

PROMOTION GUIDELINES for COUNTY and AREA EXTENSION EDUCATORS

UT Extension
The University of Tennessee
Institute of Agriculture

Cooperative Extension System
Tennessee State University

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Schedule of Promotion Review Process

July	All county and area educators notified of promotion policy and deadlines.
September 1	No later than September 1, regional committee meets with all candidates eligible for promotion and their County Extension Directors to assist with dossier preparation.
October 1	Candidate's dossier due to County Extension Director or immediate supervisor. (i.e., If candidate is a County Extension Director or area specialist, dossier is forwarded to the Regional Director).
October 15	Candidate's dossier (three copies, each in three-ring binder as described later) due to regional office. Regional Director immediately makes dossier available to Regional Peer Promotion Advisory Committee.
October 15- November 15	Regional Peer Review Committee reviews dossier from their respective regions, meets with candidates to make suggested corrections/amendments to dossier before returning to Regional Director by November 15
November 15	Regional Director receives dossier from Regional Peer Promotion Advisory Committee, consults with regional program leaders and appropriate department head for area specialists, and prepares recommendation regarding candidate's promotion.
December 15	Dossier and Regional Director's recommendation forwarded to dean for distribution to State Peer Promotion Review Committee. State Peer Promotion Review Committee reviews dossiers and prepares their recommendation.
February 1	State Peer Promotion Review Committee forwards dossier and recommendation to the dean, UT Extension.
February	Dean meets with Extension administrative council.
February-March	Dean prepares recommendation and meets with Regional Director.
April	Dean submits recommendation to Vice President for Agriculture.
June	Vice-President and/or Board of Trustees act on promotion recommendations.

**GUIDELINES for SUBMITTING MATERIALS
for PROMOTION of COUNTY and AREA EDUCATORS
of
UT and TSU EXTENSION**

Candidate will submit promotion materials to his or her immediate supervisor in triplicate by October 1. The candidate must use the following guidelines for submitting promotion review materials. Please note that a *dossier checklist* has been added to this section listing **ALL** items to be included in the promotion packet. **The checklist must be followed at the candidate, regional and state levels. An individual who submits a dossier and does not follow guidelines, will not be recommended for promotion.**

DOSSIER (three-ring notebook)

Begin the dossier with a Table of Contents. Information provided by the candidate for promotion should be arranged in the following order in the dossier (use dividers to separate sections):

I. Job Description

- A. Include all up-to-date, applicable job description(s) reflecting program responsibilities reported in the dossier. All job descriptions must have been approved by the appropriate UT/TSU administrator when put in effect, or be approved by the applicable current administrator for UT or TSU (currently Dr. Tim L. Cross or Dr. Herb Byrd, III for UT or Dr. Chandra Reddy for TSU personnel.)
- B. On a separate page, include a brief demographic summary which includes general county/area data plus applicable program related data (economic development, urban/rural, ag. enterprises, single-parent families, teen pregnancy rates, family incomes, audience needs, etc). This summary should not exceed one page.
- C. Brief overview of extension program regarding how the agent/area specialist spends most of his/her time with a focus on major program responsibilities and day-to-day activities (number of 4-H clubs, FCE clubs, consumer horticulture calls, youth and adult project groups, special interest county programs, recognition programs, etc.) Agents should also include a list of all staff members in the office where assigned with each person's assignment and title clearly listed.

II. Biographical Data

Submit current biographical data that includes formal education and work experience, (include dates of employment, highest degree completed).

