

Texas A&M AgriLife Extension Service Procedures

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



Reviewed/Revised: December 9, 2019

Next Scheduled Review: December 9, 2024

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PROCEDURE SUMMARY

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

This procedure establishes performance review cycle and outlines the procedures for the performance reviews 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

PROCEDURES AND RESPONSIBILITIES

1.0 PROCEDURES FOR ANNUAL PERFORMANCE REVIEW

All reviews will be **completed no later than May 31st** each year.

1.1 Position

The position is created by the unit head when establishing a new position or updated when filling a vacant position. It describes the general duties and responsibilities associated with the position and is submitted for approval in Workday.

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

1.2 Documentation of Performance Review

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

1.3 A performance review conference will be held between the supervisor and employee to discuss the employee's performance during the past year.

1.4 Filing Evaluations

Upon completion, performance review materials will be uploaded, routed for approval, and stored in Workday.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

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

CONTACT OFFICE

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

REVISION HISTORY

Approved: February 16, 2009
Revised: October 30, 2012
Reviewed: July 30, 2014
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