

MEMORANDUM

TO: Extension Faculty Being Evaluated This Fall & CAFE Chairs

FROM: Jimmy C. Henning
Associate Dean for Extension *Jimmy C. Henning*

RE: Additional Descriptive Language for Extension Publications in CV's

DATE: September 27, 2013

1. For the purpose of more completely assessing your contributions during this evaluation period, I am making the following request for information regarding your written contributions:
 - a. For all new Extension publications, and especially those that are peer-reviewed and/or in the Numbered Extension Series, please indicate clearly in the citation whether the publication is original content, an adaptation, or a compilation of sources.
 - b. For revisions of existing publications (all kinds), please indicate whether it is a major or minor revision.
2. Although the content and structure of Narrative Section of the CV is almost completely at the discretion of the faculty member, it would be of great assistance if the first section of the Narrative could be a bulleted summary of the most significant accomplishments during the evaluation period. Compliance is voluntary for this request regarding the Narrative Section.

c: Lisa Collins, Dean M. Scott Smith