

Procedural Explanation
Michigan State University Extension
Fixed-Term Employment Status and Professional Portfolio Review Application

MSUE policy requires each academic staff member with a fixed term appointment to submit an application form for review of fixed-term academic staff employment status at three fiscal years and six fiscal years of employment.

The Fixed-Term Employment Status and Professional Portfolio Review application is submitted by email as a Word document. Attachments will be sent hard copy. Retain a copy of the responses for record keeping purposes.

Additionally, the County Director submits a statement regarding an educator's fixed-term employment status application. The County Director Input form, which is used for this statement, is at this website.

An educator first submits the fixed-term status application and attachments to the supervising county director for his/her review, allowing adequate time for this assessment to occur and for the County Director to forward the application and his/her review to the regional director by the due date. A county director submits his/her own application/attachments to the regional director by the due date.

For educators, the county director presents the application to the review committee; for county directors and district educators, the regional director presents the application to the review committee.*

This fixed-term employment review is an opportunity to demonstrate the progress which an MSUE academic staff member has made in understanding the role of an Extension educator and in developing the requisite skills to carry out this role. The fixed-term status review form is intended to allow illustration of an applicant's capabilities in this regard.

The committee will pay special attention to the distinction between educational programs and activities, the needs analyses on which the programs are built, the evaluative techniques used to demonstrate results, and the explanation of how these program results impact people. Applicants will want to be sure that these elements of the application are particularly well thought through and presented. Item 5 of the application is the main point at which these items should be addressed.

Examine the entire form before answering any items. If some items are not relevant, simply indicate they are "not applicable." The time span involved is the last three years of employment. If an item is really difficult, please feel free to contact the Regional Director, professional association, or ANR Human Resources.

It is important to recognize the seriousness of this matter. In reaching a judgment regarding the fixed-term academic staff employment status application of an individual in the third fiscal year of employment, the committee can make two choices: continue present status or dismiss. Successful sixth year portfolio review places the fixed-term academic staff in good standing for reappointment and step promotion, but does not guarantee reappointment. Unsuccessful sixth year portfolio review may result in termination at the end of the existing fixed-term appointment. This information is not intended to be alarming, but to convey an accurate understanding of the importance of this task.

Questions may be addressed to the Regional Director, professional association or ANR Human Resources Office.

*For off-campus staff members, the Fixed-term Academic Staff Employment Status Review Committee consists of the Regional Director and two other MSUE administrators, usually the Associate Directors; for campus staff members, the two Associate Directors and the appropriate unit head will typically comprise the Fixed-term Academic Staff Employment Status Review Committee. The appropriate Association President is an ex-officio, or non-voting, member of the panel.

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Respond to each of the following items as appropriate. Record your responses on a separate sheet of paper. No more than 15 pages of double-spaced typed information should be submitted. Type the number and question preceding each of your responses. Type your name in the upper right hand corner of each page of text. Attach materials illustrating your written responses, e.g. samples of evaluations, copies of needs analysis surveys, diversity items used in a program. Supportive materials should be limited to a three inch notebook. State-level staff members should interpret "clientele" to mean "staff." Rather than repeat answers to a previous question, simply reference the previous answer if that is appropriate and simpler. Applications should be submitted as Word documents. Supportive materials may be submitted by mail.

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Your answer to number 5 should be especially well formulated with strong emphasis on the impact of your educational programs on people. In other words, what results were achieved? A thorough description of the needs analysis used to formulate the educational objectives for your programs and the evaluative techniques used to measure the outcomes deserve particular attention in this regard.

The time frame for your responses to items 1 through 15 is three years prior to next June 30.

1. List your MSUE employment record:

Title(s):	location(s):	date(s):
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2. List your educational attainment including any degree work in progress:

Degree(s) held:	institutional(s):	major(s):	date(s):
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3. List your professional development activities during the past three years through:
 - a. academic courses, for credit or not
 - b. MSU Extension in-service options
 - c. Special training, workshops, or self-study
 - d. Scholarships and/or fellowships received
 - e. Other

4. Describe your personal philosophy of Extension education.

5. List your major (i.e. Educational Initiative magnitude) Extension program/initiatives.
If convenient, attach previously written descriptions. Be certain all of the requested information is included. Also list other significant programs/initiatives.

Indicate needs analyses conducted, target audience, program title, number of participants, educational methods, evaluation, expected outcomes, and actual outcomes and impacts in terms of clientele change.

6. Describe the ways you demonstrated scholarship in the programs identified in item 5.

7. Identify the two most significant Extension programs/initiatives described in item 5 and discuss their impact.

8. Indicate the most creative/innovative program/initiatives listed in item 5 and explain its impact.

9. Describe two examples of team programming with other staff members (i.e. in your program area, in other counties, or in other program areas) and/or with other individuals/organizations outside MSUE. Describe the community impact of one of them.

10. Specify your involvement with an AOE/specialized or specific team and describe the impact of one program which resulted from this involvement.

11. Identify and describe several examples of new programming partnerships which you have established with groups external to MSUE. Include descriptions of specific examples of community outcomes achieved as a result of these partnerships.

12. Describe several examples of your efforts toward achieving civil rights and diversity objectives within your programming responsibilities. Discuss how diversity and multiculturalism have enriched your programs.
13. Briefly describe any grants or other monies which you have received for programming/research purposes. Specify amounts. (This may include substantial entrepreneurial efforts and success with in kind resource development.)
14. If your responsibilities include administration, give evidence of accomplishment in the following areas:
 - Administrative management:
 - Personnel management
 - Fiscal management
 - Program management
 - Office management
 - Public relations
15. Specify any other information you believe is pertinent to your fixed-term status portfolio review. Please include any information you feel is uniquely expected of your specific and individual assignment within the organization. You may include additional functions such as MSUE committee or professional association service, voluntary assistance to another county/area/region, serving on grant review teams, AoE team leadership, participation in national or north central regional projects, and the like.