



Criteria for Merit Salary Increases For Unclassified Staff in Cooperative Extension

Reflecting performance during the 2008 program year

Background

In accordance with UW System pay plan guidelines, the UW-Extension unclassified personnel pay plan distribution guidelines for 2007-2009 indicate that in the event the approved pay plan is equal to or less than two percent in either year of the biennium, the distribution will be across-the-board to those with at least “solid performance” ratings.

Merit/Market determinations for faculty should be based on a systematic performance evaluation program, which identifies positive contributions by the faculty member to teaching, research, public service, and/or the support functions inherent in the institution’s mission. Assessment of teaching faculty shall include consideration of student evaluations (Regent Policy Document 74-13, October 4, 1974).

Merit/Market determinations for academic, limited, and other unclassified staff shall be based on a systematic performance evaluation program, which allows supervisory assessment of meritorious performance in their areas of assigned responsibility.

In the year of a tenured faculty member’s review, the results of the review, as described in the summary report, will be the primary basis for merit review (annual pay plan distribution). In years between tenured faculty reviews, the results of the most recent tenured faculty review must be considered along with annual performance review information in the annual merit process. The specific annual salary changes will depend on the UW System and UW-Extension guidelines for merit salary determinations, tenured faculty review results, and the specific context of the faculty member’s appointment. (UPG #12.03(4))

For additional information on the Compensation Policy for Cooperative Extension Non-Integrated Unclassified Staff, please see:

<http://www.uwex.edu/ces/admin/policies/comppolicy0709.pdf>

Using the logic model framework, Extension colleagues will annually submit one or more success stories in the planning and results system. These success stories will be evaluated for merit based on the following three divisional goals. Success story guidance may be found at:

<http://www.uwex.edu/ces/techservices/prs/success.cfm>

Divisional Goals

1. Innovative Programs. Cooperative Extension colleagues will share a success story regarding the impact of a significant innovative program in the electronic planning and results system. The innovation may be an idea, educational approach, audience, new knowledge, or adopted research.

- *An innovation is an idea, practice, or tool that is perceived as new by an individual or other unit of adoption. It does not depend on whether an idea is 'objectively' new as measured by the lapse of time since its first use or discovery. If the idea is new to the individual or application, it is an innovation.*

2. Continued Excellence. Extension colleagues will share the impacts of their programming efforts that exhibit evidence of continued excellence, transformational education, and teamwork

- *Transformational education is a comprehensive approach to complex problems or issues facing communities of interest. By mastering content knowledge and building group leadership capacity, members of the community of interest build the skills necessary to assume a significant role in affecting the problem. Such mastery involves the integration of research, education, and program evaluation; all of which demonstrate success towards meeting the community's needs.*
- *The Wisconsin framework of transformational education can be found at: <http://www.uwex.edu/ces/admin/transform/documents/TE.pdf>*

3. Significant Partnerships. Extension colleagues will strengthen or create a significant partnership that results in reaching new audiences, achieving program goals, or securing additional fiscal or human resources for Cooperative Extension.

- *Cooperative Extension colleagues will demonstrate continuous progress toward achieving parity in educational program participation. They will carry out all reasonable efforts to expand access to the full diversity of Wisconsin's population. Special efforts will be made to expand access to groups protected by federal civil rights laws.*

Review Cooperative Extension goals at: <http://www.uwex.edu/ces/admin/vvgcc.cfm>

Criteria for Programs that meet one or more of the Divisional Goals

- Demonstrate significant progress, through depth and breadth of teaching and/or programming, toward meeting documented needs and intended outcomes using the logic model framework.
- Demonstrate scholarship with innovative ideas, new knowledge, educational approaches and/or audiences reached (Goal 1).
- Demonstrate high performance and continued excellence in a body of work over time that results in transformational education for a community of interest (Goal 2).
- Demonstrate partnership or collaborative outcomes that may include Extension's ability to reach new or underserved audiences or to leverage new fiscal or human resources to address a community need (Goal 3).

Cooperative Extension values partnerships with local, county, state, federal, and tribal governments, private and public organizations, campus and county staff, volunteers, and community residents. Authentic partnerships rest on shared interests, responsibility, resources, and recognition, Extension colleagues may be eligible for a merit salary increase by demonstrating their role in developing or strengthening a significant partnership. Partnership efforts should include reaching new audiences and increasing the cultural and ethnic diversity in the community.

- The significant and appropriate roles of the Extension educator are clearly articulated.

Additional Notes

- Support units that have consulted with administration may adjust the merit criteria to meet their unique needs.
- Information about the process for WNEP nutrition educators' success stories is found at the WNEP website: <http://uwex.edu/ces/wnep/train/prevgdln.cfm>. In order to be considered for a merit salary increase a nutrition educator must submit a success story to his/her coordinator by January 9, 2009.
- These criteria and guidelines are general. Campus units may have unique characteristics. Please check with your Program Director or Unit Administrator with specific questions that relate to your individual situation.

Process

The following steps are included in the merit salary review process:

1. Program Directors/Associate Program Directors, District Directors, and Unit Heads will review program efforts from success stories filed in the Electronic Cooperative Extension Planning & Results System. The Program Directors/Associate Program Directors and District Directors will recommend individuals to the Dean for merit compensation.
2. At least one of the criteria addressing divisional goals must be clearly evident in the success story and must show impact. For example, a success story that clearly articulates the roles of the Extension Educator, but fails to demonstrate impact would not suffice.
3. Program Directors/Associate Program Directors will emphasize program innovation in their review. District Directors will emphasize collaborations and partnerships in their review. All reviewers will look for continued excellence in the success stories and supporting information.
4. We recognize all of the components that go into an individual's work and performance. Not wishing to overlook other salient and meritorious contributions, colleagues are invited to take the opportunity to succinctly share some of your successes from the categories listed below with your District Directors, Support Unit Directors, and Program Directors/Associate Program Directors.
 - Organizational Contributions
 - Community contributions
 - Leadership roles
 - Interpersonal effectiveness
 - Educational contacts/statistics reported
 - Team contributions