

Appendix I-A
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 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.
- By August 31: Regional Leadership Team reviews promotion packets of candidates for advancement, identifies strengths/weaknesses, records vote and justification, and returns packets to supervising DEA. .
- September 15: District Extension Administrator submits all promotion packets to the Director’s office. Regional Leadership Team comments should be included as part of the promotion packet
- October: The Director will ask Associate Directors to review promotion packets and make recommendations on promotion based on feedback from Regional Leadership Team, and content of the packet.
- 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.