

**Procedural Explanation**  
**Michigan State University Extension**  
**Continuing Employment Status and Professional Portfolio Review Application**

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

The Continuing Employment Status application and Professional Portfolio Review 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 continuing employment status application. The County Director Input form, which is used for this statement, is at this website.

An educator first submits the continuing employment 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 continuing 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 continuing employment 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 continuing employment status application of an individual in the third fiscal year of employment, the committee can make two choices: continue present status (probationary) or dismiss; in the sixth fiscal year of employment, the committee can also make two choices; grant continuing employment or dismiss. 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 Continuing 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 Continuing Employment Review Committee. The appropriate Association President is an ex-officio, or non-voting, member of the panel.



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 continuing employment status 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.