



Mississippi State UNIVERSITY

*Vice President, Division of Agriculture, Forestry, and Veterinary Medicine
Director, Mississippi Agricultural and Forestry Experiment Station
Dean, College of Agriculture and Life Sciences*

MEMORANDUM

TO: DAFVM Department/Unit Heads
FROM: Vance H. Watson *Vance H. Watson*
DATE: November 16, 2006
SUBJECT: Annual Research and Extension Associate Review

The DAFVM annual review form for research and extension associates is attached. The form has been revised to more adequately reflect the contribution these individuals make to the mission of the division. Electronic copies of the above document can be obtained from the DAFVM homepage (<http://www.dafvm.msstate.edu/>). Select DAFVM Resources and then select forms.

A fair and equitable evaluation and reward process is critical to the spirit and productivity of the individual research/extension associate and to the progress of the department/unit. It serves as a means of connecting the interests and responsibilities of the individual with the goals and objectives of the department/unit, the division and the university. It should include a comprehensive review of the achievements of the previous year and agreement on goals and a course of action for the coming year, including improvements where needed.

The resulting discussion should also produce a clear understanding of responsibilities and agreement on expected outcomes for the coming year. It should also provide a fair and consistent basis for the allocation of any funds available for merit salary increases.

In order to meet the university time lines, all reviews are to be completed no later than **March 1, 2007**. If you have questions or need further explanation, please contact your dean/director.

nr

enclosure

c Division Council Ms. Ann Bell
Mr. Charles Guest Dr. Laura Grace

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Division of Agriculture, Forestry and Veterinary Medicine

Research/Extension Associate

Annual Evaluation Form

Name:

Title and Rank:

Year:

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Division of Agriculture, Forestry and Veterinary Medicine

**Research/Extension Associate
Annual Evaluation Form**

For the period from _____ to _____

Name: _____

Title/Rank: _____

Dept./Unit: _____

Supervisor: _____

Appointment: CALS ___% MAFES ___% MSU-ES ___% FWRC ___% CFR ___% CVM ___%

I. Numerical Evaluation by Supervisor. Rate performance of the Research/Extension Associate in each category according to the following scale:

1. Unsatisfactory. Quality and/or quantity of work totally unsatisfactory. Immediate corrective action imperative.
2. Needs Improvement. Work unsatisfactory in quantity and/or quality. Individual not performing at adequate level. Corrective action required.
3. Satisfactory. Individual performance at "satisfactory" level. Tasks and goals are being accomplished in a timely and competent manner.
4. Excellent. Quality and quantity of work consistently meritorious; goals regularly exceeded, highly productive; individual recognized beyond the unit.
5. Superior. Preeminent distinction resulting from consistent outstanding meritorious accomplishments.
6. N/A Not applicable. To be used when evaluation item does not apply.

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A. Research/Extension Scholarly Activities

- 1. Publications _____
- 2. Professional presentations _____
- 3. Grants, contracts and resources secured _____
- 4. Progress of ongoing projects _____
- Overall Scholarly Activities Score** _____

B. Impact Extension and Outreach

- 1. Impact and outcome measures _____
- 2. Presentations before producer groups, field days, workshops, short-courses _____
- 3. Other outreach activities _____
- Overall Impact/Outreach Score** _____

C. Service

- 1. Service activities _____
- 2. University/Division/Unit/Department service _____
- 3. Professional association activities _____
- 4. Service to external organizations _____
- 5. Public Service _____
- 6. Other _____
- Overall Service Score** _____

D. Supervisory and Administrative Activities

- 1. Personnel supervision and training responsibilities _____
- 2. Management of resources _____
- 3. Administrative projects _____
- Overall Supervisory and Administrative Score** _____

E. Relevant Activities Not Reported Elsewhere

- 1. Society/association memberships _____
- 2. Awards and honors _____
- 3. Professional development _____
- 4. Participation in state/regional/national meetings _____
- 5. Others _____
- Overall Relevant Activities Not Reported Score** _____

F. Overall Evaluation _____

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- II. Narrative Evaluation by Supervisor or Department Head.** Briefly comment on the performance of this individual, as compared to his/her peers. Emphasize any particular strengths and qualities, and abilities to accomplish goals. Indicate any areas of improvement needed, or modifications of current goals.

