useful Websites

Academic Personnel Manual <http://www.ucop.edu/acadpersonnel/apm/>

ANR Academic HR <http://ucanr.edu/academicpersonnel>

In this site you will find:

- E-submission (Guidelines for Preparing your Program Review Dossier)
- Program Dossier Examples, and the PR Training slides.
- Forms
- Policy Guidelines

ANR Training <http://ucanr.edu/sites/anrtraining>

American Psychological Association (APA) <http://www.apa.org>
(go to Quick Links and choose APA Style)

This link provides helpful information on “editorial style” which lends ideas for preparing a Dossier. It consists of rules or guidelines to ensure clear and consistent presentation of written material. Editorial style concerns uniform use of such elements as

- punctuation and abbreviations
- construction of tables
- selection of headings
- citation of references
- presentation of statistics
- as well as many other elements that are a part of every manuscript

Dictionary.com <http://dictionary2.classic.reference.com/writing/>

Help with style, punctuation, spelling, etc.

Appendix G: Impact Statements

It is strongly suggested that you briefly explain what impacts your program had on your clientele, community, or environment. Your impact statements will be included in your Program Narrative. To help you with determining impacts, ask yourself the following questions:

- Who will apply the new knowledge and recommended practices or be affected by them?
- What social or economic benefits were derived?
- How did clientele attitudes or practices change?
- How did your efforts enable the public or clientele groups to make more informed decisions?
- How has your work been adapted or extended by others to benefit people beyond your clientele?
- What impact did publications or other extension products you produced have on the public or your clientele?
- What are the affirmative action implications of your work?

For projects that are in progress or long term in nature, state what difference you anticipate making. For example, “We expect that 70% of growers will use our information to comply with state standards.”

Examples of Impact Statements

Impacts in Social or Health Conditions:

- 10% decrease in incidence of food-borne illness
- Reduction of 50% in cases of back injury
- 20% increase in voluntary compliance with regulations
- 19% increased consumer confidence in safety of processed foods

Impacts in Economic Conditions:

- Annual savings of \$300,000 in costs for hand weeding
- Average reduction of 20% in monthly spending on food
- 1,000 fewer worker-days/year lost due to illness
- 500 new jobs created

Impacts in Environmental or Physical Conditions:

- 25% reduction in average shallow groundwater nitrate concentration
- 8,000 acres of agricultural land protected in land trusts
- 50% reduction in incidence on no-persistent, aphid-borne viruses
- Restoration of riparian habitats
- Improved health of ecosystem and native species
- Reduction of acres of rangelands lost to Yellow star thistle.

Appendix H: Using Thematic PR Format

Theme: Subject matter around which the program is organized and for which goals are created. What are the ANR issues being addressed (to use DANRIS-X language)? In previous years this would have been described as "the problem".

Goals: The purpose toward which effort is directed.

Examples of Themes and Goals Outlines:

4H Youth Development / CD

Healthy Families and Communities

- Life skills
- Adolescent Development
- Volunteer Development
- Extension Education
- Science, Engineering and Technology
- Administrative Leadership

Ag Productivity

Sustainability and Viability of Agriculture

- Sustainable Food Systems
- Science and Agriculture Literacy
- Organic Crop Production
- Ag Productivity, Efficiency and sustainability
- Waste Management

Natural Resources

Sustainable Use of Natural Resources

- Sustainable Natural Ecosystems
- Sustainable Natural Resources
- Water Quality, Quantity and Security
- Water conservation and Irrigation Quality

Nutrition Family Consumer Science

Healthy Individuals, Families and Communities

- Prevention of Childhood Obesity
- Health Promotion
- Consumer Food Safety
- Food Security
- Administrative Leadership

Example of a more narrowly focused Natural Resources Theme and goals for Landscape Management

- Wildland Urban Interface
- Wildfire Education

Examples of strong impact statements are below:

- Natural Resources: This research will help managers and policy makers make sound decisions regarding watershed management and policy as it relates to stream temperature. Data should be applicable throughout northern California, the Sierras, as well as the intermountain west.
- Nutrition, Family and Consumer Sciences: Based on results from a comparison of pre-and post-Food Behavior Checklist responses from workshop participants who completed four or more hours of lessons in 2004-05, improvements were documented in the following areas: Food Resource Management: (plan meals, economical shopping and does not run out of food) --72% and Food Safety Practices: (thawing food and food stored properly)—66%.