III. Evidence of Effective Extension Education Programs

Program Responsibilities: Individual Extension education programs should be specifically titled and listed separately. Organize materials by programs, not separate events and activities. Materials should be in order by year with the most recent year first. Major program efforts should coincide with areas of candidate's responsibilities. Include clientele impacts of your programs for a minimum of the past three calendar years (but no more than five years). Also include major program efforts made or concluded in the first eight months (January through August) of the current program year in which this document is submitted for review. Priority programs must be included in the current year's documentation. Major program areas reported should be listed on the Table of Contents page. State clearly and concisely information which provides evidence of effective teaching in the individual's Extension education program. It is the candidate's responsibility to provide evidence of effective Extension teaching. **SHOW PROGRAM IMPACT!**

Each Reported Program Area Should Include the Following:

1. Provide a brief written summary (one or two page description) of the major impact of efforts. A minimum of three previous years' work plus 8 months of the current year must be included. These summary statements should be concise and include information on how the agent affected behavioral, knowledge and/or economic change with clientele. Summary should include the teaching methods used to deliver the program(s). Statements should also be included as to how the data were collected and the level of change attained. Include numeric data along with other accomplishments to demonstrate program scope.
2. Evidence of Effective Teaching / Annual Impact Statement Report. Include reports submitted for the specific program area. If a report involves the effort of more than one individual, provide a brief statement as to your major role. (Include here if not already provided in item #1)
3. Success Story: Provide one major success story that shows impact in the reported program area. Your success story should be more specific than the program impact reported in item one. All success stories within a dossier should be dated as to the year programs were completed or impacts occurred.
4. Include, *in an appendix*, examples of support materials such as evaluations, pre- and post-tests, newsletters, news articles, etc.

IV. Administrative Responsibility

(County Extension Director or Acting County Extension Director Only)

Any management, supervisory or budget duties of the candidate should be included in this section. A brief summary of the status of the county with regard to staff, funding and resource development, liaison with county government and other advisory boards and other management issues should be included. This summary should cover the past five years OR cover the period from the individual's appointment date to present, if less than five years.

V. Professional Development Activities

Include in-service education and other professional development activities since last promotion or in recent years. List by title or content description, date, the number of days involved, and the units and types of credits received. Group activities as follows:

- A. Personal Professional Development Plan. Update and Current
- B. Inservice education received: list specific inservice attended by title and date attended.
- C. Participation in other professional development activities. Give names of organization offering the program.
- D. Graduate credits earned beyond the last degree awarded. Title this section "Courses For Credit." Include the institution and year credit was received.

VI. Special Cooperative Extension Assignments

List special Extension regional, state, multi-state and national Extension assignments. Be specific and include dates. Specify what the candidate's role was in each assignment.

VII. Professional Organizations, Honors and Awards Received

List membership in national and/or state organizations and societies. Indicate offices/committees held, or other specific assignments (give dates). List awards or honors received (give dates). List presentations and/or other duties (give dates).

VIII. Other Activities

Include activities in organizations (public, community, etc.) governmental agencies, and industrial organizations.

IX. Letters of Program Support

Include three (3) letters of reference from individuals who have knowledge of the quality of your county/area program and to your individual performance as it relates to your job description.

X. Appendix – Support Materials

The following are suggestions:

- * Use tabs to separate sections.
- * Organize support materials to coordinate with specific program narratives and information in the dossier.
- * Include samples of evaluation instruments used by the candidate.
- * Be very selective in materials chosen as support materials. **CONSIDER QUALITY, not quantity.**
- * Limit support material to significant items that relate directly to the educational program conducted by the candidate showing program impact. Limit materials to a documentation of educational program, **NOT** a scrapbook of activities and events.
- * Do not include slide sets or videos. A script may be included if appropriate, but a brief outline would be better.

- * Do not include thesis or publications. Abstracts; however, are appropriate, if applicable.

XI. Dossier Checklist and Format

DOSSIER CHECKLIST

A dossier checklist form is provided on the following page to make sure all necessary items are included in the candidate's promotion packet. The checklist will be followed at the candidate, regional and state levels.

FORMAT

The promotion material should be presented in triplicate (one original and two quality machine copies). Use one-inch three ring binder notebooks for the dossiers. The use of other than three ring binders is unacceptable.

In developing the promotional materials, the candidate should use the following format:

- * Use no font smaller than 10 point.
- * Index each notebook.
- * The candidate's name should appear on the outside of all notebooks.
- * Follow the outline provided.
- * Include a Table of Contents.

