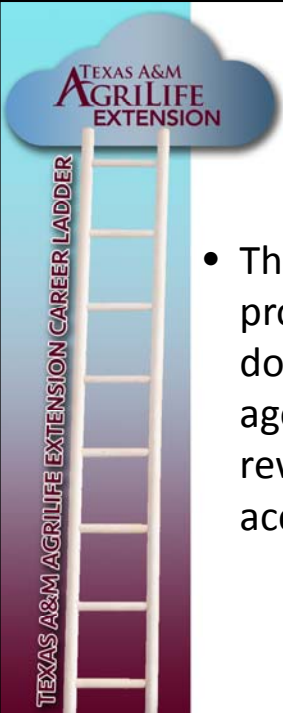




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Standards of Achievement for Professional Advancement

District 2 Career Ladder Training
April 29, 2016
Ronda Alexander & Michael Clawson



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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.



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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

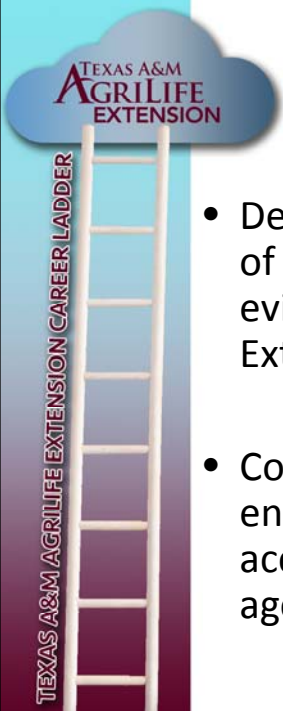


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Promotion Criteria

- 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




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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




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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.




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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.



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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

The graphic features a vertical ladder with 10 rungs, set against a background that transitions from light blue at the top to dark purple at the bottom. The ladder is positioned on the left side of the slide. At the top of the ladder, there is a blue cloud-like shape containing the text "TEXAS A&M AGRILIFE EXTENSION" in white. The text "TEXAS A&M AGRILIFE EXTENSION CAREER LADDER" is written vertically along the left side of the ladder.


2. Resources, Volunteerism, and Organizational Support

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

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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




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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.



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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
- <http://countyprograms.tamu.edu/files/2013/09/2016-2017-Guidelines-for-Promotion-Packet-01-FINAL.pdf>



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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




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Degree Requirement

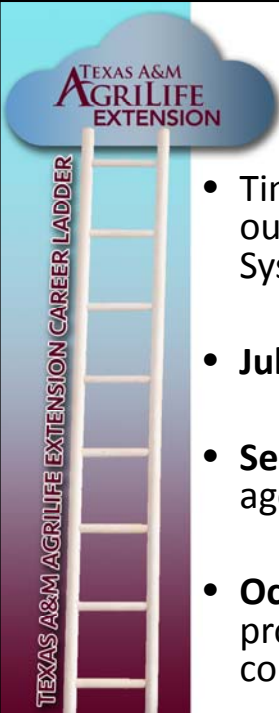
- Level III
 - Master’s degree required
 - Minimum of 10 years professional experience by June 1 of the year submitting the agent promotion packet
- Level IV
 - Master’s degree preferred
 - Minimum 15 year’s professional experience by June 1 of the year submitting the agent promotion packet



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Professional Progression

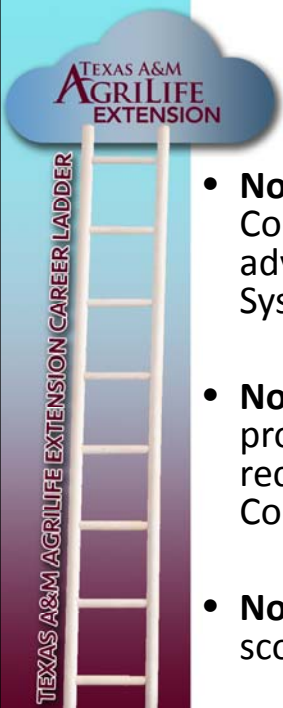
- Promotion to a higher level is based on agent's accomplishments for the past 5 years of their Extension career.
- An agent must remain in a professional rank for 3 years or more before submitting a promotion packet for consideration to the next level.



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Timeline

- Timeline for promotion preparation is outlined in Appendix I of Career Ladder System Guidelines
- **July 15th** - Intent to apply submitted to DEA
- **September 1st** - 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




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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




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Timeline

- **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.**
- If promotion packet is not recommended for promotion at the Regional Peer Review the promotion packet will not be sent to the State Peer Review.
- **December 7th** - DEA submits complete Level III to IV promotion packets to be to Associate Director for state review.




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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.

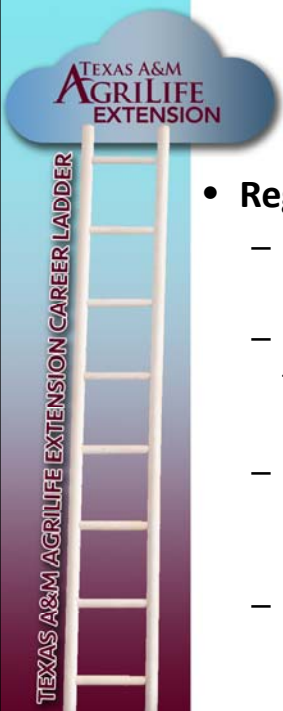


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Timeline

- **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.



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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.




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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



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- Questions?