



Career Ladder Orientation & Dossier  
Preparation Workshop



COVERING:

- Title Page
- Table of Contents
- Section I – Curriculum Vitae
- Section IIA - Current Job Description
- Section IIB - Current Job Responsibilities

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Vincent J. Mannino

County Extension Director – Fort Bend County

May 29, 2013

*Improving Lives. Improving Texas*



# Title Page

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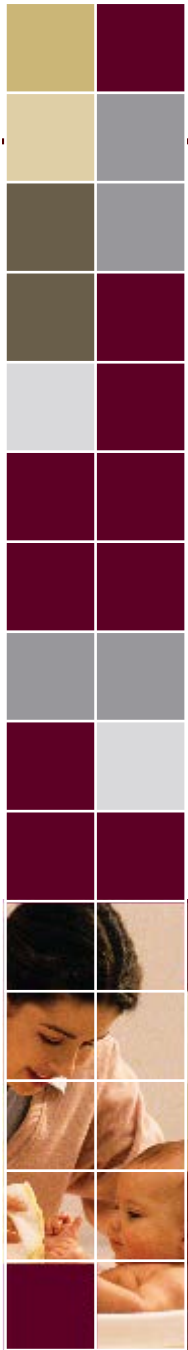
...a template

*Improving Lives. Improving Texas*

# Sections included in the Title Page



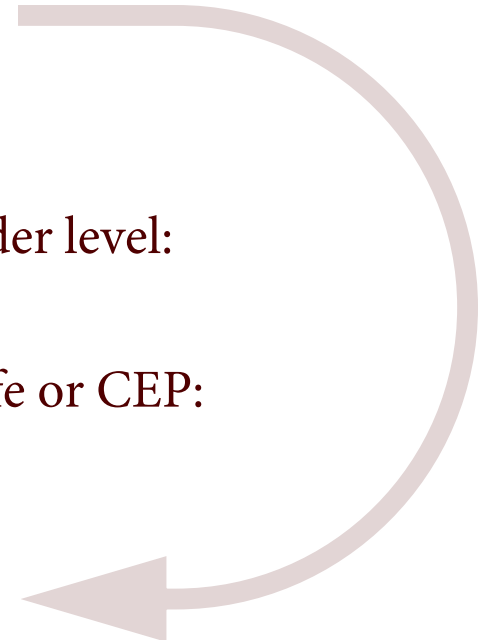
- ✓ Agency name – top & center:
  - ✓ Texas A&M AgriLife Extension Service or
  - ✓ Cooperative Extension Program of PVAMU
  - ✓ (may include agency brands as well)
- ✓ Your name
- ✓ Current Career Ladder Level:
- ✓ Date of appointment to current career ladder level:
- ✓ Proposed Career Ladder Level:
- ✓ Total years in Extension work with AgriLife or CEP:



TEXAS A&M  
**AGRI**LIFE  
EXTENSION

PRAIRIE VIEW A&M UNIVERSITY  
Cooperative Extension Program

TEXAS A&M  
**AGRI**LIFE  
EXTENSION

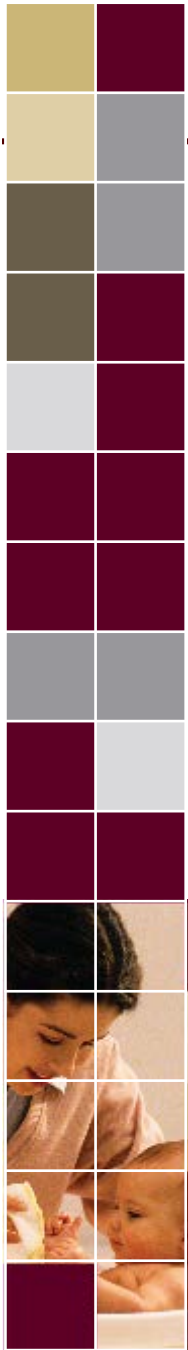


# Sections included in the Title Page



- ✓ Total years in Extension work with AgriLife or CEP:
- ✓ Professional Experience Equivalency Ratio:
  - ✓ (obtain from your DEA or AgriLife/CEP HR)
- ✓ Total years of professional experience:
  - ✓ (as of June 1 of current year)
- ✓ Current Position Title:
- ✓ Years in Present Position:
- ✓ Present Position County or counties if more than one\*

