

## Texas A&M AgriLife Extension Service Procedures

### 12.99.99.X0.01 | Performance Evaluation for Extension Specialists with Professorial Titles



*Approved: February 16, 2009*

*Revised: October 30, 2012*

*Reviewed: July 30, 2014*

*Next Scheduled Review: July 30, 2019*

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#### **PROCEDURE STATEMENT**

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Recurring performance evaluations are an integral part of performance management for all employees. Due to the nature of work of professorial titled faculty, procedures are required which are different than those of non-faculty employees.

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#### **REASON FOR PROCEDURE**

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This procedure establishes performance evaluation cycle and outlines the procedures for the performance evaluations of individuals who hold one of the following titles in the Texas A&M AgriLife Extension Service (AgriLife Extension):

- Professor and Extension Specialist
- Associate Professor and Extension Specialist
- Assistant Professor and Extension Specialist

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 PROCEDURES FOR ANNUAL PERFORMANCE EVALUATION

All evaluations will be **completed no later than May 31<sup>st</sup>** each year.

##### 1.1 Position Description

The position description is developed by the unit head when establishing a new position or filling a vacant position. It describes the general duties and responsibilities associated with the position, and is submitted for approval via Greatjobs.

The position description will be reviewed initially upon hire and then annually during the evaluation process by both the unit head and the employee to ensure it reflects the current requirements for the position. Changes should be made when a significant shift in duties has occurred or is planned.

##### 1.2 Documentation of Evaluation

The unit head will document the evaluation using Texas A&M AgriLife (AgriLife) form [AG-478](#), *Specialists, Program Specialists, Extension Assistants and Associates Performance Evaluation Instrument*.

##### 1.3 An evaluation conference will be held to discuss the faculty member's performance during the past year.

##### 1.4 Filing Evaluations

Upon completion, evaluation materials will be uploaded, routed for approval, and stored in Greatjobs.

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**RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Regulation 33.99.03](#), *Performance Evaluations for Nonfaculty Employees*

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**CONTACT OFFICE**

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Questions about this procedure should be referred to AgriLife Human Resources at 979-845-2423.