

Section II: UMCE Faculty Performance, Reappointment, Promotion, Continuing Contract and Post Tenure Compensation Review, Performance Areas, Criteria, Indicators, and Standards

Performance Areas, Criteria, and Indicators Effective December 1, 2000 Standards Effective December 1, 2001

Evaluation of a Faculty Member's performance in relation to the standards for each criterion should take into account, the job description and changes in the Plan of Work. Standards should be considered minimums for documented work performance over time. It is expected that after performance has been achieved at a new level, it will be sustained.

Standards represent the minimum performance expected in each criterion. A Faculty Member may receive a positive action if they do not meet the standard in all criteria if: they are seen as progressing well toward the desired standard or there are sufficient extenuating circumstances.

In general, Faculty Members should spend approximately 50 to 70 percent of their time in [Performance Area I](#), 10 to 25 percent in [Performance Area III](#), 10 to 15 percent in [Performance Area IV](#), and 1 to 5 percent in [Performance Area V](#). The sum of weights for Performance Area I and III must be at least 70 percent.

Note: Achievement of continuing contract and promotion to Associate Extension Professor are independent actions and do not necessarily occur at the same time unless requested by the Faculty Member.

Performance Area I: Educational Program Development Weight _____

Performance Area I: Educational Program Development		
Criterion 1: Expected	Indicators	
Conducts issues and needs assessment	a. methods used - e.g., focus group, observation, interview, test b. tools used - e.g., survey, questionnaire, phone call records, information requests, program requests c. sources used - e.g., professional peers, program team, advisory groups, personal knowledge and experience, research results, intuition, review of records and reports, contact with under-served and under-represented groups	
Standards:		
1st-3rd Yr Reappointment By the third year: <ul style="list-style-type: none"> employs at least one method uses at least one tool draws upon available data 	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor Between the 4th and 6th years: <ul style="list-style-type: none"> employs at least three methods uses at least three tools draws upon multiple sources of data, professional judgment, and advisory groups 	Promotion to Extension Professor Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> integrates multiple methods relies upon diverse tools integrates personal and professional analysis of needs into program development

Performance Area I: Educational Program Development	
Criterion 2: Expected	Indicators
Sets goals and outcome-based objectives <ul style="list-style-type: none"> identify individual Plan of Work goals and objectives in relation to the State Plan of Work. 	a. specific b. measurable c. attainable d. outcome-based e. prioritized

Standards:

Throughout one's career, performance goals and outcome-based objectives are stated in clear, measurable terms.

Goals and outcome-based objectives are specific, attainable, and align with local and state priority issues and aspirations.

Performance Area I: Educational Program Development

Criterion 3: Expected

Indicators

Designs, delivers, evaluates, refines, and reports programs (individually or as part of a team)

- for each indicator, address how it is incorporated into educational programs
- for team efforts, indicate your specific role(s)
- for evaluation, include tools used and a brief summary of results of specific evaluations; do not include individual participant evaluation forms or data not yet analyzed

- a. involves clients in program design
- b. involves internal and external advisory groups in program development
- e.g., County Executive Committees, UM, UMS, local, state, or regional agencies and organizations
- c. uses a variety of program delivery methods
- e.g., one-on-one consultation, demonstration, lecture, hands-on activity, workshop, learn-by-mail, train-the-trainer, fact sheet, web page, newsletter, newspaper article, case study
- d. enhances program development through effective use of people - e.g., recruits, trains, and manages volunteers and students, works with program staff to enhance program delivery
- e. develops innovative educational materials and adapts program delivery methods to the audience
- f. adapts educational materials and technology focused on audience needs
- g. develops and uses evaluation tools
- eg., to evaluate teaching effectiveness, program content, and learner outcomes in relation to the stated goals and objectives
- h. revises educational programs in response to evaluation results
- i. reports program impacts in a timely, accurate and complete way
- e.g., Maine Planning and Reporting System, county, state, and federal reports, exemplary program reports, success stories, contract or grant updates and reports
- j. demonstrates commitment to Civil Rights, EEO, and affirmative action in reaching diverse audiences that are reflective of the population
- e.g., publicizes programs and modifies programs to reach new and diverse audiences with special attention to reaching under-served and under-represented audiences

Standards

All Faculty Members, throughout their careers with UMCE, are required to:

