PEER REVIEW

Extension agents and specialists, as faculty of the University of Arizona, are reviewed annually by their peers and by their immediate supervisor. Peer review of agents is established by guidelines from the Director of Cooperative Extension. Peer review of specialists is established by guidelines from the Department Head or School Director. Reviews are accomplished through an Annual Performance Report (APR).

The APR is a cumulative summary of your educational objectives, implementation strategy, results, and service efforts for the calendar year. It serves an important planning document for your succeeding years’ program efforts.

APRs are submitted on-line via a database program “APROL” (Annual Performance Reports On-Line). APROL is located at: http://cals.arizona.edu/aprol. APROL is the primary source of information for impact stories in Arizona Delivers.

APROL also allows faculty, staff and administration easy and fast 24/7 access to information that is needed for legislators, county board members, news media and the general public. It helps in the development of marketing tools such as news releases, news articles, brochures, websites, poster presentations, and much more.
PEER REVIEW FOR AGENTS

In a continuing effort to develop more uniform criteria across program areas, one peer review committee made up of representatives of our three major program focus areas is appointed. The suggested composition of the peer review committee is three sub-committees; one with 5 agents from agriculture and natural resource programs, one with 5 agents from 4-H youth development, and 5 agents from family, youth, and consumer sciences programs. Agents on year to year contracts, from EIRP, area agents, and those who have returned from sabbatical or family sick leave may be considered as "special cases". Agents in this category will be included in the makeup of the peer review committee. County directors who have more than 50% administrative responsibility will not be included in the peer review committee. The chair is elected by the members.

All county Extension faculty, after employment for at least three years, or after completing their 3-year continuing appointment review, will be eligible to serve on the peer review committee. The committee is on a rotation schedule and terms are for one or two years.

Time line for peer review:

October - Director appoints committee in consultation with Associate Director
December - Agents develop plan of work and major commitments for future year; have job descriptions up to date
January - draft APR completed; agents have APR reviewed in county; plan of work approved by county director and advisory board; CED gets input on agent from clientele
February 1 - APR’s due via APROL
February/March - committee meets prior to May 15 - CED meets with agent for annual evaluation