

AG-478-B(12/9/20)

Texas A&M AgriLife
Administrative Services – Human Resources



Extension Specialist Performance Review

Name: _____

PIN: _____

Date: _____

EXTENSION

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
PROGRAM DEVELOPMENT & IMPLEMENTATION						
Uses appropriate educational methods and strategies to meet the needs of clientele.						
Demonstrates demand for programs within and outside the agency.						
Demonstrates the ability to assess and understand current and emerging needs.						
Demonstrates the ability to communicate research-based information using various strategies (face-to-face, social media, websites, online, newsletters, technical fact sheets, etc.)						
Works effectively with County Extension Agents, Program Area Committee members, and volunteers in effectively using Extension's program development process.						
Develops and effectively utilizes volunteers in program development and implementation.						

COMMENTS:

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
SUPPORT OF EXTENSION ACTIVITIES						
Responds to Agent and Program Specialists requests for programming and subject matter assistance.						
Demonstrates the ability to identify, secure, and maintain resource support for educational programs (includes in-kind and financial).						
COMMENTS:						
COORDINATION AND COOPERATION						
Demonstrates the ability to establish and/or enhance mutual support and collaboration among individuals within the A&M system and other academic institutions.						
Demonstrates the ability to establish and/or enhance mutual support and collaboration among external organizations (industry, commodity groups, state and federal agencies).						

COMMENTS:

TEACHING: Educational Delivery

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
FACULTY/STAFF TRAINING & ASSISTANCE						
Trains Extension personnel to use appropriate educational methods and techniques for communicating with specific audiences.						
Assist county agents and other extension personnel in training volunteers.						

COMMENTS:

TEACHING EFFECTIVENESS AND QUALITY						
Develops appropriate learning experiences for Extension audiences.						
Uses appropriate teaching methods for the intended audience(s).						

Demonstrates evidence of effective teaching and demonstrates efforts to improve teaching effectiveness by responding to feedback from peer and clientele evaluations.						
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COMMENTS:

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
TEACHING ACADEMIC INSTRUCTION AND STUDENT MENTORING						
Deliver lectures in departmental classes and seminars						
Mentoring undergraduate students' research, assisting with student club and competitive team activities						
Serve on graduate student committees (member or chair).						

COMMENTS:

RESEARCH						
	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
SCHOLARLY CONTRIBUTIONS AND PROFESSIONALISM						
Demonstrates knowledge of the current advances and developments within his/her subject area/profession.						
Demonstrates progress towards recognition at state, national, and international levels.						
COMMENTS:						
OUTCOMES OF PROGRAMS						
Demonstrates the ability to develop programs with a documented impact.						
Presents program outcomes at regional, state, national, and international association, professional, or industry meetings within discipline.						
Publishes program outcomes in appropriate outlets.						
Creates research-based resources (online and published) for stakeholders, extension personnel, and volunteers.						

COMMENTS:

SERVICE

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
SERVICE ON COMMITTEES						
Demonstrates service on mentoring, unit, department, university, and agency committees						
Demonstrates service on external, local, regional, and statewide committees, boards and panels.						
SERVICE IN PROFESSIONAL ORGANIZATIONS						
Demonstrates service and recognition in professional organizations.						

COMMENTS:

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
SUMMARY OF OVERALL PERFORMANCE						

	YES	NO	Not Applicable
DOES PROGRESS TOWARDS PROMOTION TO THE NEXT LEVEL (RE: ASSOCIATE OR FULL PROFESSOR) APPEAR TO BE SATISFACTORY AT THIS TIME?			

COMMENTS:

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Unit Leader/Administrator: _____ Date: _____