**\* Most recent first**





## Texas A&M AgriLife Extension Service Career Ladder Promotion Dossier

A. **Name:** John D. Smith

B. **Current Extension Level:** II  
**Date of Appointment to Current Level:** 10/10/2001

C. **Proposed Level:** III

D. **Total years in Extension Work with AgriLife/CEP:** 10.75  
**Professional Experience Equivalency Ratio:** 7.08  
**Total Years of Professional Experience:** 17.83  
*(as of June 1 of submission year)*

E. **Current Position Title:** County Extension Agent - ANR  
**Years in Present Position:** 5.52  
**County:** Harris

**Example of Title Page**



# Table of Contents

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...a template

*Improving Lives. Improving Texas*



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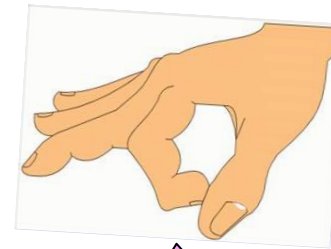
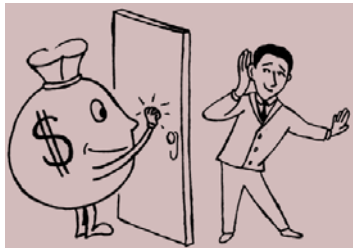
\* Example or page numbers only

**Example of Table of Contents**

# Curriculum Vitae



- *The curriculum vitae (course of life) reflects your professional activities & accomplishments over your entire professional career*
- *Keep current!*







# Section I - Curriculum Vitae

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...a template

The CV should list the following by sections:

# Sections Included in a C.V.

- A. Personal Background
- B. Academic Background\*
- C. Professional & Academic Appointments\*
- D. Program & Organizations Support\*
- E. Committee Involvement\*
- F. Professional Development\*
- G. Professional Organizations\*
- H. Awards & Recognitions\*

(\* = most recent first)



# Curriculum Vitae – section 1A

## A. Personal Background

- Name
- Title (official)
- Work location
  - (Texas A&M AgriLife Extension Service – \_\_\_\_\_ Co.)
- Work address (street or P.O. Box or both)
- Work phone, fax, email
- Website/Facebook, blog, etc.  
(not required but may be included)



# Curriculum Vitae – section 1B

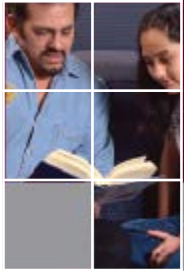
## B. Academic Background – Education - degree(s) awarded, then certification(s)

- Degree(s) awarded\* – field, institution attended, location, date

*example:*

B.S. in Animal Science, Texas A&M  
University, College Station, 2008

\* Most recent first



# Curriculum Vitae – section 1B

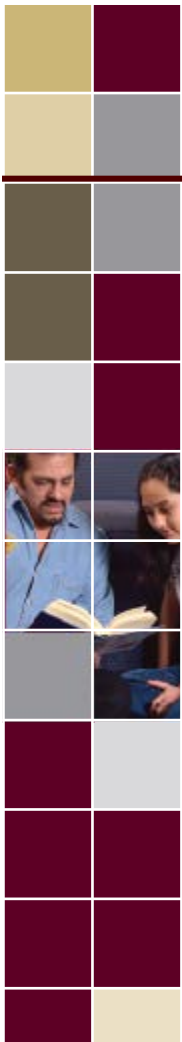
## B. Academic Background – Education - degree(s) awarded, then certification(s)

- Certification(s) awarded\* – field,  
institution attended, location, date

*example:*

ICS-100, Emergency Management  
Institute, Dept. of Homeland Security,  
Washington, DC., 2006

\* Most recent first





# Curriculum Vitae – section 1C

## C. Professional and Academic Appointments

- Present professional employment with years and dates of service
- Former professional employment with years and dates of service\*



\* Most recent first

# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Educational Resources Developed\*

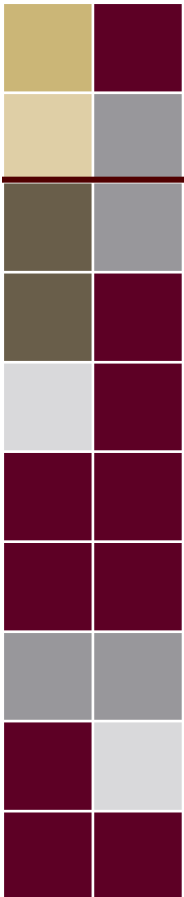
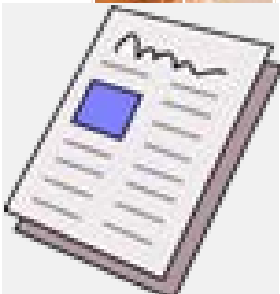
- Extension

- Title, use proper citation showing role, date; identify whether original or an adaptation, date

*example:*

*Pesticide Safety (PPT), Edited by Vince Mannino for use in Jefferson Co., 2005 (Adapted from TAMU Dept. of Entomology)*

\* Most recent first



# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Educational Resources Developed\*

- Non-Extension

- Title, use proper citation showing role, date; identify whether original or an adaptation.

