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Guidelines for Extension Narrative Statements for Annual Performance

Extension title series faculty should provide an overall summary of the nature and direction of the extension program. 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. These should also be listed in the KERS system as “success stories.”

The Extension title series narrative should convey the scope of your program and should reflect a clear educational strategy or direction or purpose. While almost any aspect of a total program is appropriate for the narrative, do not simply restate material already covered in the CV. Instead use the narrative to show how the 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 to formal, funded projects or programs.