

TEXAS A&M
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TEXAS A&M AGRILIFE EXTENSION CAREER LADDER

Professional Career Ladder System Guidelines

Promotion Packet County Extension Agents

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

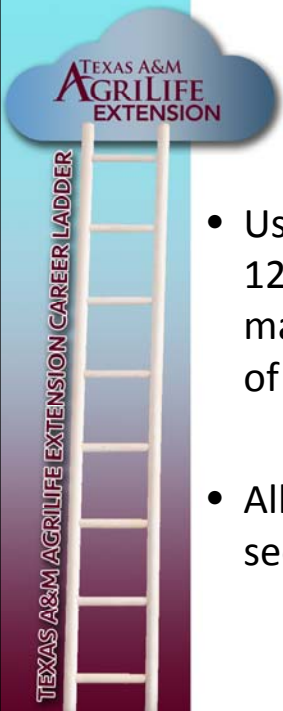


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Putting Your Agent Promotion Packet Together

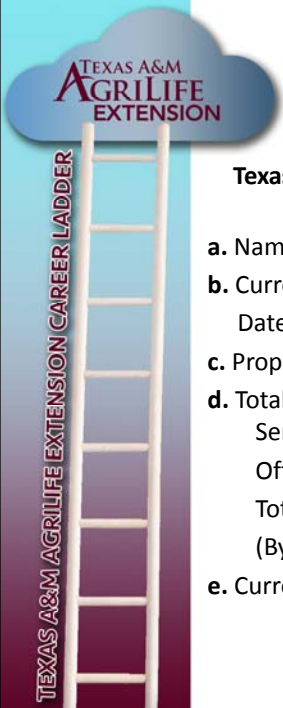
- Section I – Vitae
- Section II – Job Responsibilities
- Section III – Abstract
- Section IV – Program Summary of
Accomplishments
- Section V – Agent Achievement Report
- Section VI – Administrative Forms



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Appendix III Guidelines for Assembling

- 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 organized by sections 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:



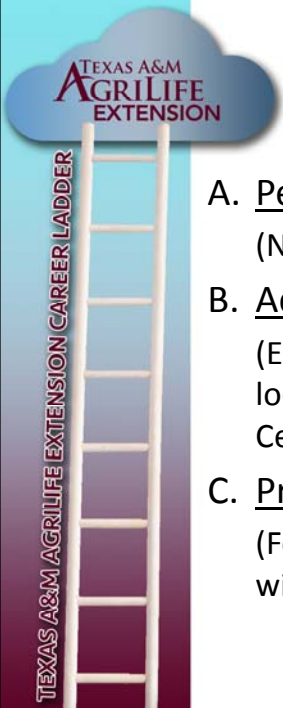
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2. Table of Contents

Section I: Curriculum Vitae

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




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Section I: Curriculum Vitae

- Personal Background
(Name, Title, Location)
- Academic Background
(Education: including institutions, locations, dates and degrees awarded. Certifications)
- 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 Continued

D. Program and Organizational Support

- Extension/Non-Extension Educational Resources Developed. Use proper citation showing role, date; identify whether original or an adaptation.
- Material Resources – Sponsorships, donations, 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.)
- Publications/Reports (major efforts, including thesis/dissertation). Include title, role, and date or use proper citation showing role.
- Result Demonstrations
- Summarize mass and social media contributions
- Summarize newsletters developed over Extension career.



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Section I: Curriculum Vitae Continued

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.



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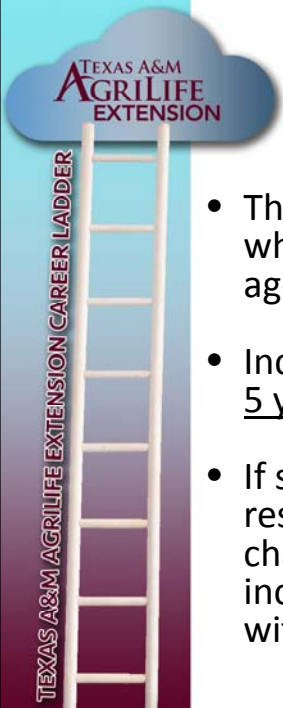
Section I: Curriculum Vitae Continued

