

MSU EXTENSION FIVE-YEAR ADMINISTRATOR REVIEW PROCESS

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SUMMARY

The MSU Extension five-year 360° Administrator Review Process allows for regular review of performance of MSU Extension Academic Administration personnel. MSU Extension Associate Director, Institute Directors, Associate Institute Directors, District Directors, and other roles as designated by the MSU Extension Director's Office are subject to this review process to take place every five-years, following placement in a designated role. Employees subject to this process are not subject to the Step Process while holding an administrative title.

The Administrator review is an opportunity to evaluate the progress a MSU Extension Administrative staff member has made toward carrying-out the responsibilities of their role and demonstrating long-term impacts of their work.

Institute Directors are responsible for conducting the five-year administrative reviews for their Associate Institute Director(s) and other Administrative Academic staff reporting directly to the Institute Director in consultation with the MSU Extension Director.

The MSU Extension Associate Director is responsible for conducting the five-year administrative reviews for the District Directors and other Administrative Academic staff reporting directly to the MSUE Associate Director in consultation with the MSU Extension Director.

The MSU Extension Director is responsible for conducting the five-year administrative reviews for the Associate Director, Institute Directors and other Administrative Academic staff reporting directly to the MSUE Extension Director.

Questions regarding the five-year administrative review process may be directed to the appropriate leader, as noted above, or the MSU Extension Human Resources Office.

For purposes of this document, an administrative academic staff member, regardless of title, submitting a portfolio for review will be referred to as "Administrator to be reviewed" or "ATBR".

GENERAL INFORMATION

MSU Extension requires each Extension Associate Director, Institute Director, Associate Institute Director, District Director or other designated individual to submit to a review to evaluate long-term performance, professional development, and other achievements every five-years, prior to the completion of the fifth successive year.

The review will be based on various information including: the administrators written summary, feedback resulting from the presentation given by the Administrator regarding the written summary, and annual survey results from the five-year period being reviewed.

An ATBR may request an early review or delayed review. The request should detail the reasons for the requested change and be directed to the MSU Extension Director, MSU Extension Human Resources Director, and, if applicable either the MSU Extension Associate director (for District Directors) or the Institute Director (for Associate Institute Directors) for review and consideration.

ROLES OF THOSE INVOLVED IN ADMINISTRATOR REVIEWS

- **Administrator to be reviewed (ATBR):** Individual who is up for review. Completes a summary of accomplishments over the review period and a plan for progress and success for the coming five-years and beyond. Presents information from the summary in a public, recorded presentation. Provides a list of suggested Review Committee members, as defined below, for consideration to the leader responsible for conducting the review.
- **Administrator Review Committee:** Comprised of five members to include two MSU Extension Internal Stakeholders, two MSU Internal Stakeholders (including at least one from the College of Agriculture and Natural Resources (CANR)) or, in the case of District Directors, External Stakeholder(s), and an Extension cohort member. The committee will review the submitted information, view the presentation, and draft the written recommendation.
 - **Administrator Review Committee Chair:** One of the five individuals selected for the Administrator Review Committee will be appointed as the Administrator Review Committee Chair by the leader conducting the review. The Chair is responsible for coordinating the Administrator Review Committee action steps and submitting the written recommendation to the necessary individual(s).
 - **MSU Extension Internal Stakeholders:** Individuals employed by MSU Extension either on-campus or off-campus, who have knowledge of and/or interactions with the Administrator to be reviewed. The ATBR provides a list of at least four (4) eligible individuals in this category for consideration of appointment to the Administrator Review Committee.
 - **MSU Internal Stakeholders:** Individuals employed by MSU but not listed with MSU Extension as the primary department who have knowledge of and/or interactions with the Administrator to be reviewed. THE ATBR provides a list of at least four (4) eligible individuals in this category for

consideration of appointment to the Administrator Review Committee including at least two (2) individuals from the CANR.

- **Cohort Reviewers:** Equivalent employment level individuals within MSU Extension as noted in this table:

Administrator to be reviewed	Cohort members
Associate Director	Equivalent level positions from the CANR; to be chosen by the Extension Director
District Director	All other District Directors
Associate Institute Directors	All other Associate Institute Directors
Institute Directors	All other Institute Directors
Other Designated Roles	Equivalent or higher-level position from MSU or MSU Extension

- **External Stakeholders:** Individuals who are not employed by MSU/MSU Extension but benefit from MSU Extension programs. These individuals can provide their input by viewing the presentation of the ATBR and providing feedback through identified systems. In the case of District Directors, external stakeholders may be appointed to the Administrator Review Committee in place of MSU Internal Stakeholders.
- **MSU Extension HR Director or an appointed designee:** Acts as an administrative resource for the five-year Administrator Review process, as needed.
- **Leaders responsible for conducting reviews:**
 - **Institute Director:** Reviews the recommendations made by the Administrator Review Committee in relation to the Associate Institute Director for their Institute and works in consultation with the Extension Director to finalize the outcome.
 - **Extension Associate Director:** Reviews the recommendations made by the Administrator Review Committee in relation to District Director Administrative Reviews and works in consultation with the Extension Director to finalize the outcome.