*example:*

*Landscape Guidelines for Pecan Forest Neighborhood Assoc., Written by Vince Mannino, June 2009 (original)*



\* Most recent first



# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Grants/Financial Support\*

- \$ value, source, use, date

*example:*

\$500 Block Grant (beautification demonstration), City of Rosenberg, May 2007



\* Most recent first

# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Major Program Presentations\*

- Title, role, group reached, scope (county/dist./state/national), and date

*example:*

Professional Dress for Men, Presenter, Dist. 9  
Total Faculty Conf., Nov. 2008



\* Most recent first



# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Publications/Reports\*

- Title, role or use proper citation showing role, date

*example:*

*Extension Outreach Education for Fort Bend County, editor, April 2011*



\* Most recent first

# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Result Demonstrations\*

- Title, location, date

*example:*

*The Use of Growth Regulators to Control Fire Ants in Home Lawns, Rosenberg, Texas, May 2011*

\* Most recent first



# Curriculum Vitae – section 1D

## D. Program and Organizational Support

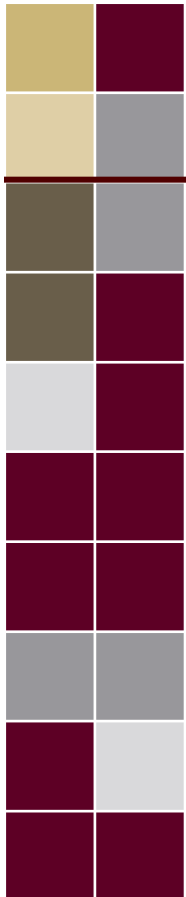
### – Mass Media Contributions\*

- Name of radio/tv segments, station call letters, location, frequency of programs, date range, frequency

*example:*

Gardenline (KLVI-am), weekly call-in, 1990-2004

\* Most recent first



# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Mass Media Contributions

- Name of news columns, name of paper, location, frequency of column, date range

*example:*

Back Forty, Port Arthur News, weekly, 1990-2004



# Curriculum Vitae – section 1D

## D. Program and Organizational Support

### – Blogs, Facebook, Website\*

- Name of blog, blog location, content, frequency of blog updates,

*example:*

Veggie Garden Tips,

<http://www.veggiegardeningtips.com/> ,

Featuring varieties, culture & pest issues,  
weekly updates

\* Most recent first





# Curriculum Vitae – section 1D

## D. Program and Organizational Support

- Newsletters (summarize newsletter developed over career)\*
  - Name of newsletter, target audience, frequency, date

*example:*

*Across the Fence, Ag producers, quarterly, 2005-present*

\* Most recent first





# Curriculum Vitae – section 1E

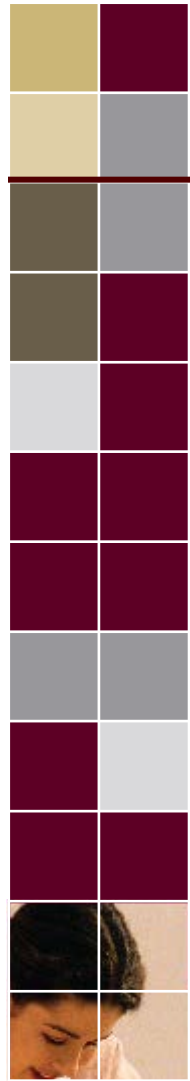
## E. Committee Involvement

### – Internal:

- Extension Committees and Task Forces, your role, dates

example:

District 9 Awards & Recognition Committee,  
member, 2008-2011



\* Most recent first

# Curriculum Vitae – section 1E

## E. Committee Involvement

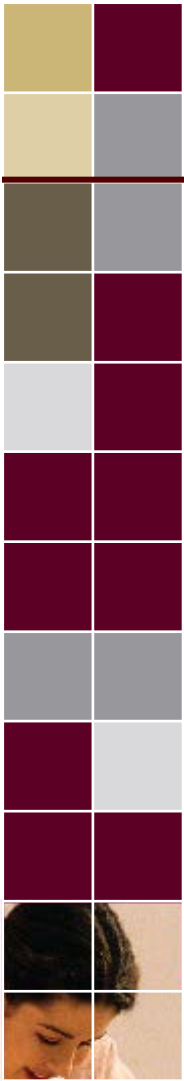
### – External:

