

**College of Agriculture and Life Sciences
Mississippi State University Extension Service
Mississippi Agricultural and Forestry Experiment Station
2020 Evaluation Guidelines and Timelines**

All evaluations are to be completed by March 1, 2020.

All faculty should enter their scholarly activity into Digital Measures and print evaluation form from this system.

All research/extension associate/post-doctoral' evaluation forms are located on the DAFVM website

<http://www.dafvm.msstate.edu/resources/forms/index.html>

The Agriculture, Forestry, and Veterinary Medicine Performance Appraisal for support staff is located on the HRM website <http://www.hrm.msstate.edu>.

Each Department and/or Center Head will process annual evaluations as indicated below.

- **Each Department Head and/or Center Head will forward by March 1 a spreadsheet (prior year submission available upon request) containing specified information including employee ID number, name, evaluation score, and additional comments as needed.**
- **There should be two spreadsheets submitted - one for faculty and one for staff.**
- **All Department heads and/or Center Heads should arrange to meet with Drs. Jackson, Moore and Willard prior to evaluating faculty that the Department Head and/or Center Head considers to be in the lower tier or threshold of their faculty's performance (e.g., the two to four lowest ranked or assessed faculty in their unit), and/or those faculty that are pre-tenure who may not be making adequate progress towards P&T. This could be a face to face or virtual meeting.**

Faculty: (Use Digital Measures faculty evaluation form)

- All original faculty evaluations are due to the appropriate Dean and/or Director by March 1, 2020 for signature.
- After signature by the appropriate Dean and/or Director, a copy of the 1st five pages will be made for the appropriate Dean and/or Director personnel file.
- Originals will be returned to the department for copy to faculty member.
- The original should be maintained in Departmental file.
- Submit score on faculty spreadsheet to the appropriate Dean and/or Director by 3/1/20.

Research/Extension Associates/Post-doctoral: (Use DAFVM Form)

- Forms can be found at HRM and the DAFVM website under DAFVM Resources/Forms.
- Once evaluation is signed by the supervisor and Department Head and/or Center Head, the original should be sent to HRM by March 1, 2020 with a copy to the employee and copy maintained in the Department. Include score on staff spreadsheet and submit spreadsheet to the appropriate Dean and/or Director by 3/1/20.
- Be sure to include the "Progress toward Promotion" form with the performance reviews of Research and Extension Associates I, II, and III.

Departmental/Unit Professional and Non-faculty Support Staff: (Use HRM Form)

- Once signed by the Department Head and/or Center Head, the original Performance Appraisal Form should be forwarded to HRM no later than March 1, 2020.
- A copy should be forwarded to the employee and one maintained in the departmental file. Include score on staff spreadsheet and submit spreadsheet to Dean/Director by 3/1/20.

Department/Unit Heads: (Use new DAFVM Faculty Evaluation)

- All Department Heads and Center Heads should use the DAFVM Faculty Evaluation Form and complete Sections IV concerning Administrative Duties (F. and G.) and Section V. These should be submitted to the appropriate Dean and/or Director by March 30, 2020.
- Once evaluations are held, the appropriate Dean and/or Director(s) will prepare letter of evaluation results for employee. Evaluation materials and copy of evaluation results will be filed in employee file. Score will be submitted to HRM through staffspreadsheet.