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III. Acknowledgements.

I certify that I have reviewed
this evaluation with this employee

I certify that I have seen and discussed
this evaluation with my supervisor.

Supervisor

Research/Extension Associate

Reviewed by: _____
Department Head

Comments by reviewers:

____ I disagree with the contents of this evaluation and have attached a response.

____ I request a second review by my Department Head.

Research/Extension Associate

Date

IV. Summary of Activities (To be prepared by Research/Extension Associate)

A. Research and Extension Scholarly Activities

1. Publications: list by type (see below). Include refereed publications and non-refereed publications and give state of development (Published, in press, in review, in preparation, etc.). Describe the applicant's level of involvement in the publication to include data collection, analysis and writing.
 - a. Refereed manuscripts.
 - b. Monographs, books, or book chapters.
 - c. Popular articles or newspaper columns.
 - d. Reports, bulletins, brochures, information sheets, fact sheets and newsletters.
 - e. Digital and other electronic media formats (including Web pages).
 - f. Theses/dissertations completed by graduate students.
 - g. Programmatic curricula.
 - h. Posters, exhibits, and displays.
2. Professional Presentations: List presentations given (cite abstract, if available including meeting, date, and location at which presentation was made). List whether oral or poster presentation; and whether volunteered or invited. Indicate level of involvement (data analysis, poster preparation, presenter, etc.)
3. Grants contracts, and resources secured: Include proposals submitted, proposals awarded, cooperative agreements, memorandums of agreement (MOA's), gifts, donations, etc. (cite sponsor, title of project, role {PI, Co-PI, participant, etc.}, \$ amount, and dates). Include a description of the applicant's level of involvement in the proposal development process.
4. Progress of ongoing projects: List current projects (internally and externally funded) by project number, title, funding source and amount for total project. Indicate progress and whether project was completed, is continuing, or was new this year. Indicate applicant's level of involvement in the project.

B. Impact Extension and Outreach

1. Impact and outcome measures such as patents, licenses, and technology adoption: Measures of technology adoption or impact may include such things as CRIS 421 report impact statements; popular press articles; workshop/demonstrations organized and presented; and support letters from producers, commodity support groups, and extension specialists. Include a description of the applicant's contribution to the outcome.
2. Presentations before producer groups, field days, workshops, short-courses, etc.: List event, date, location, and describe applicant's level of participation.

3. Other outreach activities: Include outreach and extension activities, producer/clientele interactions.

C. Service

1. Service activities: List activities which contribute to the success of the Research/Extension program(s) that the applicant is assigned to. Include such things as experimental design, mechanical/technical skills vital to the project, statistical analysis of data, computer skills, editorial work, clerical skills, creative activities, special services or skills that contribute to the success of the project.
2. University/Division/Unit/Department/Center committee service:
3. Professional association activities (offices held, program organization and participation, editing, etc.):
4. Service to External Organizations: List service activities to external organizations such as commodity or client groups.
5. Public Service: List service activities that resulted in the successful development and implementation of programs that benefited (served) society, list outreach and engagement activities, list non-scientific presentations or organization of workshops short-courses, etc.
6. Other:

D. Supervisory and Administrative Activities

1. Personnel supervision and training responsibilities which contribute to efficiency and productivity. Consider leadership, projects completed on time, worker safety record, creation of a pleasant work environment, adherence to worker safety issues, training, and enforcement of MSU, DAFVM, and unit policies.
2. Management of Resources: List activities to demonstrate budget management, inventory control, facilities operation and coordination, asset management (e.g., herd management, equipment maintenance). Consider awards such as the MAFES Face and Image awards.
3. Administrative Projects: Consider performance on special projects assigned to the individual by the Administration.

E. Relevant activities not reported elsewhere

1. Society/Association memberships: