


TEXAS A&M  
AGRI LIFE  
EXTENSION

TEXAS A&M AGRILIFE EXTENSION CAREER LADDER

# PROFESSIONAL CAREER LADDER SYSTEM GUIDELINES FOR COUNTY EXTENSION AGENTS

April 21, 2016  
Pearsall, Texas




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## Putting Your Agent Promotion Package Together

By Jaime Lopez and Dr. Enrique Perez

- Section I – Vitae
- Section II – Job Responsibilities
- Section III – Abstract
- Section IV – Program Summary of Accomplishments
- Section V – Agent Achievement Report
- Section VI – Administrative Forms




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## Appendix III

### GUIDELINES FOR ASSEMBLING PROMOTION PACKET

Use Times New Roman font, size 11 or 12, with single spaced text and 1 inch margins at the top, bottom and sides of each numbered page.

All materials should be placed in a manila file folder, clipped, and organized by sections as indicated below and formatted as a pdf.




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## 1. Title Page

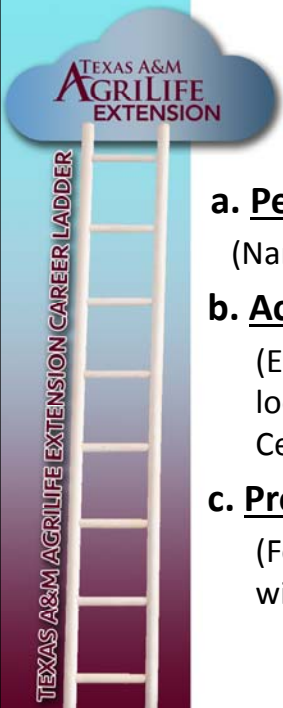
“Texas A&M AgriLife Extension Service/Cooperative Extension Program Career Ladder Promotion Packet”

- a. Name
- b. Current Level:  
Date of appointment to current level:
- c. Proposed Level:
- d. Total years in Extension work with Texas A&M AgriLife Extension Service/CEP:  
Official Professional Experience Equivalency Ratio:  
Total years of professional experience:  
(By June 1 of submission year)
- e. Current Position Title:  
Years in Present Position:  
County(ies)/District:



**2. Table of Contents**  
(serves as a checklist and content guidelines)

**Section I: Curriculum Vitae**  
The curriculum vitae should reflect the activities/accomplishment of the agent's entire career and should list vitae achievements within heading in date order with most recent listed first. Specify month and year of accomplishment listed. Utilize following format:




**Section I: Curriculum Vitae**

**a. Personal Background**  
(Name, Title, Location)

**b. Academic Background**  
(Education: including institutions, locations, dates and degrees awarded. Certifications)

**c. Professional and Academic Appointments**  
(Former and present professional employment with years and dates of service, most recent first)



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## Section I: Curriculum Vitae Cont.

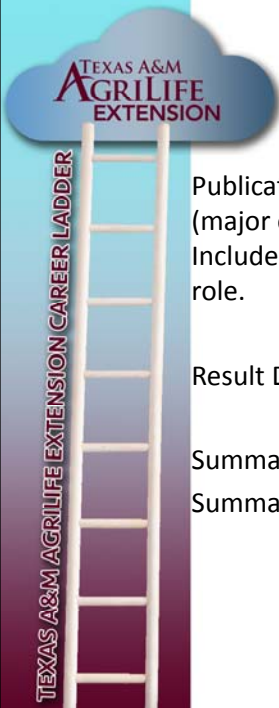
### **d. Program and Organizational Support**

Extension/Non-Extension Educational Resources Developed. Use proper citation showing role, date; identify whether original or an adaptation.

Grants and other financial support received from all sources.

Supervision/Mentoring

Major Program Presentations  
(at county/district/state/national /international events. Include title, group reached, role and date.)




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Publications/Reports  
(major efforts, including thesis/dissertation).  
Include title, role, and date or use proper citation showing role.

Result Demonstrations

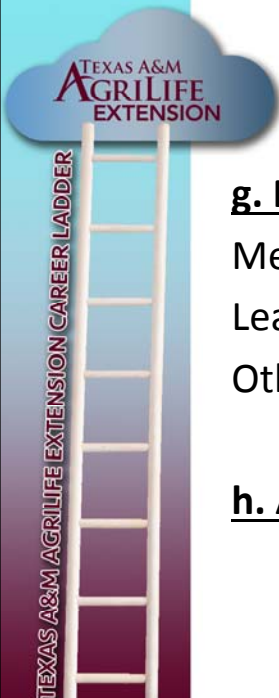
Summarize mass media contributions  
Summarize newsletters developed over career.