- involve clients, advisory, peer, and professional groups in program design as appropriate
- report program impacts in a timely, accurate, and complete manner including entries into Maine Planning and Reporting System, and where relevant, county, state and federal reports, GPRA success stories, contract and grant updates and reports
- demonstrate a commitment to civil rights, equal employment opportunity, and affirmative action in designing educational programs, serving the public, collaborating with colleagues in and outside of UMCE, and reaching new and diverse audiences with special attention to reaching under-served and under-represented audiences

1st-3rd Yr Reappointment

**4th-6th Yr Reappointment,
Continuing Contract,
Promotion to Associate
Extension Professor**

Promotion to Extension Professor

By the third year:

- uses at least two program

Between the 4th and 6th years:

- uses varied program delivery

Since last personnel action, with primary focus on the most recent five years:

<p>delivery methods</p> <ul style="list-style-type: none"> • where applicable, recruits and supports volunteers to enhance program impact • develops educational materials to address audience needs and issues • conducts consistent program evaluation and incorporates findings into future programs • reports program accomplishments on Maine Planning and Reporting System and through other means as appropriate 	<p>methods as appropriate</p> <ul style="list-style-type: none"> • where applicable, implements an effective volunteer management system and staff management system • develops, refines & enhances educational materials to reflect learning styles and current educational theory and practice • designs and adapts program evaluation tools that assess multiple dimensions of client impact • reports program accomplishments on Maine Planning and Reporting System and through other means as appropriate 	<ul style="list-style-type: none"> • uses multiple program delivery methods to address varied learning styles and educational needs over time • where applicable, demonstrates high degree of effective volunteer management, including ongoing program and volunteer development, and staff management • educational materials & technologies are reflective of emerging audience needs and educational theory and practice and contribute to clients' capacity to teach others • draws upon current evaluative research to assess impacts and offers new evaluative models to peers • reports program accomplishments on Maine Planning and Reporting System and through other means as appropriate
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Performance Area I: Educational Program Development		
Criterion 4: Expected	Indicators	
<p>Engages in professional development to enhance teaching preparedness and effectiveness</p> <ul style="list-style-type: none"> • for each activity indicate title, date(s), and a brief explanation of how the activity enhanced your skills or contributed to educational program development • include sabbatical leaves 	<ul style="list-style-type: none"> a. has a professional development plan b. engages in professional development c. learns educational techniques for more effective and efficient work <ul style="list-style-type: none"> - e.g., computer programs for teaching, distance learning technology d. enhances one's effectiveness and efficiency <ul style="list-style-type: none"> - e.g., shares program materials with others, uses relevant program materials produced by others e. stays current with literature f. acquires funds to support professional development <ul style="list-style-type: none"> - e.g., grants and contracts with funds for professional development, special grants or scholarships received for professional development, use of UMCE flexible staff development funds 	
Standards		
<p>All Faculty Members, throughout their careers with UMCE, are expected to:</p> <ul style="list-style-type: none"> • develop and implement a professional development plan • participate in at least two significant professional development activities faculty at least one of which expands professional connections beyond UMCE, e.g., workshops, conferences, or other similar activities • demonstrate how professional development has enhanced program development and professional skills and knowledge 		
<p>1st-3rd Yr Reappointment By the third year:</p>	<p>4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor Between the 4th and 6th years:</p>	<p>Promotion to Extension Professor Since last personnel action, with primary focus on the most recent five years:</p>

<ul style="list-style-type: none"> is encouraged to create opportunities to share the results of professional development activities with colleagues to enhance their skills and knowledge 	<ul style="list-style-type: none"> at least once, will create opportunities to share the results of professional development activities with colleagues to enhance their skills and knowledge 	<ul style="list-style-type: none"> at least twice, will create opportunities to share the results of professional development activities with colleagues to enhance their skills and knowledge
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Performance Area I: Educational Program Development		
Criterion 5: Expected		Indicators
Conducts or collaborates on applied research to support program development <ul style="list-style-type: none"> For each project include date(s), topic or activity, your role(s), name(s) and role(s) of collaborators, summary of findings, how the research contributed to program development 		a. conducts or collaborates on research b. reports findings c. incorporates results into program development
Standards		
All faculty, throughout their careers with UMCE, are expected to: <ul style="list-style-type: none"> conduct or collaborate on applied research on an on-going basis to support program development incorporate applied research findings in program development 		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year: <ul style="list-style-type: none"> involved in at least one applied research project with peers 	Between the 4th and 6th years: <ul style="list-style-type: none"> initiates at least one applied research project and uses findings in program development 	Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> initiates and provides leadership in collaborative applied research and uses findings in program development at least once every three years

