

### 2023 Implementation Schedule for Planning, Evaluation and Reporting

Date	Description	Units Responsible			
		Counties	4-H Centers	Regions	Departments
November 1, 2022	Individual Annual Plans (IAPs) submitted to Regional Program Leader. (County Extension Directors will have reviewed and submitted IAPs from their unit on or before this date).	•		•	
December 1, 2022	Extension Agent performance appraisal due to County Extension Director. County Director and Area Specialist performance appraisals due to Regional Director. Consider the performance factors, criteria, and annual summarized data. Create goals for the coming year, review goals for previous year, enter comments in the employee section of the performance appraisal form and update Profile.	•		•	
December 1, 2022	County-based Impact Statements completed.	•		•	
December 15, 2022	Regional Program Leaders will review, rate, and make comments or suggestions for improvement of the IAP as appropriate.	•		•	
December 31, 2022	All activity reports for October - December, entered in SUPER Delivery module.	•	•	•	•
<b>2023</b>					
Jan – Dec 2023	Activity reports entered monthly.	•	•	•	•
January 6, 2023	County Directors review annual summarized data, goals for the coming year and previous year, makes supervisory comments, and coach personnel regarding the appraisal. County Directors make preliminary rating and may suggest changes to goals. County and area performance appraisals submitted to Regional Directors.	•		•	
January 6, 2023	County Directors, Department Heads, State Program Leaders, Regional Directors, Regional Program Leaders review county/department Delivery Data and report any problems to SUPER Administrative Team.	•	•	•	•
January 6 – March 31, 2023	The County Director and Regional Director jointly review annual summarized data, goals for the previous year, goals for the coming year, review any input from Regional Program Leaders (if applicable), and discuss employee’s performance and goals. The County Director and Regional Director finalize ratings and make supervisory comments for every performance factor and for all goals.  The County Director conducts formal, individual performance appraisal interviews with County Extension staff. Individual employees finalize their comments, and the County Director prints the form to PDF and submits to the region office for routing through DocuSign.				
January 13, 2023	Individual Annual Plans complete and locked by Regional Program Leaders. Specialists view IAPs in applicable knowledge areas to assess statewide programs planned.	•	•	•	•

January 13, 2023	Statewide Impact Statements due from State Specialists.				•
March 31, 2023	All county and area performance appraisal documents completed by Regional Directors and submitted to the Extension and UTK Human Resources.			•	
March 31, 2023	Activity reports for January 1 – March 31, entered in SUPER Delivery module	•	•	•	•
June 15, 2023	Deadline for submitting new and revised State Action Agendas (SAA), topics and outcome indicators. Reviews completed on or before August 1.				•
June 30, 2023	All activity reports for April 1 – June 30, entered in SUPER Delivery module.	•	•	•	•
July 7, 2023	Department Heads, State Program Leaders, Regional Directors, Regional Program Leaders review county/department Delivery Data and report any problems to SUPER Administrative Team.			•	•
August 1, 2023	Annual 4-H Youth Enrollment Report due.	•	•	•	
August 11, 2023	Annual Enrollment Rollover.	•	•	•	•
September 30, 2023	Activity reports for July 1 – September 30, entered in SUPER Delivery module	•	•	•	•
October 1, 2023	In-service Courses/Events available for registration.				•
December 31, 2023	All activity reports for October 1 - December 31 entered in SUPER Delivery module.	•	•	•	•