CONFIDENTIAL

Division of Agriculture, Forestry and Veterinary Medicine

Research/Extension Associate

Post-Doctoral Fellow

Annual Evaluation Form

Name:

MSU ID#:

Title and Rank:

Year: 2024

CONFIDENTIAL

<div align="center">

Division of Agriculture, Forestry and Veterinary Medicine

Research/Extension Associate

Post-Doctoral Fellow

Annual Evaluation Form

</div>

For the period from <u>January 1, 2024</u> to <u>December 31, 2024</u>

Name: _____

Title/Rank: _____

Dept./Unit: _____

Supervisor: _____

Appointment: CALS____% MAFES____% MSU-ES____% FWRC____% CFR____% CVM____%

I.   Numerical Evaluation by Department Head. Rate performance of the employee in each category according to the following scale:

1.   <u>Unsatisfactory</u>. Quality and/or quantity of work totally unsatisfactory. Immediate corrective action imperative.

2.   <u>Needs Improvement</u>. Work unsatisfactory in quantity and/or quality. Individual not performing at adequate level.   Corrective action required.

3.   <u>Satisfactory</u>. Individual performance at "satisfactory" level. Tasks and goals are being accomplished in a timely and competent manner.

4.   <u>Excellent</u>. Quality and quantity of work consistently meritorious; goals regularly exceeded, highly productive; individual recognized beyond the unit.

5.   <u>Superior</u>. Preeminent distinction resulting from consistent outstanding meritorious accomplishments.

6.   <u>N/A Not applicable</u>. To be used when evaluation item does not apply.

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 of 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. <u>Overall Evaluation</u>   _____

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.

III. Acknowledgements.

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

_____   _____
Supervisor   Employee

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.

_____   _____
Employee   Date

IV. Summary of Activities (To be prepared by Employee)

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 (include 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 presentations; and whether volunteered or invited. Indicate level of involvement (data analysis, poster presentation, 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. Indicated applicant's level of involvement in the project.

B.   Impact of 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 CRSI 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.   Presentation 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.   <u>Service activities:</u> 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.   <u>University/Division/Unit/Department/Center committee service:</u>

    3.   <u>Professional association activities (</u>offices held, program organization and participation, editing, etc.):

    4.   <u>Service to External Organizations:</u> List service activities to external organizations such as commodity or client groups.

    5.   <u>Public Service:</u> 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.   <u>Other:</u>

D. **Supervisory and Administrative Activities**

    1.   <u>Personnel supervision and training responsibilities</u> which contribute to efficiency and productivity. Consider leadership, projects competed 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.   <u>Management of Resources:</u> 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.   <u>Administrative Projects:</u> Consider performance on special projects assigned to the individual by the Administrator.

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.   Other relevant activities:

F.   **Goals**

On an annual basis, each employee and each supervisor will agree in writing to the employee's goals, objectives, responsibilities, and expectations.

Indicate specific goals and objectives including areas in which improvements will be sought in the coming year. Please address each aspect of your responsibility as a research/extension associate or post-doctoral fellow.