Performance Area I: Educational Program Development		
Criterion 6: Expected		Indicators
Seeks and acquires grants, contracts, and special funds in support of educational program development <ul style="list-style-type: none"> indicate agency name, date applied, dollar amount, and disposition 		a. number of grants sought b. dollars and resources requested c. number received d. dollars and resources raised or received e. responsibly manages fiscal resources
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year: <ul style="list-style-type: none"> is familiar with the grant-writing process and potential grant and contract sources seeks external funding through at least one grant, contract, or 	Between the 4th and 6th years: <ul style="list-style-type: none"> seeks external funding through at least three grant or contract proposals receives at least one externally-funded grant, contract, or special 	Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> supports new program(s) through externally-funded grants or contracts

<ul style="list-style-type: none"> special fund proposal may raise funds through a development strategy in collaboration with relevant partners 	<ul style="list-style-type: none"> fund may raise funds through a development strategy in collaboration with relevant partners acquired funding through a development initiative 	<ul style="list-style-type: none"> seeks external funding through at least three grant or contract proposals receives at least one externally-funded grant, contract, or special fund may raise funds through a development strategy in collaboration with relevant partners acquired funding through a development initiative
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Performance Area I: Educational Program Development		
Criterion 7: Expected		Indicators
Demonstrates educational program leadership		<ul style="list-style-type: none"> a. collaborates with others, including UM and UMS colleges and departments, and outside agencies and organizations b. is involved in multi-county and multi-state programming efforts c. serves as statewide Program Leadership Team member or leader d. enhances the reputation of UM and UMCE
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year: <ul style="list-style-type: none"> collaborates with UMCE colleagues, and local and state agencies and organizations is involved in at least one multi-county program Program Leadership Team (PLT) 	Between the 4th and 6th years: <ul style="list-style-type: none"> collaborates with colleagues in UM and UMS colleges and departments, and in local and state agencies and organizations participates in at least one multi-county program and at least one multi-state program participates in at least one PLT 	Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> collaborates with colleagues in UM and UMS colleges and departments, and in local, state, multi-state or national agencies and organizations provides leadership in at least three multi-county programs and at least one multi-state program participates in at least one PLT

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Performance Area II: Undergraduate and Graduate Teaching and Advising (if applicable, please note percent of time devoted to teaching and advising _____%) (Evaluation conducted by appropriate department.)

Performance Area II: Undergraduate and Graduate Teaching and Advising	
Criterion:	Indicators
1. Teaching philosophy, strategies, and approaches	<ul style="list-style-type: none"> a. describe your main field of teaching responsibility b. has a written teaching philosophy c. strategies used d. approaches used
2. Efforts to address multiculturalism, gender, and international issues, and other curricular goals of UMS	<ul style="list-style-type: none"> a. integral part of teaching responsibilities b. work undertaken with K-12 schools
3. Efforts to enhance teaching effectiveness	<ul style="list-style-type: none"> a. seeks ongoing professional development in teaching effectiveness b. shares effective teaching techniques and tools with colleagues
4. Courses taught	<ul style="list-style-type: none"> a. number and title of each course b. average number of students c. indicate those courses taught regularly, those you have developed, and those you have substantially

	restructured
5. Special teaching assignments or innovations	
6. Strategies and approaches to student advising	<ol style="list-style-type: none"> number of undergraduate students (majors, undeclared students, honors students) advised during the academic year regular meetings with advisees contact with students who do not come to office method of ensuring students meet General Education requirements results of evaluations by advisees
7. Advising commitments for honors theses, master's theses, and doctoral dissertations	<ol style="list-style-type: none"> number of theses and dissertations for which you serve as advisor number of theses and dissertations for which you serve as a committee member
8. Student evaluations <ul style="list-style-type: none"> Refer to summary provided elsewhere Do not include individual student evaluation forms 	<ol style="list-style-type: none"> qualitative evaluations quantitative evaluations

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Performance Area III: Scholarship and Professional Activity **Weight** _____

The Faculty Member's job description will detail assigned duties, relevant areas of scholarship, and the relative balance of effort among assigned roles, scholarship, and public service. Scholarly achievement is expected of all Faculty Members and may reflect individual as well as collaborative efforts. Achievement of Criterion 1 is expected of all Faculty Members; achievement of Criteria 2 and 3 is encouraged.