Inputs: Research or creative activity that supports the products we create. It can be called research or creative activity - the important concept to get across is that these inputs are the building blocks for the remainder of our extension work.

Outputs: Products or information we create and the extension methods used to change knowledge

Outcomes: Changed knowledge, attitudes, skills, behavior/practices.

Impacts: Social/health, economic, environmental/physical benefits to individuals, organizations, populations, communities.

The following descriptions further define and explain part of the Program Summary section.

Goal

Developing a canopy shaded area measurement method - The goal of this work was to develop a practical method for estimating irrigation crop coefficients.

My role:

I conceived of this novel method, and developed it fully into a practical device.

Research methods or Creative activity (inputs):

I developed a device consisting of a lightweight solar panel which is used like a large light meter.

Delivery of Outputs (Extension methods):

I presented information about the solar panel in a poster and published an abstract on the method, and have given field demonstrations.

Outcomes:

This method has proven itself to be very efficient, accurate, and above all practical for growers. This work has enabled growers to gain site-specific data to improve irrigation management decisions.

Impacts:

Having accurate crop coefficients will increase the efficiency of irrigation water use, ensuring economically and environmentally sustainable use of limited ground water supplies.

Goal

Deficit irrigation trial - The goal of this project was to determine the effects of various levels of irrigation deficits.

My role:

I designed the local experiments and I have conducted every aspect of the field work.

Research methods or Creative activity (inputs):

I established an irrigation trial at a commercial vineyard and took detailed measurements for 5 years.

Delivery of Outputs (Extension methods):

I presented the results of this study at four extension meetings and presented at an international conference.

Outcomes:

By the fourth and fifth seasons there were significantly lower yields in the drier treatments. This project has demonstrated that optimum production requires that growers change their irrigation practices to supply sufficient water.

Impacts:

This information increases the economic sustainability of production by optimizing irrigation water use from limited ground water supplies.

Outline Format

Thematic Format – Same information written in paragraph form

Major theme – Improving water use efficiency in agricultural systems

Water supplies are under increasing pressure in many parts of California; in particular, the groundwater basins supplying many coastal grape production areas are facing increasing withdrawals. For the production of irrigated crops to be sustainable in such areas, irrigation water needs to be used as efficiently as possible. Growers will require improved tools to help them manage irrigation more efficiently, and better knowledge of the optimum irrigation requirements for their crops.

To fulfill the need to improve water use efficiency, I have been working on projects designed to improve the information available for making irrigation decisions. In one project I have developed a novel method for measuring the canopy shaded area of wine grapes; this is used to calculate the irrigation crop coefficient specific to a vineyard. My lightweight solar panel acts like a large light meter, and offers very quick, inexpensive, and practical measurements of this important parameter, and is in the early stages of adoption by the major winegrape companies in the state. I have given numerous field demonstrations of the method, have presented posters and abstracts, and have constructed six devices for use by industry cooperators. This method is impacting the industry by allowing growers to have site-specific crop coefficients to improve irrigation decisions and thus increase water use efficiency.

In another project, I have been evaluating the effects that various levels of deficit irrigation have on the production and quality of wine grapes. In collaboration with Dave Goldhamer, UCCE Water Management Specialist, I established irrigation trials to evaluate four different levels of deficit irrigation over five seasons. Only minimal differences were noted in the first three seasons, but by the fourth season the yields of the two drier treatments showed significant yield declines. This information was presented at an international wine grape conference, and has also been presented in local extension meetings. This work demonstrates that sustainable production requires that growers change their irrigation practices to supply a certain minimum amount of irrigation water. These projects will ensure that wine grape production is economically and environmentally sustainable by optimizing irrigation water use efficiency.

For Academic Coordinators

Theme: Develop Program Evaluation Tools and Evaluate Program Needs for Master Gardener Programs.
(Compilation of 3 projects)

- a. Clientele are Master Gardener (MG) Coordinators and MG volunteers
- b. Goals: To Create and Train Coordinators and Volunteers on Program Evaluation Tools and Evaluate Program Needs for Master Gardener Programs

Project 1. Volunteer Management System 2.0

Background and Description: The Volunteer Management System 2.0, (VMS 2.0), which we instituted this year after a major rebuild in 2007 is a system that allows the volunteer to manage their profiles, hours and contact reporting. This system facilitates the collection of statistical data for the Master Gardener Program both within the county and statewide. The rebuild of this system was a significant project.