G. Professional Organizations/Service

- Memberships
- Leadership Roles
- Other Organizations and Service

H. Awards and Recognition

- Professional Associations
- AgriLife Agency
- Community/Other Organizations

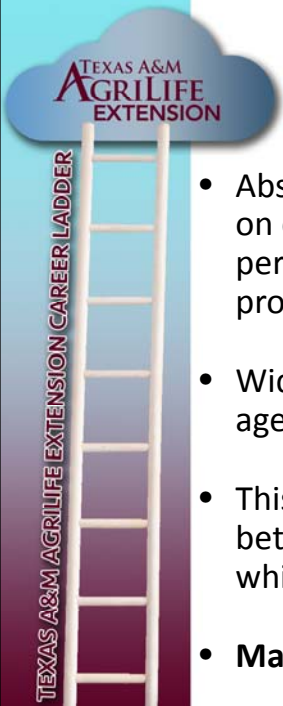


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Section II: Current Job Responsibilities

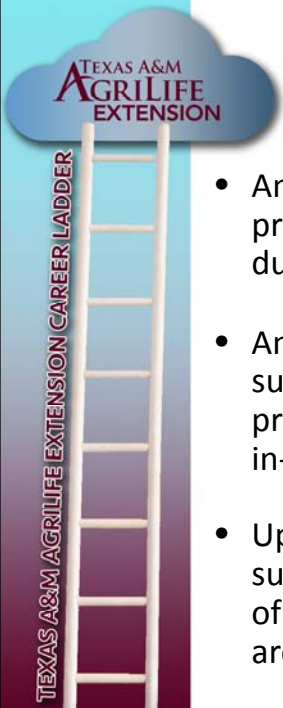
- This is the county job responsibilities which identifies responsibilities for all agents in county.
- Included for all counties within the last 5 years
- If significant changes in your job responsibilities have occurred or you changed positions/titles in the county, include appropriate job responsibilities within the last 5 years.



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Section III: Abstract

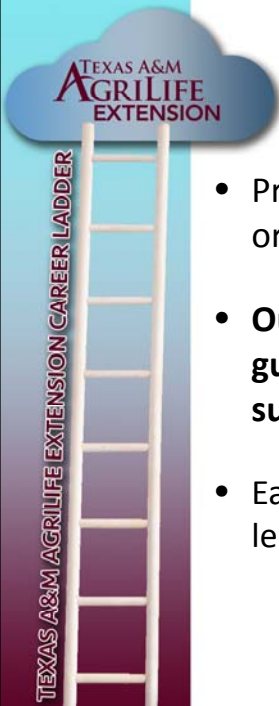
- Abstract for agent to explain and elaborate on county, professional, position and/or personal circumstances that influenced programming efforts.
- Wide open (Narrative to introduce the agent's program)
- This is your opportunity to help a reviewer better understand your unique county situation which may differ from other county agents.
- **Maximum of 1 page**



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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 program areas X 5 years of program summaries for each program area).




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Section IV: Program Summary Accomplishments (Continued)

- Program summaries can be either In-Depth or Outreach program summaries.
- **Outreach summaries must meet/follow the guidelines and format of In-depth summaries.**
- Each program summary has a maximum length of 2 pages.




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Section IV: Program Summary Accomplishments Continued

- Example 1 – If an agent has:
 - 5 annual program summaries from each of the top 3 program area selected.
 - A total of 15 annual program summaries will be submitted.
 - (Maximum of 30 pages submitted – 2 pages per summary X 3 program areas X 5 summaries)




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Section IV: Program Summary Accomplishments Continued

- Example 2 - if an agent has:
 - 5 program summaries for 1st program area selected.
 - 3 summaries for 2nd program area selected.
 - 1 annual program summary for 3rd program area selected.
 - A total of 9 annual program summaries will be submitted.
- Goal is to focus on the **QUALITY** of the summaries, not **QUANTITY** of summaries.




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Section V: Agent Achievement Report

- Agent Achievement Report is the document that supports the new Performance Appraisal System.
- 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.




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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)



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- Questions??