An opportunity to showcase your talent and contributions!

N EXTENSION

Today's Agenda

- Overview Annual Report Documents (PEARS & IANR)
- Report Submission Process (PEARS & IANR)
- Expectations for New Extension Professionals
- Who Reviews Your Report?
- Annual Reporting Tips
- Q & A

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TO-DO LIST

☑ Task #1

☑ Task #2

☑ Task #3

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Extension Professionals in Academic Units

Also submit additional documents requested
by your respective academic unit head.

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Extension Assistants/Associates, Instructors/Educators and Specialists/Professors

Complete required data entry, plans and reports in **PEARS** and submit the documents discussed in this webinar via the **IANR Impacts** portal.

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PEARS Requirements

- PEARS documents remain in the PEARS system and are **<u>NOT</u>** uploaded through the IANR Impacts portal

#1
Program Activities- 2025

- Must be entered into PEARS no later than December 31, 2025
- If your data entry is current in PEARS, this part of your report is nearly finished.

#2
Individual Action Plan Report(s)

- Complete for each Individual Action Plan Report *(e.g., RPN, Lead Educator, NE-EDEN)*

- Brief responses indicating what you accomplished relative to your individual action plan outcomes/indicators.

- A step towards building your IANR Impacts Report, NOT a duplication of your IANR Impacts Report.

- A step in the direction of anticipated NU reporting and accountability expectations.

#3
Individual Action Plan(s) - 2026

- You may have multiple plans *(e.g., RPN, Lead Educator, NE-EDEN)*
- Add, delete, or modify for 2025
- Right-size the number of plans based on your career stage, program area, apportionment, position description, etc.
- Include your 2026 outcomes, indicators and deliverables

How Many IAPs?

Where will you contribute the most?

1. Program areas/focus team plan(s)
2. Lead educator role
3. Nebraska EDEN
4. New Employees – Custom IAP focused on onboarding
5. Custom IAP for contributions beyond state action plans
6. Program Area Leader and EZC roles

About the Deliverables

1. Be as specific as possible regarding programs, products and contributions.

2. What is your specific role and/or contribution?

3. How will programs be resourced (MVP)?

4. What is the anticipated reach of the program?

5. Will your supervisor, program area leader, and promotion committee peers understand your plans for 2026?

6. Describe deliverables so your supervisor, mentor and promotion committee can help you succeed.

2025 Faculty Annual Reporting

Dear IANR Faculty,

Faculty materials for your 2025 annual evaluation are due January 15, 2026.

Materials must be submitted through IANR Impacts web portal. IANR Impacts is password protected using your email address as login name.

IANR Impacts can be accessed in the following ways:
- Directly at https://ianrimpacts.unl.edu/

- Through the ianr.unl.edu web page drop down menu by clicking on Performance Reviews under Faculty and Staff Resources.

Sent on November 21, 2025

You can log in to IANR Impacts at https://ianrimpacts.unl.edu/ by clicking My Account from the top menu or My Dashboard under the heading Welcome to IANR Impacts. Once logged in, you should have an option to "Start My Impact Report" and confirm your unit connections. If you submitted information during the 2024 reporting, your connections will be retained. If you are new since the last reporting period, you will receive an email confirmation in the coming days with your unit connection and an invitation to submit materials through IANR Impacts. You must accept the invitation in order to submit materials. If you find errors in your unit connection, contact the administrator who will be conducting your evaluation or administrative assistant for your unit, or email ianrimpacts@unl.edu.

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Sent on November 21, 2025

#4

Impact Report

- Similar to last year's individual impact statements
- Access the IANR Impacts Report site
- Upload a photo or graphic that adds value to this report
- **Focus on impacts and outcomes rather than process**
- Include your specific contributions
- Extension administration will use for stakeholder engagement

Developing Your Impact Report

- Situation (What is the problem?)
- Public Value (How does this work contribute to public good?)
- Action (What did you/team do?)
- Results/Outputs (What were notable results?)
- **Impact (So what? How did you make a difference?)**
- IANR Pillar (Select)
- Extension Big 3 (Select)
- Nebraska Counties Impacted (Select)
- Photo/Graphic (An image that helps tell the story)

Submit Your Documents

- Summary of Goals and Accomplishments
- Other Contributions
- Curriculum Vitae / Resume
- Other Materials

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#5

Summary of Goals and Accomplishments

- **Your most significant contributions in 2025 (two pages)**
  - Reporting on outcomes, indicators, and deliverables

