AAEC Annual Performance Evaluation Policy

The Department of Agricultural and Applied Economics developed and adopted the following Annual Evaluation Policy (AEP) to assure all faculty are evaluated based upon clear, transparent, and academic discipline-specific assessment criteria and rubrics that ensure academic freedom. This policy is based on UGA Academic Affairs Policies 1.06-1 Written Annual Evaluation (https://provost.uga.edu/policies/academic-affairs-policy-manual/1-06-evaluation/) and 1.10-10 Student Success Activities. Should any modifications to UGA policies result in contradictions to Department of Agricultural and Applied Economics AEP, the UGA policy will supersede the departmental AEP, and the Department will adjust and approve changes to the departmental policy to comply with UGA policies. The faculty of the department can amend the policy at any time in a manner consistent with the department's bylaws.

Faculty in Agricultural and Applied Economics are required annually to submit the electronic copy of UGA Elements annual activity report. Faculty are also required to complete the Annual Evaluation Metrics spreadsheet, including identification of student success activities for research and teaching. Faculty are encouraged, but not required, to include a one-page written narrative providing descriptions of how they contributed to the student success student success activities identified on the metrics spreadsheet and any other information the member feels is relevant to their performance during the evaluation period. Faculty are further encouraged, but not required, to include a brief summary of goals for the upcoming evaluation period. Evaluation documents are due to the Department Head no later than January 8. Failure to submit the required information will result in an evaluation rating of "1" for each area of responsibility lacking the required documentation, at the discretion of the department head.

The Department Head will meet and discuss annual performance annually during the months of January and February. This meeting will also serve as an opportunity to review and, if needed, adjust the Allocation of Effort of the faculty member. The meeting will also serve as an opportunity for faculty members to share their goals for the current calendar year. A written summary report of the annual evaluation will be given to and must be signed by the faculty member acknowledging receipt of the evaluation but not necessarily concurrence with its content. Failure to sign the summary report will result in an evaluation of "1" for all areas of responsibility, at the discretion of the department head.

The attached annual evaluation letter template, including the metrics was adopted by the Agricultural and Applied Economics faculty and will be utilized to assure compliance with USG and UGA policy in the annual evaluation components and process requirements.

As per USG and UGA policy, Performance Remediation Plans (PRP) will be developed and implemented as needed. In cases where a Performance Remediation Plan is required, it will be developed, implemented, and evaluated as described in UGA Academic Affairs Policies 1.06-1 Written Annual Evaluation with the following additions: the PRP must be developed and submitted to the Dean no later than March 21; per USG policy, two meetings should be held before Spring commencement; two additional meetings should be held before November 15 with at least one of them occurring before September 30. An ad hoc committee will be formed to review the PRP and the faculty member's progress and recommend consequences to the department head consistent with university policy.

Name: PSO FACULTY ONLY	
Evaluation Year: 202X	**INDIV**
PSO/Extension Performance:	
Instruction, training	
Number of Instructional materials developed	
Number of workshops, trainings, seminars, conferences organized	
Projects (No grants or contracts associated)	
Number of projects coordinated	
Number of projects in collaboration with another unit, department, university or other educational institutions	
Number of projects in collaboration with a governmental agency	
Number of projects in collaboration with a community group, business, industry association, or nonprofit and NGOs	
Number of recurrent project updates	
Dissemination	
Number of technical reports published	
Number of bulletins, circulars, decision tools, or enterprise budgets published	
Number of fact sheets or case-studies published	
Number of self-authored press/other media articles or resources	
Number of press/social media releases, news media articles and interviews (recognizing your work)	
Consultation and technical assistance	
Number of contact hours for technical assistance (county agents, industry, public institutions, partners…)	
Number of contact hours for training (county agents)	
Number of contact hours for workshops (county agents, partners, industry…)	
Number of contact hours for an invited talk/presentation (county agents, partners, industry…)	
Grants and Contracts	
Amount of external funding accruing to the department:	
Amount of overhead accruing to the department:	
Number of grants or contracts with collaborative effort with another unit, department, university or other educational institution	
Number of grants or contracts with collaborative effort with a governmental agency	
Number of grants or contracts in collaboration with a community group, business or nonprofit and NGOs	
Applied Research Performance:	
Journal articles	
Number of publications in peer-reviewed journals with impact factors*:	
Number of publications in peer-reviewed journals without impact factors	
Books	
Number of book chapters published:	
Conferences	
Number of selected/refereed paper or poster presentations at major professional conferences	
Number of selected paper or poster presentations at other conferences	
Instructional Performance:	**REPORTED**
Number of formal undergraduate credit hours taught (count split-level courses/hours as one):	
Number of formal graduate credit hours taught (count split-level courses/hours as one):	
Number of new instructional materials developed	
Graduate Student Mentoring Performance:	

Number of hours of MAB projects as Committee Chair	
Number of hours of MAB projects as Committee Co-Chair	
Amount of funding from grants and contracts provided to graduate (MAB) students:	
Number of selected paper presentations co-authored with students	
Number of posters co-authored with students	
Number of workshops co-authored with students	
Number of outreach materials co-authored with students	
Service to Profession and University	
Profession:	
# of professional conferences developed and organized	
# of manuscripts reviewed for professional associations and learned societies publications	
# of grant applications reviewed	
# of offices held for professional associations and learned societies	
# of committee assignments performed for professional associations and learned societies	
University:	
# of participations in departmental, school/college and/or University committee work and/or governance	
# of contributions to administrative support work (such as college rep. or major committee or task force)	
# of unit or institution-based projects developed, implemented or managed	
Student Success Activities (role-based):	
Student growth	
# judging/feedback for student posters or other competitions	
# of outreach materials published with students	
Internship or job placement	
# of Internship speakers	
# of letters of recommendation written for students	
# of student introductions to industry partners/future employers/alumni/state agency employees	
Student enrollment and retention	
# of student recruitment and retention activities (e.g., Young Dawg program)	
# of contact hours for life-coaching or career advising to students	
# of student referrals to UGA resources for well-being, events or resources	
Other Important Metrics	
Substantial involvement in international projects or activities (1 if yes, 0 if no):	
Number of awards received by faculty member:	
Any other important output or activity that should be considered (please describe in detail):	
*Indicates that there is possible double-counting due to coauthorship.	