- **Extension Director:** Reviews recommendations made by the Administrator Review Committee and determines the outcome of the five-year Administrative Review in relation to the Associate Director and the Institute Directors. Consultant to the Institute Directors on the Associate Institute Director reviews and to the Extension Associate Director on the District Director reviews.

SEATING THE ADMINISTRATOR REVIEW COMMITTEE

1. The leader responsible for conducting the review will seat the review committee in consultation with the MSU Extension Director. The leader will consider the suggestions submitted by the ATBR for appointment to the Review Committee. The use of the Administrator's suggested Review Committee members is at the discretion of the leader responsible for conducting the review in consultation with the MSU Extension Director.

ADMINISTRATOR REVIEW TIMELINE

2. **By nine-months prior** to the due date of the review, the ATBR receives official communication from Extension Human Resources regarding the review to be held.
3. **Within one-month after notice from MSU Extension Human Resources**, The ATBR submits the list of suggested individuals for the Review Committee to the leader responsible for conducting the review, the Directors' Office, and MSU Extension Human Resources.
4. **Six-months prior** to the due date of a review, the Administrative Review Committee is seated and charged, and a Committee Chair chosen.
5. **Within 2-months** of the seating of the Administrative Review Committee, a date will be finalized for the Administrator's presentation.
6. **By 6-weeks prior** to the presentation date; the ATBR will submit their summary to the leader responsible for conducting the review, the Directors' Office, MSU Extension Human Resources, and the Administrative Review Committee Chair.
 - a. The summary is meant for review by the Administrative Review Committee.
 - b. MSU Extension Human Resources provides the summary results (not including comments) from the MSU Extension Annual Survey for the five-years encompassed in the Administrator's review period.

7. **At least 1-month prior to completion of the 5th year of the review period**, the Administrator completes their presentation to the Administrative Review Committee. The presentation will be recorded.
 - a. The recording will be made available to the public for feedback. The public review and feedback period will encompass five -business days. Feedback results will be provided to the Review Committee for consideration in their recommendation.
8. **Within 6-weeks following the presentation**, the review committee will meet to review available information and submit a recommendation to the leader responsible for conducting the review, the MSU Extension Director, and MSU Extension Human Resources.
9. **Within 1-month of the receipt of the recommendation**, the leader responsible for conducting the review, in consultation with the MSU Extension Director, will decide whether to move forward as suggested by the Review Committee.
 - a. The Administrator is notified of the outcome of the review and provided with summarized feedback from the leader responsible for conducting the review.
 - b. Results of the Administrator Review are then forwarded by the Director's Office to the Dean and Provost offices for notification.

ADMINISTRATOR REVIEW POSSIBLE OUTCOMES

Administrators who are successful through the Administrator review process maintain good standing in their position with MSU and MSU Extension.

Administrators serve at the discretion and pleasure of the MSU Extension Director's Office. An unsuccessful Administrator review will result in the removal of administrative and/or other duties up to and including termination.

SUMMARY & PRESENTATION EXPECTATIONS

The Administrator submits a summary of their work, and accomplishments for the previous five-years and a vision/ plan for continued success and growth for the following five-years. This summary and presentation is expected to be built around the MSU Extension Core Competencies of Physical and Fiscal Resources; Team Work and Leadership; Partnerships and Collaboration: Program Development, Evaluation, and Reporting; Educational Delivery and Technology Adoption; Diversity, Equity, and Inclusion; and Interpersonal and Organizational Professionalism. These core

competencies are basic sets of knowledge, skills, attributes, and behaviors required to be an exemplary Extension professional. Different areas may be highlighted more than others given an Administrator's goals, strategies, challenges, etc.

SUMMARY GUIDELINES

- Summary should be no more than five-pages, one-sided.
- A cover page to the portfolio including name, and title is acceptable but not required and does not count toward the page total.
- Up-to three, one-sided pages of supporting documentation are allowed as an appendix to the summary.
- 12-point font.
- Single-spaced.
- All margins set to 1-inch.
- Summary should be written in first-person.
- When preparing the summary and presentation, it is important that Administrators allow ample time for a serious, in-depth review process prior to submission.

PRESENTATION INFORMATION

- The presentation should be targeted to the Stakeholder audience.
- 30-minutes is allotted for the presentation with an additional 10-minutes for questions.
- The presentation will be live and recorded for viewing by interested parties to gather feedback from stakeholders.