**UT/TSU Extension
Dossier Development Checklist**

- _____ Table of Contents

- _____ I. Job Description
 - Demographics
 - Program Overview

- _____ II. Biographical Data

- _____ III. Evidence of Effective Extension Education Programs
 - Summary
 - Annual Impact Statement Reports*
 - Success Story

- _____ IV. Administrative Responsibility**

- _____ V. Professional Development Activities

- _____ VI. Special Cooperative Extension Assignments

- _____ VII. Professional Organizations, Honors and Awards Received

- _____ VIII. Other Activities

- _____ IX. Letters of Program Support

- _____ X. Appendix
 - Support Materials

*Can substitute other materials showing impact if approved by Regional Directors. Impact for a minimum of three years plus the most recent eight months (January - August) prior to submitting dossier should be included.

**Do not include this section if you do not have County Extension Director responsibilities.

Flow Chart

1. County Extension Director coaches candidate regarding promotion opportunities, policy and procedures.
2. Regional Peer Promotion Advisory Committee meets with promotion candidates and their Extension Directors advising candidates on ways to prepare dossier.
3. Candidate prepares dossier and submits to immediate supervisor by October 1.
4. County Extension Director or Area Specialist submits dossier directly to Regional Director.
5. County Extension Director reviews dossier, prepares recommendation (Adm F-145) and submits to regional office by October 15.
6. Regional Director retains County Extension Director's recommendation and makes dossier available to Regional Peer Promotion Advisory Committee.
7. Regional Peer Promotion Advisory Committee reviews dossier and completes Adm F-144 advising candidate on ways to improve dossier.
8. Regional Peer Promotion Advisory Committee either submits dossier to the Regional Director or returns to candidate with suggestions for improvement.
9. Candidate may resubmit dossier to Regional Peer Promotion Advisory Committee for further consideration or send directly to regional director.
10. Regional Director, after consultation with Regional Program Leaders, reviews recommendation(s)/suggestion(s) from County Extension Director, Regional Advisory Committee and the dossier, and prepares recommendation on Adm F-145.
11. Regional Director forwards dossiers and recommendations to Dean's office by December 15.
12. Dean makes dossiers available to State Peer Promotion Review Committee.
13. State Peer Promotion Review Committee reviews all dossiers and completes Form Adm F-146, outlining their recommendation and justification for that recommendation.
14. State Peer Promotion Review Committee returns their recommendations (Adm F-146) and dossiers to Dean by February 1.
15. Dean meets with Extension administration and receives their input into the review process.
16. Dean prepares recommendation and meets with appropriate Regional Director to discuss recommendation as necessary.
17. Dean submits recommendations for promotion to Vice President for Agriculture.
18. Vice-President and/or UT Board of Trustees acts on promotion/tenure recommendations.

POLICIES and PROCEDURES for PROMOTION REVIEW for COUNTY and AREA EXTENSION EDUCATORS

The Dean of UT Extension makes recommendations for the promotion of Extension professional staff to the Vice President for Agriculture. Promotion is based upon an evaluation of the candidate's dossier and recommendations of the County Extension Director, Regional Director, peer review committee, and administration.

I. Eligibility Requirements

Candidates must meet all eligibility requirements for the promotion on June 30th of the year that the promotion is to become effective. In the event an advanced degree is expected and is necessary to meet length of service requirements, the degree must have been conferred prior to June 30th of the promotion year. [See **Handbook for County, District, Area and State Extension Agents and Specialists (Non-Tenure Track, last revised September 16, 2009)**]

II. Dossier Preparation and its Evaluation

It is the candidate's responsibility to develop and submit documentation for promotion. It is intended for the dossier to contain program impact and educational effectiveness. The candidate's dossier will be independently evaluated during each step of the evaluation sequence, and regardless of the recommendation received, will continue through all levels of evaluation. Only the candidate is permitted to interrupt and halt the process.

III. Peer Evaluation

Peer evaluations will be conducted at both the regional and state levels.

