

2024 Implementation Schedule for Planning, Evaluation and Reporting

Date	Description	Units Responsible			
		Counties	4-H Centers	Regions	Departments
November 1, 2023	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, 2023	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, 2023	County-based Impact Statements completed.	•		•	
December 15, 2023	Regional Program Leaders will review, rate, and make comments or suggestions for improvement of the IAP as appropriate.	•		•	
December 31, 2023	All activity reports for October - December, entered in SUPER Delivery module.	•	•	•	•
2024					
Jan – Dec 2024	Activity reports entered monthly.	•	•	•	•
Jan – Jun 2024	Agents hired between January 1 st and June 30 th create an annual plan.				
January 5, 2024	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 ratings and may suggest changes to goals. County and area performance appraisals submitted to Regional Directors.	•		•	
January 5, 2024	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, 2024	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 Regions print the form to PDF and submits it for routing through DocuSign.	•		•	

	County Director and Regional Director review county Civil Rights program as part of the appraisal process.				
January 12, 2024	Individual Annual Plans completed and locked by Regional Program Leaders. Specialists view IAPs in applicable knowledge areas to assess statewide programs planned.	•	•	•	•
January 12, 2024	Statewide Impact Statements due from State Specialists.				•
March 1, 2024	County Director and Regional Director complete review of county Civil Rights program.				
March 31, 2024	All county and area performance appraisal documents completed by Regional Directors and submitted to the Extension and UTK Human Resources.			•	
March 31, 2024	Activity reports for January 1 – March 31, entered in SUPER Delivery module	•	•	•	•
June 15, 2024	Deadline for submitting new and revised topics and outcome indicators. Reviews completed on or before August 1.				•
June 30, 2024	All activity reports for April 1 – June 30, entered in SUPER Delivery module.	•	•	•	•
July 7, 2024	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, 2024	Annual 4-H Youth Enrollment Report due.	•	•	•	
August 9, 2024	Annual Enrollment Rollover.	•	•	•	•
September 30, 2024	Activity reports for July 1 – September 30, entered in SUPER Delivery module	•	•	•	•
October 1, 2024	In-service Courses/Events available for registration.				•
December 31, 2024	All activity reports for October 1 - December 31 entered in SUPER Delivery module.	•	•	•	•