

## **Performance Domains Description**

### **March 24, 2016**

Specialists, program specialists, Extension associates and assistants prepare reports of their Extension programming as part of the performance review process. These reports should be organized in a fashion so the preparer and the supervisor should have a clear understanding of the activities, accomplishments, impacts and outputs achieved over the reporting interval. The following provides general descriptions of the performance items that could be included in each of the performance domains for the Performance Evaluation Summary form. Note that areas should remain flexible to accommodate the variety of functions that Extension units and the individuals within them perform. There may be the need for some units to revise or modify to include more specific functions unique to the unit. Note that on the performance ratings explanation, a “not applicable” category is included for those whose job duties are outside of the traditional function categories. Also, the relative importance of a domain in a given year would depend upon the decision between supervisor and employee in the Annual Program Plan process.

### **Program Development and Implementation**

This domain includes all work involved in planning with others to determine content, priorities, and outputs of Extension programs. It also includes planning activities with Extension and research faculty, county Extension program advisory committees, Extension faculty/staff committees, leaders and clientele groups, interdisciplinary joint programs, multi-state programs, joint research and Extension efforts, development of programs with state or federal agencies and specialist-initiated programs. This category includes detailed planning for outcome-based programs, including plans for collecting baseline data and measurable indicators of program impacts.

This domain also includes all activities designed to teach and train Extension clientele (not Extension staff or faculty) using a direct contact method, such as presentations, publications, educational meetings, workshops, field days, and electronic media. Extension clientele also includes volunteers. Also included is responding to individual client requests for assistance, by phone, personal conference or e-mail or mail, as well as indirect program support for clientele educational programs (preparation and dissemination of publications, teaching materials, web sites, web-based courses, newsletters, distance education, mass media usage, etc.) Creativity and initiative for incorporation of new technology and innovations are encouraged. Program evaluation and interpretation of program outcomes are expected and communicated to a wide variety of audiences.

### **Outcomes of Programs**

This domain includes the documentation of impacts or outcomes of Extension programs by individuals and/or teams on their target audience(s). In comparison to established reference baseline data sets, this will include, but is not limited to: changes in practices, knowledge improvements, accident rate reduction, money saved, lives saved, income increases, health and wellness improvements, improved economic viability, measureable impacts on natural resource conservation or other measurable indicators of educational program successes. Data may be

obtained from a variety of sources for these purposes. Other agencies, groups and organizations may also be involved in the program outcomes.

### **Faculty/Staff Training and Assistance**

This domain assesses the contribution of the preparer on subject matter education and knowledge transfer to other Extension faculty and staff. This domain includes all educational and training activities for Extension faculty and staff such as in-person, office or other site contacts, telephone, electronic/regular mail contacts, computer-based courses, electronic media, newsletters or preparation of other printed or electronic material intended to teach or guide Extension personnel.

### **Support of Extension Activities**

This domain records efforts to enhance the Extension agency through organizational maintenance and support, such as Extension staff committees concerned with operational matters (reports, awards, public relations, etc.), developing individual Annual Program Plans, and reports of all types. Also includes obtaining financial and/or material support, maintaining liaison with sponsors and outside funding sources in securing and continuing support for Extension educational programs and activities (demonstrations, special projects, applied research, materials and other organizational needs, 4-H contests, leader/cooperator recognition). It includes all proposals submitted whether funded or not funded, gifts, contracts, in-kind material support and other resources or materials acquired in support of Extension programs.

### **Coordination and Cooperation**

This domain includes actions to establish and/or enhance mutual support and joint programming among individuals, groups, agencies and organizations at the county, state, national and international levels that have related responsibilities, resources and/or audiences. This category includes coordination and scheduling with County and District Extension administrators and County Extension Agents, coordination and teamwork with other members and the supervisor in the planning unit, cooperation with specialists in other disciplines, and cooperation and teamwork with other agencies and organizations that have programs and responsibilities for mutual audiences. It includes all committee activities, work with industry groups, commodity organizations, governmental entities and agencies, and collaboration and coordination with research, teaching and Extension colleagues in other departments, other states and nations, Texas Community Futures Forum (TCFF) response teams, and within your own unit.

### **Professionalism and Service**

Membership, participation and activities in professional and honor societies; manuscript editing and reviewing, service on professional committees; membership and chairmanship of departmental, agency, TAMU, COALS, or other unit committees; consulting; public service activities; self-improvement activities including course work; and awards and recognition. This category also includes leadership and adaptability to meet changes and emerging issues.

### **Additional Responsibilities**

This category includes academic teaching, research, project administration, personnel supervision, and other activities not included in sections above. Also includes the specific job responsibilities of Extension assistants and associates not previously covered.