**Section I: Curriculum Vitae  
Cont.**

**e. Committee Involvement**  
*Internal:* Extension Committees and Task Forces with dates, listing most recent first.  
  
*External:* Collaborations with organizations, industry, etc. indicating role, relationship.


**f. Professional Development**  
Professional Development Activities (regional/district/state/national/international conferences). Note if made a presentation or attended only.  
  
Non-degree related courses.



**Section I: Curriculum Vitae  
Cont.**

**g. Professional Organizations/Service**  
Memberships  
Leadership Roles  
Other Service

**h. Awards and Recognition**

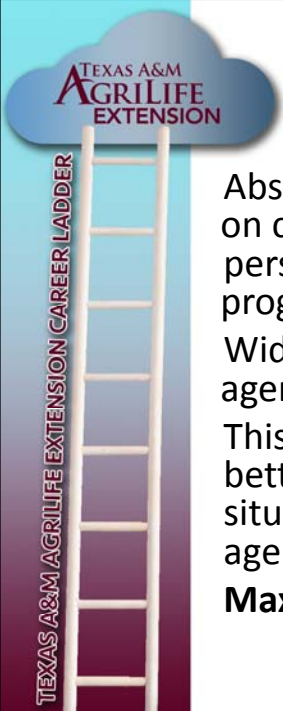


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## Section II: Current Job Responsibilities

(This is the county job responsibilities which identifies responsibilities for all agents in county, included for all counties within the last 5 years)



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## Section III: Abstract

Abstract for agent to explain and elaborate on county, professional, position and/or personal circumstances that influenced programming efforts.

Wide Open (Narrative to introduce the agents program)

This is your opportunity to help a reviewer better understand your unique county situation which may differ from other county agents

**Maximum of 1 page.**

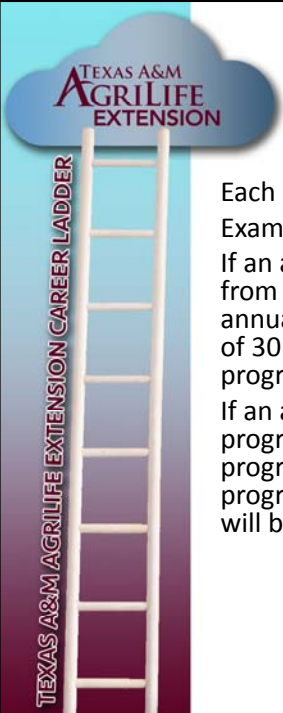


**Section IV: Program Summary Accomplishments**

Annual program summaries from top 3 program areas (maximum) conducted during the past 5 years.

Annual program summaries are summaries submitted annually at the conclusion of a program plan to DEA's/CED's/RPL's. Can be in-depth or outreach programs.

Up to 15 annual program summaries can be submitted. (Top 3 programs X 5 years of program summaries for each program).




**Section IV: Program Summary Accomplishments Cont.**

Each program summary has a maximum length of 2 pages.

Examples:


If an agent has had 5 years of annual program summaries from each of the top 3 programs selected, a total of 15 annual program summaries will be submitted. (Maximum of 30 pages submitted – 2 pages per summary X 3 programs X 5 years).

If an agent has 5 years of program summaries for 1st program selected, 3 years of programs summaries for 2nd program selected, and 1 annual program summary for 3rd program selected, a total of 9 annual program summaries will be submitted. (18 pages submitted).



**Section V: Agent Achievement Report**

Agent Achievement Report is the document that supports the new Performance Appraisal System. Posted in Greatjobs  
Past 5 years maximum.  
Maximum length of 4 pages for each annual Agent Achievement Plan submitted.  
(Maximum of 20 pages – 4 pages per AAP X 5 years)  
Agents must request through their DEA an additional 10 days after performance appraisal if they wish to edit the Agent Achievement Report prior to it being posted online.  
Once online, no revisions are allowed.



**Section VI: Administrative Forms**  
(to be added as packet proceeds through review.  
CEA not expected to include blank sheets in packet)

Intent to Apply for Promotion (CEA includes)

- Regional Peer Review Committee Recommendation
- Regional Leadership Team Recommendation
- State Peer Review Committee Recommendation
- Associate Director/Program Director Recommendation (as appropriate)