Appendix I-A
TIMELINE FOR MANAGING PROMOTION IN PROFESSIONAL CAREER LADDER SYSTEM FOR COUNTY EXTENSION AGENTS*

June: The Director for Texas A&M AgriLife Extension Service and the Administrator for CEP initiates promotion process through distribution of promotion information.

By July 15: “Intent to Apply” form and draft copy of promotion packet due from CEA to the DEA. “Intent to Apply” form includes the names of Level IV agents who are “mentoring” the agent to prepare the promotion packet. CEA will have worked with RPL and Level IV agents to prepare draft promotion packet.

September 1: CEA submits an electronic agent promotion packet to the DEA/CED which will then be forwarded to the Regional Leadership Team.

By October 1: DEA sends copies of promotion packets from their district to Regional Peer Review Committee members. The Regional Leadership Team will submit a recommendation for consideration to the Regional Peer Review Committee.

November: Regional Peer Review Committee reviews promotion packets of candidates for advancement, identifies strengths/weaknesses, records vote and justification, and returns packets to Associate Director – County Operations. The supervisor (DEA/CED) discusses promotion status with the CEA. Minor adjustments can be made in the vitae at this time.

Early December: Director names State Peer Review Committee for Level III to IV packets.

December 7: District Extension Administrator submits complete Level III to IV promotion packets to be considered for state review to the Directors office. The promotion packet contains Regional Peer Review comments, Regional Leadership Team comments.

April: The State Peer Review Committee reviews all Level III to IV promotion packets which have continued through the process and records strengths and weaknesses. The comments must justify the vote and support the committee's decision. Packets will be returned to the Director's office for appropriate review.

May: The Director will ask Associate Directors/Program Directors to review promotion packets and make recommendations on promotion when discrepancies occur between regional and state peer review committee votes.

June: The Director/Administrator for CEP to make decisions regarding promotion of County Extension Agents.

County Extension Agents are notified of promotion status.

September 1: Promotion decision becomes effective.

* Specific timeline and guidelines for promotion for the current year will be announced and distributed each year in June.