

**Appendix I**  
**Timeline for Promotion Preparation**  
**in Professional Career Ladder System**  
**for County Extension Agents**

**Selected for Employment:**

Supervisor recommends career ladder status when submitting Request to Hire form.

**When Employed:**

Supervisor discusses the career ladder process and its importance. Review criteria. Develop a professional development plan. Professional Development plan is shared with RPL/CEP Program Leader.

RPL/Program Coordinator/CEP Program Leader works annually with agents on program impacts that will warrant future promotion consideration during program planning.

**2 years prior to submission:**

Annually, supervisor reviews dossier content to counsel agent in areas of improvement and to establish a realistic timeline to consider promotion.

**1 year prior to submission:**

Spring:       \* Participate in district/regional trainings on dossier preparation.  
                  \* Work with a Level IV agent as a mentor.  
                  \* RPL/Program Coordinator/CEP Program Leader consulted for impact interpretation and preliminary review of program accomplishments and outcomes.

Summer:       DEA/CED/RPL/CEP Program Leader reviews draft dossier and makes recommendations.

Fall/Winter:  Communications between agent and reviewers on how to strengthen the dossier.

**Year of planned submission:**

Spring:       Review of draft dossiers by RPLs and Level IV agents for content/format/etc.

June:         DEA/CED/CEP Program Leader counsels agent on whether to submit or wait another year.

July:         Agents submit "Intent to Apply" form (Appendix VII-1) and draft dossier to DEA.

September:  Agent makes changes as noted by RPL, DEA/CED/CEP Program Leader and regional review committee before submitting dossier for consideration of promotion. The official review process begins.

**Appendix I-A**  
**Timeline for Managing Promotion**  
**in Professional Career Ladder System**  
**for County Extension Agents\***

- June: The Director for Texas A&M AgriLife Extension Service and the Administrator for CEP initiates promotion process through distribution of promotion information.
- By July 15: “Intent to Apply” form and draft copy of dossier due from CEA to the DEA. “Intent to Apply” form includes the names of Level IV agents who are “mentoring” the agent to prepare the dossier. CEA will have worked with RPD and Level IV agents to prepare draft dossier.
- September 1: CEA submits a completed dossier to the DEA and electronic copies to their CED/CEP Program Leader and primary RPL.
- By September 15: DEA sends copies of dossiers from their district to Regional Peer Review Committee members.
- Mid-September - October: Regional Peer Review Committee reviews dossiers of candidates for advancement, identifies strengths/weaknesses, records vote and justification, and returns dossiers to DEA. The supervisor (DEA/CED) discusses promotion status with the CEA for determination on continuing with the process. Minor adjustments can be made in the dossier at this time.
- By mid-November: RPL/CEP Program Leader makes recommendations on form (Appendix VII-3) and identifies strengths and weaknesses for inclusion in dossier, as it goes forward for State Peer Review Committee. CED and DEA write a letter with his/her recommendation to attach to dossier as it goes forward to the State Peer Review Committee. Letter of recommendation from supervisor should detail what corrections have been made since the Regional Review.
- By Early December: Director names State Peer Review Committee
- December 7: District Extension Administrator submits complete dossiers to be considered for state review to the Directors office. The dossier contains Regional Peer Review comments, RPL/CEP Program Leader comments, and the supervisor’s letter.
- February: The State Peer Review Committee reviews all dossiers which have continued through the process and records strengths and weaknesses. The comments must justify the vote and support the committee's decision. Dossiers will be returned to the Director's office for appropriate review.
- March: The Director will ask Associate Directors/Program Directors to review dossiers and make recommendations on promotion when discrepancies occur between regional and state peer review committee votes.
- April: The Director/Administrator for CEP make decisions regarding promotion of County Extension Agents.
- May: County Extension Agents are notified of promotion status.
- September 1: Promotion decision becomes effective.

*\* Specific timeline and guidelines for promotion for the current year will be announced and distributed each year in June.*