**Portfolio Review for MSUE Fixed-Term Academic Staff**

All Fixed-term MSU Extension academic staff employed at 50%FTE for three years or longer must complete a professional portfolio review at three and six years of employment as defined below to obtain Step II status. Fixed-term MSU Extension academic staff employed six years or longer may complete a second professional portfolio review after obtaining Step II status to move to Step III status. The portfolio review process provides longer term performance feedback, professional development and career guidance for academic staff on fixed-term appointments.

**GUIDELINES:**

1. Portfolio review provides no additional assurances or alters in any manner conditions of employment beyond the terms and conditions of the respective employee’s applicable fixed-term agreement.
2. A review is held at the completion of the third full fiscal year of employment and again after the sixth full fiscal year of employment.
3. Eligible academic staff members are provided two, three year portfolio review periods. The count for this review period begins with the fiscal year (July 1 to June 30) regardless of hire date.
4. Fixed-term academic staff must complete a Step II Review Application at the three and six year intervals. An employee who fails to apply for the required three year or six year portfolio review as prescribed will be terminated at the end of the fixed term appointment.
5. Successful third year portfolio review places the fixed-term academic staff in good standing for reappointment, but does not guarantee reappointment. Unsuccessful third year portfolio review will result in termination at the end of the existing fixed-term appointment.
6. Successful sixth year portfolio review places the fixed-term academic staff in good standing for reappointment and step promotion, but does not guarantee reappointment. Unsuccessful sixth year portfolio review will result in termination at the end of the existing fixed-term appointment.
7. An academic staff member may be dismissed for cause at any time.
8. An employee who successfully completes the six year portfolio review as a fixed-term employee will be provided a one-time promotional salary increase.
9. A fixed-term academic employee who leaves MSUE employment and then returns may be allowed to complete the six year portfolio review in the next appropriate review cycle and receive the appropriate associated promotional salary increase provided all of the following criteria are met:
   1. Employee had completed three full fiscal years of end-dated appointments prior to leaving employment with MSUE.
   2. Employee successfully completes portfolio review upon return to MSUE employment.

PROCEDURE:

1. The fixed-term applicant completes the “Step II Review Application” at the completion of the third full fiscal year of employment and prior to the sixth full fiscal year of employment, as necessary. The District Coordinator, Institute Director and Associate Director provides input concerning the accuracy and quality of the staff member’s application.
2. The application is then reviewed by the District Coordinator, Institute Director and at least two other appropriate MSUE administrators. A determination of having met expectations for portfolio review is granted by a majority vote of this committee.
3. A recommendation is sent to the Director of Extension for approval.
4. Fixed-term academic staff will receive written notice of Portfolio Review Committee assessment of knowledge and skill development. The employee is typically notified shortly before July 1 of the calendar year in which the review occurs.

DATE: August 2013