

## Memorandum

**To:** All County-Based Faculty and Administrative Professional Staff

**From:** Linda Kirk Fox, Associate Dean and Associate Director



**Date:** December 4, 2009

**Re:** Outcomes (WORQS) Reporting and Annual Review Processes

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This is a reminder for all faculty and Administrative/Professionals who use the WSU Online Report and Query System (WORQS) for their annual review that your WORQS report is due on January 15, 2010.

The URL for WORQS is: <https://worqs.wsu.edu/>

WORQS is the principal means of providing input concerning your calendar year accomplishments for your annual review. In addition, output reports from the WORQS system have become an important source of information for measuring progress towards WSU Extension benchmarks. Therefore, it is critical that the input provided is accurate and complete.

Some reminders when using the WORQS system include:

- Scholarly activities are entered by their “elements”. There are boxes for the various elements of a citation (e.g., title, volume, issue, publisher, etc.). If you submit to or publish in journals, you need to build a journal pick list. Use the “My Journals” menu item for this. Please limit entries in the journals section to refereed scholarly journals.
- The menu item for entering Extension reports is “Outreach Impacts.” Please emphasize outcomes when reporting extension activities.
  - Specifically focus on areas where you have documented learning, application, and condition change among target audiences.
  - Be concise and state the issue/justification, what was done (inputs and outputs), and the outcomes/impacts directly and clearly using as few words as possible.
  - A short presentation about outcomes/impact reporting can be viewed at <http://ext.wsu.edu/pd/OnlineTraining.htm#evaluation>
- It is recommended that you compose narratives off-line in a program such as MS Word. Spell check your work there and then copy and paste to your WORQS entry.

Content questions should be directed to your County Director or District Director. If you have problems with the program itself, you can contact Brandon Burch ([bmburch@wsu.edu](mailto:bmburch@wsu.edu)) or by phone 509-335-5516.

**The schedule for all review processes is outlined below:**

**Friday, January 15, 2010:**

- Annual reports of all activities and accomplishments in 2009 should be entered into the WSU Online Review and Query System (WORQS) – <https://cahedb.wsu.edu/WORQS/login.aspx>. This is an expectation of the job. Please plan your time appropriately to meet the January 15 deadline.
- Submit 2009 WORQS Report Summary, updated vitae, updated position description, and 2010 Plans of Work to local County Director (do not send to the District Office). All documents must be submitted electronically. **County Directors have the option of requiring paperwork to be submitted before the January 15 deadline.**

**January 18-29:**

- County Directors schedule annual reviews of County Faculty and Administrative Professionals. WORQS Reports, Vitae, position description, and Plans of Work are reviewed, revised, and finalized as necessary. **County Directors have the option of scheduling annual reviews before the January 18-29 timeframe**

**January 18 - February 4:**

- County Directors draft evaluation statements on each faculty member and AP

**Friday, February 5:**

- County Directors submit by e-mail the evaluation statements, PDs, Vitas, and Plans of Work for all County Directors, Faculty and APs to the District Office. Copies of WORQS reports do not need to be sent since District Directors can access the online version of WORQS Reports.

**February 8 – February 26:**

- District Directors meet with County Directors and others that they directly supervise to conduct annual reviews. County Directors discuss the performance of and provide support for their recommendations for merit ratings for those under their supervision.

**Friday, March 19:**

- District Directors post completed annual review statements for County Directors and completed annual review forms for all faculty and AP's within the district on the SharePoint site.

**March 23-25:**

- Extension Administrative Team discusses all personnel accomplishments and merit ratings to ensure equity across the state. District Directors finalize statements and merit ratings based on discussions.

**Friday, March 26:**

- Finalized evaluation statements and merit ratings are sent to County Directors for signatures. Individuals under review may write statements objecting to the evaluation statement or the merit rating given. This statement is attached to the final annual review statement.

**Friday, April 9:**

- All evaluation statements must be signed and returned to the District Office

**Friday, April 16:**

- All annual review materials are due to the Extension Associate Dean's Office.

**April 19- April 30:**

- 10 working days for rebuttal letters to be written and signed by Extension administrators, mailed to employee and copied to District Directors.

**Friday, May 7:**

- All annual review materials due to Human Resource Services.

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