Inputs: I developed a focus group of 14 Master Gardeners and coordinators throughout the state to provide input on what a reporting system should look like. From their formal input and from that informal input from various other stakeholders, we worked with ANR Communication Services to design what is now an excellent reporting system. Prior to our system launch, we had to write all of the “help” documentation, provide intensive training to all of the programs using personal one-on-one training, Adobe Connect training, and train-the-trainer workshops. Once this was done, we realized that we could also use this system to conduct on-line recertification for Master Gardeners, which we launched in January 2009.

Outputs: Launched VMS 2.0, created an on-line recertification application, coordinated help documentation, provided training statewide to coordinators and volunteers, and created appropriate policy to support the role of VMS 2.0 such as acceptance of on-line signatures.

Impact:

While we had a number of technical and policy issues to overcome, we now have a robust, but simple on-line recertification process that saves between \$30,000 and \$40,000 a year in typical estimated recertification costs (postage, paper, secretary, coordinator and volunteer time etc.). We were also able to increase our documented volunteer hours by 32% in one year due to increased use of the system.

Project 2. County Visits to Master Gardener Programs

Background and Description: Another evaluation tool of the Master Gardener Programs in the counties, are my visits to county programs. I use focus group and personal interview questions to evaluate program need and impact.

I also visit with county programs to provide content oriented presentations such as turfgrass management, plant propagation, fruit tree care, and other topics as requested. This also provides an opportunity to interact with Master Gardener volunteers and gain understanding regarding their feelings about the local program and concerns they might have.

Impact:

During this review cycle I visited with 21 county programs (48% of the active county programs). About 6 of them were programs that also included content related presentations. Counties that receive personal

visits from the statewide coordinator tend to feel a greater sense of connection to the University and are those that call me more frequently for advice, guidance, and feedback.

Project 3: Collect statewide statistical data as an evaluation tool of program effectiveness. Background and Description: One of the successes that relates to our Volunteer Management System (VMS2.0) is that it facilitates a clear picture of the Master Gardener Program at any moment. As well, it engages the Master Gardeners to be better at reporting their hours and contacts. My role is to facilitate adoption by training, trouble shooting, and enhancing the system and then using this system to create meaningful statewide reports.

Results:

For example, between 1980-2006, prior to my accepting this position, we were able to document about 1,948,149 volunteer hours. This averaged to 50,671 volunteer hours per year. In 2007, we documented 206,547 volunteer hours. In 2008, we documented 303,284 volunteer hours which was a 32% increase in one year.

Impact:

To put those data into perspective about what it means to the University, 303,284 hours is equal to 171 full time employees (\$19.51 per hour) for 1 year, valued at almost \$5.91 million annually to UC ANR. The increase in the number of hours is primarily due to a better tool for data collection but also due to some increase in numbers. *http://www.independentsector.org/programs/research/volunteer_time.html

Similarly, we are better able to document how many Master Gardeners there really are in California. In 2007 we had 3,202 certified Master Gardeners. As of Dec. 2008, we have over 4,477 certified Master Gardeners in California, averaging 125 volunteers per county. This is a 28% increase in one year. We think the increase in numbers is partly due to more programs in the state (43 counties now being served whereas in 2006 we had 37 counties being served) and just being better able to document our volunteer efforts through VMS 2.0.

Appendix I: Timeline/Important Dates for County Directors/REC Directors/Supervisors

Topic	Date Due	Action
Deadline for Academics to enter names online in their PR so supervisor may request Confidential Letters of Evaluation	1/17/17	Supervisors send out requests for Letters of Evaluation for Academics
PR Dossiers Due (this includes Section C of the AE – Goals)	2/1/2017	Academic upload by 11:59 PM
Confidential Letters	3/10/2017	Deadline for submission by evaluators
Review by supervisor for all actions – Upload into online system	3/20/2017	Supervisor uploads review and meets with academic first