

Ohio State University Extension Guide for Determining Excellence

The expectation is that all programmatic efforts and impacts are well documented in the Unified Reporting System (URS).

The purpose of this document is to assist county Extension directors and other unit leaders in conducting annual performance reviews. This framework will also be used to determine the distribution of any pool of excellence salary adjustment funds. The framework should be applied to an employee's position description. Organizational, team, program and theme area documents should be used as the programmatic priorities.

Excellence in Educational Programming

- Utilized formal and informal needs assessment frequently (e.g., community, clientele, statewide, etc.)
- Demonstrated that programming is focused
- Documented the impacts of programming
- Balanced reactive programming with proactive programming
- Provided programming that addresses current and emerging needs
- Produced programs that are consistent with current themes and initiatives
- Documented contributions to a county, center, state, or national team(s)
- Used logic model for programming planning and evaluation
- Initiated interdisciplinary or theme-related efforts
- Documented teaching excellence through EEET or other peer teaching evaluation strategies

Excellence in Creative Work and/or Scholarly Activity

- Designed and conducted applied research applicable to Extension programs, themes, and initiatives
- Designed, evaluated, and adopted innovative programs and communicated them to colleagues
- Published in peer-reviewed venues (faculty)
- Presented at county/state/regionally/nationally recognized venues
- Utilized creative delivery methods
- Contributed to the county/state/national/international reputation of OSU Extension

Excellence in Resource Generation

- Sought out resources to support and develop programs
- Actively pursued grants and contracts related to specialization and/or organizational priorities
- Developed program supports built on linkages and partnerships
- Sought cost recovery for appropriate programs
- Documented monies saved as a result of donation of services or products, managerial innovations, or creative program methods

Excellence in Service

- Served as peer reviewer on professional committees and/or key community advisory boards
- Documented impacts of leadership contributions to teams and/or professional organizations
- Utilized professional development to enhance growth within the organization and profession
- Documented leadership to in-service and other professional growth opportunities
- Counseled and coached co-workers and provided effective leadership for a county unit or other unit of supervision (if applicable)

Approved by OSU Extension Administrative Cabinet, January 12, 2006