Standards of Achievement for Professional Advancement

District 2 Career Ladder Training
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Career Ladder System

- The purpose of this career ladder is to provide a system for measuring and documenting the progress of extension agents in their profession and for rewarding their professional accomplishments.
Employee Rankings

• Levels – I, II, III and IV

• Promotions based on recommendations from regional/state peer review committees

• Initial ranking of new employees
  - Based on individual’s previous professional experiences and education.
  - Initial rank will be awarded and effective upon the starting date of employment.
  - Determined by DEA

Promotion Criteria

• Extension agents will be considered for advancement through the career ladder system as established in career ladder guidelines

• Four indicators will be considered by regional and state peer review committees for professional advancement:
  – Educational Effectiveness
  – Resources, Volunteerism & Organization Support
  – Relationships and Teamwork
  – Professional Development and Professionalism
Agents’ Overall Contributions

- Determination of an individual’s level of accomplishment is based on evidence of overall contributions to Extension system.
- Combination of critical professional endeavors form the basis for an accurate assessment of an Extension agent.

1. Educational Effectiveness

- Agent’s ability to effectively design, deliver, evaluate and interpret high quality, relevant educational programs are essential to Extension education.
- Agent’s demonstrate a strong foundation in the program development process and fully utilize the Extension program development model.
- Outstanding educational programs include: program development; engagement and participation of advisory groups; a comprehensive educational plan; appropriate teaching methods; and well-designed, suitable evaluation instruments and techniques.
1. Educational Effectiveness

• Agents should use a variety of available resources, technologies, and creative and innovative teaching methods in the implementation of educational programs.

• All monthly reporting requirements must be completed on time.

• High quality program summaries must be completed and utilized in interpretation efforts.

1. Educational Effectiveness

• Components of Educational Effectiveness

  A. Program Development (In-Depth)
     1. In-Depth Program Planning
     2. In-Depth Program Implementation
     3. In-Depth Program Evaluation

  B. Program Development (Outreach)

  C. Accountability and Interpretation
2. Resources, Volunteerism, and Organizational Support

- Agent enhances programs and program outcomes through:
  - Volunteer Engagement and Management
  - Other Human Resources
  - Material Resources

3. Relationships and Teamwork

- Agent demonstrates an ability to establish effective working relationships
  - Internal – coworkers, colleagues, supervisors
  - External – volunteers, clientele, community leaders, county and state agencies and organizations
  - Overall teamwork – development and involvement in teams demonstrates cooperation and coordination
4. Professional Development and Professionalism

- The future of Texas A&M AgriLife Extension Service and Cooperative Extension Program depend upon the effectiveness of employees.
  - Agent maintains competence through professional development.
  - Agents demonstrates professionalism.

Standards of Achievement for Professional Advancement

- Degree requirements and professional experience must be met

- There should be evidence of performance and accomplishments as outlined in Professional Career Ladder System Guidelines for County Extension Agents

Degree Requirements

• Level I
  – Bachelor’s degree will be accepted under the condition a Master’s degree will be obtained within 8 years

• Level II
  – Bachelor’s degree in appropriate subject matter required; Master’s degree preferred
  – Minimum 5 year’s professional experience

Degree Requirement

• Level III
  – Master’s degree required
  – Minimum of 10 years professional experience by June 1 of the year submitting the agent promotion packet

• Level IV
  – Master’s degree preferred
  – Minimum 15 year’s professional experience by June 1 of the year submitting the agent promotion packet
Professional Progression

• Promotion to a higher level is based on agent’s accomplishments for the past 5 years of their Extension career.

• An agent must remain in a professional rank for 3 years or more before submitting a promotion packet for consideration to the next level.

Timeline

• Timeline for promotion preparation is outlined in Appendix I of Career Ladder System Guidelines

• **July 15**th - Intent to apply submitted to DEA

• **September 1**st - CEA submits an electronic agent promotion packet to the DEA/CED.

• **October** - Regional Leadership Team provides a consensus vote for or against consideration for promotion
Timeline

- **November** - Regional Peer Review Committee reviews candidates for advancement as outlined in the Career System Guidelines.

- **November** - Regional chair returns promotion packets and committee’s recommendation to Associate Director for County Operations.

- **November** - Associate Director reviews score sheet and submits to DEA

- **November** - Candidates who are recommended to move from a III to a IV will meet with their supervisor to discuss strengths and weaknesses identified at Regional Peer Review. **Note - Minor adjustments can be made to Curriculum Vitae only.**

- **December 7th** - DEA submits complete Level III to IV promotion packets to be to Associate Director for state review.
Timeline

- **December** - Director names State Peer Review Committee for Level III to IV packets.

- **February 1st** - Candidates who are recommended for promotion from a I to II or a II to III will be notified of their career ladder promotion.

- **April** - State Peer Review committee reviews and makes recommendation of Level III to IV promotion packets.

Timeline

- **May** - Associate Directors will review and make recommendations.

- **June** - The Director/Administrator will notify agents on their promotion status.

- **September 1st** - Upon promotion to the next level, an agent will receive promotion status and salary increases as indicated, effective September 1.
Role of Level III and IV Agents

• **Regional Peer Review Committee**
  – Regional Committee will consist of appointed Level III and IV agents.
  – Regional Committee must be comprised of 3 to 8 members and have a minimum of two level IV agents.
  – Level III agents must have gone through the promotion process to be considered for the regional committee.
  – Level III agents may not review or vote on promotion packets going from Level III to IV.

Role of Level III and IV Agents

• **State Peer Review Committee**
  – State Review Committee will consist of appointed Level IV agents.

• Level III and IV agents serve as mentors throughout the promotion process
• Questions?