Performance Area III: Scholarship and Professional Activity		
Criterion 1: Expected		Indicators
Scholarly works completed and in progress <ul style="list-style-type: none"> include examples of the various types of works sort by type and list under separate headings (e.g., peer-reviewed articles, other articles, edited publications, electronic publications, fact sheets, curricula, books, monographs, textbooks, technical reports, reviews, published computer software, chapters, conference proceedings, abstracts, miscellaneous publications) briefly describe your current work and future direction 		<ol style="list-style-type: none"> number of scholarly works in progress number of scholarly works completed documentation of impacts of one's scholarly works
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year: <ul style="list-style-type: none"> has at least one scholarly work in progress 	Between the 4th and 6th years: <ul style="list-style-type: none"> has at least one scholarly work in progress results of applied research published in at least one professional or non-professional publication or conference proceedings 	Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> has at least one scholarly work in progress results of applied research published in at least one peer-reviewed journal or other publication and in at least one other professional or non-professional publication or conference proceedings

Performance Area III: Scholarship and Professional Activity	
Criterion 2: Encouraged	Indicators

<p>Unpublished professional presentations</p> <ul style="list-style-type: none"> unpublished papers authored or co-authored by you and delivered at professional conventions or before professional groups; asterisk those that were peer-reviewed indicate those for which you were the presenter 	<ul style="list-style-type: none"> a. number of unpublished papers authored or co-authored b. number of unpublished papers presented c. number of unpublished papers peer-reviewed
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Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
<p>By the third year:</p> <ul style="list-style-type: none"> authors or co-authors at least one professional paper 	<p>Between the 4th and 6th years:</p> <ul style="list-style-type: none"> authors or co-authors at least one professional paper presents at least one professional paper 	<p>Since last personnel action, with primary focus on the most recent five years:</p> <ul style="list-style-type: none"> authors or co-authors at least one professional paper presents at least one professional paper has at least one unpublished paper peer-reviewed

Performance Area III: Scholarship and Professional Activity		
Criterion 3: Encouraged	Indicators	
<p>Other scholarly activities</p> <ul style="list-style-type: none"> list professional organizations, meetings attended, journals for which you serve as reviewer, panels on which you served, etc.; include appropriate dates, positions, roles, topics, etc. 	<ul style="list-style-type: none"> a. professional organizations <ul style="list-style-type: none"> memberships offices held committee memberships other activities b. national and regional meeting <ul style="list-style-type: none"> attended sessions chaired c. papers, chapters, or books reviewed d. member of review panel for grant proposals <ul style="list-style-type: none"> number and type of proposals reviewed e. other activities 	
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
<p>By the third year:</p> <ul style="list-style-type: none"> is a member of a local, multi-state, or national professional organization(s) attends local, multi-state or national professional meeting(s) 	<p>Between the 4th and 6th years:</p> <ul style="list-style-type: none"> is a member of and active in a local, multi-state, or national professional organization(s) attends and is an organizer or participant in local, multi-state or national professional meeting(s) 	<p>Since last personnel action, with primary focus on the most recent five years:</p> <ul style="list-style-type: none"> is a member of and active in a local, multi-state, or national professional organization(s) holds, or has held, a leadership position in a local, multi-state, or national professional organization is a presenter, organizer, or session chair in local, multi-state or national professional meeting(s)

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Performance Area IV: County, Organizational and Campus Service

Weight: _____

Performance Area IV: County, Organizational and Campus Service		
Criterion 1: Expected		Indicators
Serves on organizational committees <ul style="list-style-type: none"> indicate committee, activity, leadership roles, length of service, unique assignments, outcomes of committee work, and dates 		See Definitions in Section I.N. Examples of organizational committees include the Promotion Review Committee, UMCE Diversity Group, and Peer Committees.
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year: <ul style="list-style-type: none"> serves on at least two committees, including at least one peer committee 	Between the 4th and 6th years: <ul style="list-style-type: none"> serves on at least two committees, including at least one peer committee 	Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> serves on at least four committees, including at least two peer committees Serves as a mentor to new faculty serves as UMCE Plan of Work Performance Goal contact

Performance Area IV: County, Organizational and Campus Service		
Criterion 2: Expected		Indicators
Serves on search and interview teams <ul style="list-style-type: none"> indicate position and dates 		
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year: <ul style="list-style-type: none"> service on team is optional 	Between the 4th and 6th years: <ul style="list-style-type: none"> serves on at least one team 	Since last personnel action, with primary focus on the most recent five years: <ul style="list-style-type: none"> serves on at least one team