- A. Region: The Regional Peer Promotion Advisory Committee acts only in an advisory capacity.
- B. State: The State Peer Promotion Review Committee will prepare a written report, including recommendations for or against promotion, and submit it to the Dean. The report will evaluate the effectiveness of the candidate's performance. Also, it will contain a summary of the committee vote (number for and number against). The report shall be signed by the committee chairperson.

All proceedings of the Peer Review Committees will be CONFIDENTIAL.

IV. Promotion Review Sequence and Participants' Roles

A. Candidate:

- 1. Is responsible for initiating the promotion process.
- 2. Meets with Regional Peer Promotion Advisory Committee at the predetermined date (no later than September 1) if he/she desires to apply for promotion and would like assistance in preparing a promotion dossier.

3. Maintains appropriate documentation for promotion and prepares dossier prior to October 1.
4. Submits dossier to her/his County Extension Director or immediate supervisor by October 1.
5. County Extension Director or Area Specialist will submit her/his dossier directly to the Regional Director.

B. County Extension Director:

1. Attends Regional Peer Promotion Advisory Committee meeting with candidate for promotion (no later than September 1).
2. Coaches candidate prior to October 1. *Note: County Director should provide counseling and advice for promotion and professional development.*
3. Completes the recommendation with "substantial statements" justifying recommendation. "Substantial statement" means that information must be provided to show the extent of the candidate's accomplishments and effectiveness as an Extension educator. A recommendation without evidence and documentation is of little value.
4. Submits recommendation form Adm. F-145 and candidates' dossier to Regional Director by October 15. Regional Director retains County Extension Director's recommendation and immediately forwards dossier to the Regional Peer Promotion Advisory Committee.

C. Regional Peer Promotion Advisory Committee:

1. Meets with all interested qualified candidates for promotion and their County Extension Directors to assist them with dossier preparation (no later than September 1).
2. Receives candidate's dossier for review immediately after October 15.
3. Reviews the dossier and advises candidate. If necessary, the dossier may be returned to candidate for consideration of changes. Dossier should be returned to the Regional Peer Promotion Advisory Committee by specified date.
4. Peer Promotion Advisory Committee distributes copy of review form Adm F-144 to:
 - * Candidate
 - * County Extension Director
 - * Regional Director
5. Dossier submitted to the Regional Director by November 15, for evaluation, recommendation, and transmittal to the Dean.

D. Regional Director:

1. Works with Regional Peer Promotion Advisory Committee to set a date for meeting with qualified candidates for promotion and their County Extension Directors no later than September 1 and notifies potential candidates of the meeting.
2. Receives dossier from the chair of the Regional Peer Promotion Advisory Committee.

3. Regional Program Leader(s) review(s) dossier and provide(s) input.
4. When the candidate is an Area Specialist, the Regional Director will also solicit input from the appropriate Department Head(s).
5. The Regional Director, following consultation with Regional Program Leaders, completes recommendation with substantial statements to justify recommendation on Adm. F-145. "Substantial statement" means that sufficient information in addition to the recommendation must be provided which will allow the Dean to determine how effective an agent has been in his/her assignment. The Regional Director must quantify the recommendation in order for the record of accomplishment to be properly evaluated.
6. Forwards dossier and **all** recommendations to the Dean by December 15. *Three copies (one original and two copies) of the dossier will be submitted in three ring binders.*
7. Dean forwards County Extension Director's and Regional Director's recommendations and dossiers to the State Peer Promotion Review Committee for evaluation and recommendation.

E. State Peer Promotion Review Committee:

1. Receives dossier from the Dean's office.
2. Reviews dossier.
3. Completes recommendation with substantial statements to justify recommendation on Adm. F-146.
4. The chair of the State Peer Promotion Review Committee forwards dossier and committee recommendation to the Dean by February 1.

F. Dean:

1. The Dean, following consultation with the Extension administrative council, prepares his recommendation for each candidate.
2. Dean meets with each Regional Director to discuss his recommendation(s) prior to forwarding them to the Vice President for Agriculture.
3. Dean submits recommendation(s) for promotion to the Vice President for Agriculture in April (exact date TBA).