- Collaborations with organizations, industry, etc. indicating role and date

example:

Rotary Club of Rosenberg, member since 2005,  
President – June 2010-11

\* Most recent first



# Curriculum Vitae – section 1F

## F. Professional Development Activities

### – Professional Development Activities\*

- Title, scope – level, agency hosting, and date attended. Note: if made a presentation or attended only

*examples:*

- Career Ladder Orientation & Dossier Prep. Wksp., Texas AgriLife Extension Service, Victoria, May 29, 2012
- Spring/Fall Total Faculty Conference, Texas AgriLife Extension Service SE D-9, 2005 to present.

**\* Most recent first**



# Curriculum Vitae – section 1F

## F. Professional Development Activities

- Non-degree related courses (Certifications listed above in Academic Background)\*
  - Title, agency hosting, and date attended. Note: if a presenter)

*example:*

“Getting Things Done” Professional Development Conference - David Allen Co. (2011)

**\* Most recent first**



# Curriculum Vitae – section 1G

## G. Professional Organizations, Service (list membership, leadership roles &/or service)\*

- Name of organization, scope (county, district, state, national) affiliation

*example:*

Texas County Agricultural Agents Association,  
member, 1984 – present

\* Most recent first



# Curriculum Vitae – section 1H

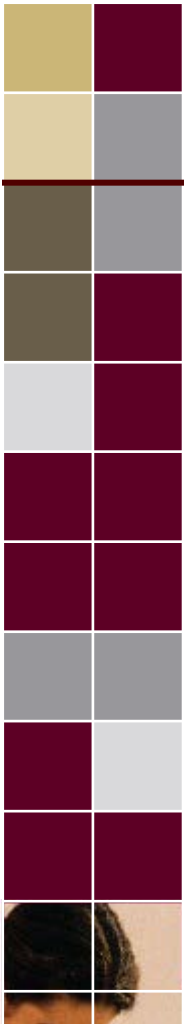
## H. Awards and Recognition\*

- Award name, organization, date

*examples:*

- 2<sup>nd</sup> Place Newsletter, TCAAAA, 2012
- Early Career Award, TCAAAA, 2011
- Certificate of Appreciation (Teachers' In-service Training), Victoria ISD, 2011

\* Most recent first



# Current Job Description – section II-A

Your Job Description (Position Description) is online at:

[Greatjobs.tamu.edu](http://Greatjobs.tamu.edu)

1. Find and copy your JD, or
2. Cut and paste the content to include the info on the following slide:
3. Title the JD - Section II-A
4. Insert it behind the CV





# Current Job Description – section II-A

**Employee Name:**

**Position Title:**

**Agency:**

**Location:**

## **Job Duties – Implementation**

- 1.
- 2.
- 3.
- 4....

## **Job Duties – Program Planning**

- 1.
- 2.
- 3.
- 4....

## **Job Duties – Program Evaluation**

- 1.
- 2.
- 3.
- 4....

## **Job Duties – Reporting & Interpretations**

- 1.
- 2.
- 3.
- 4....

## **Job Duties – Individual Development**

- 1.
- 2.
- 3.
- 4....

## **Job Duties – Office Management**

- 1.
- 2.
- 3.
- 4....

## **Other Duties as assigned**

- 1.
- 2.
- 3.
- 4....

**See sample template**

**Signed:** \_\_\_\_\_

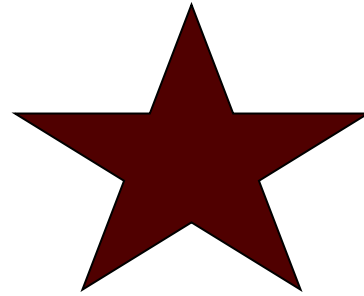
**Dated:** \_\_\_\_\_



# Current Job Responsibilities – section II-B

1. Use the current year's *Job Responsibilities (Assignment of Responsibilities)*
2. Copy without modifications
3. Title the JR – Section II-B
4. Insert it behind the Job Description.





**Also: Add a revision date on the bottom of you curriculum vitae.**





# Questions? Questions?

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