

Appendix I-A
TIMELINE FOR MANAGING PROMOTION IN PROFESSIONAL
CAREER LADDER SYSTEM FOR COUNTY EXTENSION AGENTS*

October 1:	Annual Program Summaries due to the appropriate supervisor.
Sept- Dec:	Discussion with supervisor about intent to apply.
November:	The Director for Texas A&M AgriLife Extension Service and the Administrator for CEP initiates promotion process through distribution of promotion information.
By January 1:	“Intent to Apply” form and draft copy of promotion packet due from Extension agent to the DEA/CED or CEP Program Leader. “Intent to Apply” form includes the names of Level III and IV agents who are “mentoring” the agent to prepare the promotion packet. By this date, the candidate will have worked with RPL and Level III and IV agents to prepare draft promotion packet.
February 1:	Promotion packet must be sent to Level III and IV Mentor Agent for review.
February 1:	If Program Summaries are in need of minor edits, those need to be made by February 1 and returned to the supervisor for final approval/certification.
April 1:	Extension agent submits their final Agent Promotion Packet to the DEA/CED or CEP Program Leader. DEA/CED will forward the Agent Promotion Packet(s) to the Regional Leadership Team.
By May 10:	Regional Leadership Team/CEP reviews promotion packets of candidates for advancement, identifies strengths/weaknesses, records vote and justification, and returns packets to supervising DEA/CED or CEP Program Leader.
May 15:	District Extension Administrator/Program Leader CEP submits all promotion packets to the Associate Director, County Operations or Cooperative Extension Program administration office. The Regional comments should be included as part of the promotion packet.
June 1:	The Director/Administrator for CEP will ask Associate Directors to review promotion packets and make recommendations on promotion based on feedback from Regional Leadership Team/CEP Program Leader, and content of the packet.
July 1: Agents.	The Director/Administrator for CEP to make decisions regarding promotion of County Extension Agents.
July:	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 October.

