CAFE Guidelines for Faculty Annual Performance Reviews (APRs)
Narrative Statements

Length: Two page maximum
Format: 12-point font, single space
Time frame: The APR is an opportunity to highlight a two-year review period from January 1 to December 31 (calendar year)

The narrative statement allows faculty to expand upon their program focus or emphases, explaining scholarly accomplishments and activities in the areas of instruction, research or service, as determined by the individual faculty member's effort planning percentages. Please clearly articulate your philosophy and how your scholarly activity affects the synergy of the department, college, university, community and beyond. Do not list what you have already listed on your CV. The CV and narratives should be considered separate documents.

Extension
Extension title series faculty should provide an overall summary of the nature and direction of their extension program. Please elaborate on programming, objectives, and outcomes in the narrative. Organize the narrative in two sections: first a bulleted list of the most significant accomplishments during the review period, and second, follow with succinct paragraphs on major program emphases, including outcomes. Note, KERS system success stories will be loaded to the APR online evaluation system, so there is no need to repeat success stories in the narrative statement.

The Extension title series narrative should convey the scope of the program and reflect a clear educational strategy or direction or purpose. Please use the narrative to show how publications, programs, trainings, service and applied research contribute to a clear set of program priorities. Connections to county, regional or state needs assessments are especially noteworthy. Do not limit your statement to those concerning formal, funded projects or programs.

Common Mistakes
- Excessive focus on philosophy at the expense of summarizing impact and significance of achievement

- Lack of prioritization of impacts within narrative

- Simply repeating what is listed in the CV

- Not including a narrative