

next

T A L K S

TEXAS A&M
AGRILIFE
EXTENSION

PROFESSIONAL CAREER LADDER SYSTEM GUIDELINES

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County Extension Agent 4-H

NEW PROCESS

- ▶ Career Ladder Committee Formed – Fall 2015
- ▶ Committee Met Fall 2015 – Early Spring 2016
- ▶ New Changes Approved by Admin – April 2016
- ▶ Go into Effect June 1, 2016

MAJOR CHANGES

- ▶ From Dossier to Promotion Packet
- ▶ Integration of Agent Performance Appraisal System
 - ▶ Ties promotion more closely to program and performance
 - ▶ Relieves duplication of reporting and effort
- ▶ Criteria remain much the same
 - ▶ Imperative that PAS documents be complete and accurate

CHANGES TO REVIEW PROCESS

- ▶ Inclusion of Level III Agents on Regional Committees
 - ▶ Level II Agents Review all but III to IV Packets
 - ▶ Regional Committees have 3 to 8 members, and at least 2 Level Ivs
- ▶ Level I to II and II to III Promotions are decided at the Regional Level – no State Review
- ▶ Level III to IV Packets progress to State Peer Review if approved at the Region
- ▶ Input from DEA/RPL will be received by the Regional Team prior to review. This input will become a part of the initial review.

PROMOTION PACKET COUNTY EXTENSION AGENTS

- ▶ Putting Your 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

TITLE PAGE

- ▶ A. Name
- ▶ B. Current Level
 - ▶ - Date of appointment to current level
- ▶ C. Proposed Level
- ▶ D. Total Years of Service with Texas A&M AgriLife Extension
 - ▶ Official Professional Experience equivalency Ratio:d
 - ▶ Total years of professional experience (by June 1 of submission year)
- ▶ E. Current Position Title:
 - ▶ Years in Present Position
 - ▶ County(ies)/District

SECTION 1: 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)

SECTION 1: CURRICULUM VITAE

- ▶ 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 (County/District/State/National/ International events. Include title, group reached, role and dates.)
 - ▶ Publications/Reports (major efforts, including thesis/dissertations). Include title, role, and date or use proper citation showing role.
 - ▶ Result Demonstrations
 - ▶ Summarize mass media contributions
 - ▶ Summarize newsletters developed over Extension career.
- ▶ E. Committee Involvement
 - ▶ Internal: Extension Committees and Task Forces with dates, listing most recent first.
 - ▶ External: Collaborations with organizations, industry, etc. indicating role, relationship.

SECTION 1: CURRICULUM VITAE

- ▶ F. Professional Development
 - ▶ Professional Development Activities (District/Regional/State/National/International Conferences.) Note if presenter or attended only.
 - ▶ Non-degree related courses.
- ▶ G. Professional Organizations/Service
 - ▶ Memberships
 - ▶ Leadership Roles
 - ▶ Other Service
- ▶ H. Awards and Recognition
 - ▶ Professional Associations
 - ▶ AgriLife Recognition
 - ▶ Community/Other Organizations

SECTION II: CURRENT JOB RESPONSIBILITIES

- ▶ County Job Responsibilities including all agents in the county.
- ▶ Included for all counties within the last 5 years.

SECTION III: ABSTRACT

- ▶ Abstract for Agent to explain and elaborate on county, professional situation, position and/or personal circumstances that influenced programming efforts.
- ▶ Your opportunity to help the 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 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).
- ▶ Each program summary has a maximum length of 2 pages.
- ▶ Goal is to focus on the QUALITY of the summaries, not QUANTITY of summaries.

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 may request through their DEA within 10 days from their performance appraisal to edit the Agent Achievement Report.

SECTION VI: ADMINISTRATIVE FORMS

- ▶ 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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