V. Committee Composition and Election

- A. Regional Peer Promotion Advisory Committee: The committee shall consist of four individuals in each region with the rank of Extension Agent III or Area Specialist III. County Extension Directors may serve on the peer review committee provided the rank of Extension Agent III has been achieved. If a region does not have eligible individuals with the rank of Extension Agent III or Area Specialist III, individuals with the rank of Extension Agent II or Area Specialist II may be elected and serve. The Regional Peer Review Committee will consist of one agent or area specialist from each of three categories:

- * one 4-H (includes agents with a 4-H assignment or area specialists);
- * one Adult Family and Consumer Sciences (includes EFNEP, agents and area specialists);

- * one Adult Agricultural agent (includes agents and area specialists);
- * and one "TSU" agent or area specialist from any program area. In the event that no one meets requirements as listed above, a qualified agent or area specialist in another region may be asked to serve until such time as an individual within the region becomes qualified.

NOTE: In those instances of dual assignments, the Regional Director must decide on which part of the ballot each agent/area specialist member will be listed. No one will be eligible to be nominated for more than one advisory committee assignment.

The term of elected members shall be three years following the prescribed rotation method. A committee member cannot be elected to serve two consecutive terms where other qualified agents or area specialists are employed. If no other qualified agents or area specialists are employed in the region/institution, the qualified agent or area specialist may serve consecutive terms until another qualified individual is employed. The committee member will be eligible for re-election to the committee after sitting out for one term (three years). In each election, the agent receiving the second largest number of votes in each agent category will be an alternate committee member in case of vacancy, conflict of interest, etc. The regional chair will be elected by committee members annually.

- B. State Peer Promotion Review Committee: The committee shall consist of a minimum of 12 members composed of the three Regional Peer Promotion Advisory Committees. The Dean, UT Extension, and Administrator, TSU Cooperative Extension System, may jointly choose to appoint up to three "At Large" members (one per region) at any time additional members are needed to ensure the committee is representative (race, gender, ethnicity, etc.) of Tennessee Extension. The chair and vice-chair will be elected by the committee annually. Members of the Regional Peer Promotion Advisory Committee will not vote on their respective regional candidate(s). The Dean (or Dean's designee) will serve as convener of the first meeting but will not participate in subsequent committee deliberations.
- C. Committee Formation Schedule:
 1. By August 1: Regional Directors conduct elections to select elected members of Regional Peer Promotion Advisory Committee.
 2. August 15: Each Regional Director announces membership of her/his Regional Peer Promotion Advisory Committees to the Dean.
 3. September 1: The Dean, UT Extension, and Administrator, TSU Cooperative Extension System jointly announce membership of the State Peer Promotion Committee.

D: Committee Rotation:

Initial committee members were elected in 1993 for the following rotation schedule:

1. Agricultural representative elected for one-year term.
2. Family and Consumer Sciences representative elected for a two-year term.
3. 4-H Youth Development representative elected for a three-year term.

TSU representatives were elected initially (2009) on the following schedule:

1. Western Region elected to a three-year term.
2. Central Region elected to a one-year term.
3. Eastern Region elected to a two-year term.

After the first election, committee members shall be elected to serve three-year terms.

Example:

- 2009 (2012): Elect Agriculture (all regions) and Western Region TSU representatives for a three-year term (repeat cycle at 2012)
- 2010 (2013): Elect Family & Consumer Sciences (all regions) and Central Region TSU representatives for a three-year term.
- 2011 (2014): Elect 4-H Youth Development (all regions) and Eastern Region TSU representative for a three-year term.

All Extension educators within a region will be eligible to vote for their regional representatives. In each election, the Extension educator receiving the largest number of votes shall serve both on the Regional Peer Advisory Committee and on the State Peer Promotion Committee. The Extension educator receiving the second largest number of votes in each work area will serve as an alternate in case of vacancy, conflict of interest, etc.

Note: The election of the new member of the Regional Peer Promotion Advisory Committee takes place about the same time that the committee conducts the training session for those wishing to apply for promotion. Therefore, it is recommended that both the newly elected member and the individual he/she is to replace help in conducting the regional assistance session.

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