

PROF CHECKLIST
Modified Performance Review
For 2007

Faculty member responsibilities:

_____ 1. Submit the following PROF materials to your immediate supervisor, program leader(s), and department head **no later than February 1, 2008. If the faculty member fails to meet this important deadline, the faculty member is not eligible for any salary adjustments until the next review period is completed with all deadlines successfully met.**

_____ Approved position description and suggestions for updating.

_____ Current Vita, annual accomplishments

The vita is the minimal requirement to be submitted for the PROF; however, faculty members are expected to complete the following for other purposes. The PROF documentation will be strengthened if these materials are submitted with the vita.

_____ Report of Accomplishments (including Contact Report) via SOARS

_____ Updated Professional Development Plan via SOARS

_____ 2. Schedule appointment with immediate supervisor **before March 1, 2008**, to review and discuss PROF materials.

_____ 3. Schedule second appointment with immediate supervisor after date of cluster meeting for performance feedback and focus on professional growth and advancement.

- _____ 4. Sign PROF letter/form, indicating that you have read the review and discussed it with your immediate supervisor. Provide written comments, explanation or a rebuttal if desired.

Immediate supervisor responsibilities

The immediate supervisor has two options for providing written feedback for the modified annual review. The immediate supervisor, in consultation with the program leaders(s) and department head, may write a letter in response to what is provided in the vita and to summarize with an overall rating that corresponds to one of the choices in the approved PROF form. Some staff chairs prefer to complete the PROF form. Either option is acceptable as long as written documentation of the performance assessment and the annual rating is on file with a signature indicating the faculty member has read the review and discussed it with the immediate supervisor.

- _____ 1. Review PROF materials submitted via SOARS and discuss with faculty member.
- _____ 2. Complete a preliminary PROF letter/form, conferring with program leaders(s) and department head.
- _____ 3. Present the preliminary letter/form for review by the regional staff chairs, Regional Directors, and Director's Cabinet representatives at the cluster meeting.
- _____ 4. Review the completed appraisal with the faculty member, providing performance feedback and setting professional development goals. Obtain signature of faculty member.
- _____ 5. Submit signed PROF letter/form to Extension Administration for required campus signatures **no later than June 1, 2008.**