Performance Area IV: County, Organizational and Campus Service		
Criterion 3: Expected		Indicators
Enhances skills and knowledge of County Executive Committees (CEC) and other advisory groups <ul style="list-style-type: none"> indicate role and dates 		
Standards		
All faculty, throughout their careers with UMCE, are expected to: <ul style="list-style-type: none"> be knowledgeable about current and emerging issues related to their POW and the work of the advisory group demonstrate leadership, facilitation, and group skills enhance the skills and knowledge of advisory groups to: <ul style="list-style-type: none"> develop the faculty POW enhance marketing of and publicity for extension programs secure housing for county extension staff secure county and other funding 		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year:	Between the 4th and 6th years:	Since last personnel action, with

<ul style="list-style-type: none"> • has worked with at least one group • advisory group members have demonstrated improvement in leadership, facilitation, or group process skills 	<ul style="list-style-type: none"> • has worked with at least one group • advisory group members have demonstrated improvement in leadership, facilitation, or group process skills • exchanges information about current and emerging issues with members of advisory groups 	<p>primary focus on the most recent five years:</p> <ul style="list-style-type: none"> • has worked with at least two groups • advisory group members have demonstrated improvement in leadership, facilitation, or group process skills • exchanges information about current and emerging issues with members of advisory groups
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Performance Area IV: County, Organizational and Campus Service		
Criterion 4 - Encouraged		Indicators
Builds and sustains UMCE linkages with county, UM and UMS		<ul style="list-style-type: none"> a. departmental teaching or seminars b. professional development of colleagues c. program collaboration d. interdepartmental or campus committees
<ul style="list-style-type: none"> • indicate topics, activities, and dates as appropriate 		
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year:	Between the 4th and 6th years:	Since last personnel action, with primary focus on the most recent five years:
<ul style="list-style-type: none"> • explores potential for collaboration 	<ul style="list-style-type: none"> • has initiated and conducted at least one inter-departmental or inter-campus activity 	<ul style="list-style-type: none"> • has initiated and conducted at least two inter-departmental or inter-campus activities

Performance Area IV: County, Organizational and Campus Service		
Criterion 5: Expected		Indicators
Conducts administrative roles and responsibilities including the role of county coordinator		<ul style="list-style-type: none"> a. number and category of people supervised b. office administrative or county coordinator roles conducted (see Maine Planning and Reporting System for county coordinator responsibilities)
<ul style="list-style-type: none"> • indicate category, number of people, and dates for those supervised • performs office administrative duties, including those outlined in county coordinator job description tasks • dates and roles served as county coordinator. 		
Standards		
1st-3rd Yr Reappointment	4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor	Promotion to Extension Professor
By the third year:	Between the 4th and 6th years:	Since last personnel action, with primary focus on the most recent five years:
<ul style="list-style-type: none"> • assists in supervision of at least one employee • participates in supervisory training • assists with office administrative duties 	<ul style="list-style-type: none"> • supervises at least one employee • incorporates supervisory skills training and knowledge into the supervision of others • assists with office administrative duties 	<ul style="list-style-type: none"> • supervises at least one employee • continues to enhance supervisory skills and knowledge and incorporates into supervision of others • serves as county coordinator or campus office contact person, as appropriate • incorporates supervisory skills training and knowledge into the

Performance Area IV: County, Organizational and Campus Service**Criterion 6: Expected****Indicators**

Demonstrates commitment to UMCE and UM diversity goals

Standards

All faculty throughout their careers are required to:

- be familiar with and adhere to UMCE and UM diversity goals and policies
- participate in diversity training to *increase awareness and* support one's commitment to diversity

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Presentations and programs that do not require engagement in the full educational program development process

a. number and type of programs or talks given

- indicate topic or activity and date(s) offered
- up to approximately 5 percent of Plan of Work

Standards:**1st-3rd Yr Reappointment****4th-6th Yr Reappointment, Continuing Contract, Promotion to Associate Extension Professor****Promotion to Extension Professor**

By the third year:

- provides public service at least once a year

Between the 4th and 6th years:

- provides public service at least once a year

Since last personnel action, with primary focus on the most recent five years:

- provides public service at least once a year

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Type of award or recognition:

Number and type of award(s) and recognition(s)

- indicate granting agency or organization, date
- can serve as further indication of recognition within and beyond area of assigned duties
- are not needed to receive a positive recommendation

Standards:

This section is an opportunity to further demonstrate the quality of your work and the recognition that your work has received. There are no specific standards.

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