



Overview of the PROOF Process

A Webinar for Extension Faculty

Doug Hart, Associate 4-H/FCH Program Leader
Carole Smith, Regional Administrator
December 16, 2013

Introduction & Overview

- Format for today's webinar
- Today's topics
- Philosophy & PROF process



Background

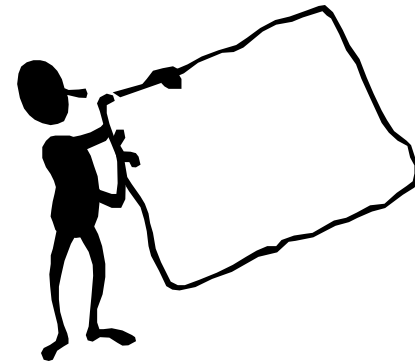
- Development of current system
- Desired Outcomes
- Website

<http://extension.oregonstate.edu/employees/employee-resources/evaluation/performance>



Components of PROOF

- Position Description
- POW (*Plan of Work*)
- ROA (*Report of Accomplishment*)
- SOARS (*Stories, Outcomes & Accomplishments Reporting System*)



SOARS Program Contacts

- Agriculture Linda Brewer - linda.brewer@oregonstate.edu
- 4-H Mary Arnold - mary.arnold@oregonstate.edu
- FCH Teresa Crowley - teresa.crowley@oregonstate.edu
- Sea Grant Cathy McBride - cathy.mcbride@oregonstate.edu
- Forestry Jim Johnson - jim.johnson@oregonstate.edu
- EESC Peg Herring - peg.herring@oregonstate.edu
- Administration Kim Tarrant - kim.tarrant@oregonstate.edu

Timeline - *Due Dates*

- December 15 – POW
- January 15 – PROF Materials
- January 15 – February 20

1st PROF Conference w/supervisor

Preliminary rating submitted

Confer with Program Leader & Department Head

Multi-rater input

Timeline – *Due Dates*

- **February 20** – Submit Rating to Extension Administration
- **March 3 & 4** – PROF Discussions on campus
- *Prior to* **April 1** – Review Form w/Faculty, Obtain Faculty Signature
- **April 1** – Completed/Signed PROF to Extension Administration

Overview of PROF Form

- Tips on Using the Form
- Coversheet
- Performance Dimensions
- Performance Indicators
- Five Ratings for Each Indicator



Teaching, Facilitation & Other Assignments

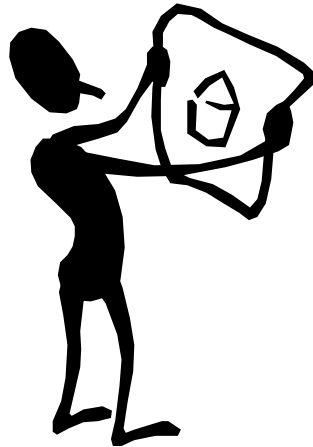
- Program Planning & Management
 - Comments
- Program Delivery & Accountability
 - Comments

Scholarship & Creative Activity

- Levels of Scholarship
- Documented Subject Matter Expertise
 - Comments

Professional Development

- Professional Development Plan
 - Comments



Service

- Service to University, Profession, Public
- Collegiality and Interpersonal Skills
 - Local Faculty/Staff
 - Peer Relationships
 - Clientele
 - Community

Small % of Position Description – but VERY important!

Overall Evaluation Rating

Four performance ratings



Unsatisfactory Performance



Satisfactory Performance



Strong and Positive Performance



Extraordinary Performance

Extraordinary Performance

Performance Indicators to Reach Extraordinary

- ★ Secures alternative revenue sources for program enhancement
- ★ Evaluates teaching
- ★ Documents measurable program outcomes
- ★ Documents recognition of expertise beyond OSU & Oregon

Comment Sections

- Faculty Goals for Upcoming Year
- Summary by:
 - Immediate Supervisor
 - Department Head
 - Faculty Members (optional)



Faculty w/Supervisor Responsibilities

- Human Resource Management Indicators



Summary

- Must use *current* PROF form for review
- *Form available at:*

<http://extension.oregonstate.edu/employees/employee-resources/evaluation/performance>



Thank you - for additional questions contact:

PROF Process Contacts

- Doug Hart - doug.hart@oregonstate.edu
- Carole Smith - carole.smith@oregonstate.edu
- Denise Ashley - denise.ashley@oregonstate.edu

541-737-2711