

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

Length: Two page maximum

Format: 12-point font, single space

Time frame: Discuss work in the two-year (calendar year) review period

The narrative statement is a mechanism for faculty to explain their program emphases. Explain the program and accomplishments in mission areas in which work has been accomplished. The narrative statement should not simply list or repeat information from the CV, but rather provide context for interpreting the items in the CV that the faculty member wants to highlight or which might need more explanation. The narrative statement should explain how the faculty member's accomplishments throughout the evaluation period combine to create a cohesive and focused program.

### Extension

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. 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. 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 to 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; major points lost or missed
- Not including a narrative