

TIMELINE FOR MANAGING PROMOTION IN PROFESSIONAL CAREER LADDER SYSTEM FOR COUNTY EXTENSION AGENTS*

- December 15: Annual Program Summaries due to DEA and RPL.
- January – March: Discussion with supervisor (DEA/CED) about intent to apply. If Program Summaries are in need of minor edits, those may be made until April 1 and returned to DEA for final approval/certification.
- April: The Director for Texas A&M AgriLife Extension Service and the Administrator for CEP initiates promotion process through distribution of promotion information.
- By May 1: “Intent to Apply” form and draft copy of promotion packet due from Extension agent to the DEA. “Intent to Apply” form includes the names of Level III and IV agents who are “mentoring” the agent to prepare the promotion packet. By this date, the candidate will have worked with RPL and Level III and IV agents to prepare draft promotion packet.
- June 1: Promotion packet must be sent to Level III and IV Mentor Agent for review.
- July: Director names State Peer Review Committee for Level III to IV packets.
- July 15: Extension agent submits their final Agent Promotion Packet to the DEA/CED.
DEA/CED will forward the Agent Promotion Packet(s) to the Regional Leadership Team.
DEA provides copies of promotion packets from their district to Regional Peer Review Committee members.
- By August 31: Regional Peer Review Committee reviews promotion packets of candidates for advancement, identifies strengths/weaknesses, records vote and justification, and returns packets to DEA. Minor adjustments can be made in the vitae at this time for those seeking promotion to Level IV.
- September 15: District Extension Administrator submits all promotion packets to the Director’s office. The Regional Peer Review Committee comments and the Regional Leadership Team comments should be included as part of the promotion packet
- October: 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.
- November: 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, as well as between Regional Leadership Team and Regional Peer Review
- December 1: 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 April.