DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Growth Reward Opportunity (GRO) Application Instructions

These are the steps that need to be taken by an employee wishing to apply for the GRO Program (to be implemented July 1). There is a two-step process for the application to be considered (see the "GRO Flow Chart").

STEP ONE: DUE DECEMBER 1

Each employee will need to complete and **submit no later than 5:00 PM, December 1**, via DocuSign template, the information requested in the "Intent to Apply" form found on the Division's Policy webpage under the "400 Series" tab (UADA 408.3). You will need to enter your immediate supervisor's name and email address as part of the requested information. The Human Resources email address will be pre-populated. After you complete the form and submit the DocuSign document, it will be routed first to HR and then to your immediate supervisor to verify your eligibility and to indicate support for your application. You will receive a copy of the fully completed document after your immediate supervisor has responded.

If either of these two responses are negative, you will not be able to move further in the process. You will receive an explanation on the DocuSign document as to why you were not eligible or why your application is not supported. If your eligibility is confirmed and your immediate supervisor supports your application, you may continue to Step Two.

Please note that a Unit Head may also be an immediate supervisor for some applicants. In those cases, the Unit Head may have two roles in the application process: once as the immediate supervisor, indicating support of the application and once as the Unit Head, reviewing the entire packet and submitting it to the SAVP/VP.

STEP TWO: DUE DECEMBER 15

For Step Two, each employee will need to create their full application packet with the items described below. This will need to be saved as a single PDF document once completed. Page 1 of your packet will be the completed "Intent to Apply" form (sent to you via DocuSign). Page 2 of your packet will be the completed "GRO Application Cover Sheet" with the sections completed electronically (this document may be more than one page). The remainder of the application packet are the items listed under #3.

Growth Reward Opportunity (GRO)
Application Instructions, Continued

The full GRO application packet should include the following items in the order listed:

1. The completed and approved "Intent to Apply Form" (Step One), including the completed HR Review of Eligibility section
2. The "GRO Application Cover Sheet" (Step Two), including your name, position title, and years with the Division. Other items to include on the cover sheet are a:
    - Listing of evaluation scores from the last four years of employment with the Division of Agriculture.
    - Bulleted list of professional development trainings or opportunities you attended since your last GRO reward or promotion. List any formal educational opportunities (non-credit or for-credit courses, certificates, or degrees) you have engaged in since your last GRO reward or promotion.
    - Bulleted list of honors / awards received, or publications written since your last GRO reward or promotion.
    - Bulleted list of how you have mentored others, participated in cross-unit meetings, volunteered, and/or participated on internal or external committees or projects since your last GRO reward or promotion.

**PLEASE NOTE: Due to limited space to enter text in the Cover Sheet fields, you may want to summarize on the cover sheet and attach an appendix after the cover sheet listing every item. I.E., "I have completed six professional development trainings in the last four years, see Appendix A for the detailed list".*

3. Additional supporting documents:
    - A one-page narrative describing how you have increased efficiency, improved your performance, been directly involved in the improved productivity for your supervisor/unit, and/or have developed or created new and improved ways of doing business. The narrative should be no longer than one page, single-spaced, in Arial, 12-point font.
    - Current Position Description (from Workday).
    - Copies of last four performance evaluations (from Workday).
    - Copies of any previous GRO application(s) with the result(s) noted.

Once your entire packet is created, save your file as one single PDF file (including your approved "Intent to Apply" form, "GRO Application Cover Sheet" and additional supporting documents) with the following naming template: "[first name initial][last name]".

You must **submit the complete GRO document electronically to your Unit Head NO LATER THAN 5:00 PM, DECEMBER 15,** using the FormStack submission link titled "GRO Application Submission to Unit Head" on the Division's Policy webpage, "400 Series" section (UADA 408.3). Your Unit Head will then submit it to the appropriate SAVP or VP for final review.

Growth Reward Opportunity (GRO)
Application Instructions, Continued

FINAL STEP: COMPLETED AROUND MARCH 15

The final decision will be at the SAVP/VP level and communication will be sent to you once the SAVP/VPs have made their decisions, on or around March 15. If approved, your GRO reward will be implemented July 1.