What to Include in Goals and Accomplishments

Rather than a comprehensive listing of activities, focus on describing how a small number of key accomplishments advance your program in a way that positions you to take next steps. Emphasize outcomes, products, relevance, and impact rather than activities. *(IANR Guidance)*

What to Include in Goals and Accomplishments

- Program outputs/deliverables, milestones, outcomes, and impacts
- Learner reach
- New audiences
- Leadership
- Scholarly products
- Alignment with Extension, IANR, UNL, NU

- External funding
- Data, stories and relevancy
- Examples of Extension Excellence
- Who or what is being affected?
- Why does it matter? Relevance?
- So what? How is your work making a difference?
- What were your roles?
- What's next?

Specialists

How do your apportionments intersect with Extension?

Research ⬅➡ **Extension**

Teaching ⬅➡ **Extension**
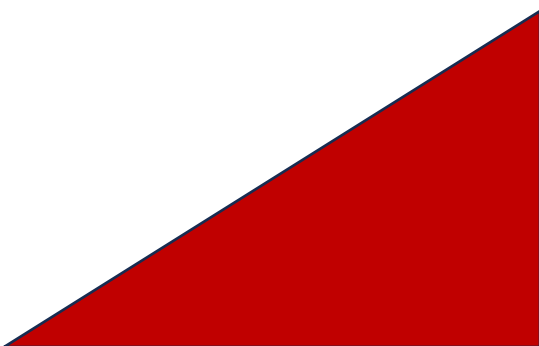
#6

Other Accomplishments

- **Other contributions in 2025 *(one page)***
  - Search committees, lead educator roles, mentoring, inclusive excellence, student recruitment, faculty senate, professional organizations, fairs, professional development, professional associations, boards, committees, office culture, accessibility efforts

#7
Curriculum Vitae or Resume

Remember, this document is SUPPORTING your ANNUAL report

WELCOME
Aboard

Expectations for New Employees

- Your PEARS and IANR report documents and data will be evaluated based on your time serving in your current role.

- Consider developing a custom Individual Action Plan (IAP) that focuses on onboarding, mentorship, networking, and establishing stakeholder relationships.

- If you have not yet created IAPs in PEARS, you will not need to complete the IAP reports.

- Please consult with your direct supervisor and program area leader regarding their expectations.

Who Reviews Your Report?

- **Supervisor** (Lead performance evaluator)
  - Engagement Zone Coordinator or Academic Unit Leader or Extension Educators (for Extension Assistants)

- **Program Area Leader**
  - Provide input into annual performance evaluation process.

- **Academic Promotion Committees**
  - Provide input on progress towards academic promotion for educators and specialists.

Annual Reporting Tips

- Focus on priorities (big rocks)
- Less may be more (quality versus quantity)
- Showcase the best value, contributions and impacts that you bring to Nebraska Extension and learners.
- Proofread
- Ask a colleague and/or mentor to review your documents for both content and readability.
- **Clarity, congruency and readability are important!**
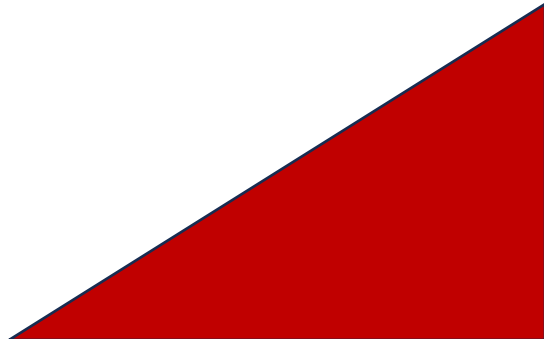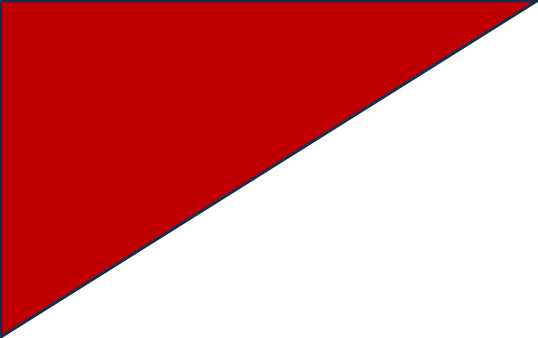
Extension Annual Reporting Guidance

https://myextension.unl.edu/annual-reporting/