

## Revised August 2020



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# Introduction

State Extension Personnel (non-tenure track) provide vital support and educational services to University of Tennessee Extension. The work of these personnel is important in achieving the mission of UT Extension.

It is important to note the diverse nature of the job descriptions applied to State Extension Personnel (non-tenure track). These personnel may be administered in one of the following ways:

- candidate supervised by faculty;
- candidate supervised by state Extension personnel (non-tenure track);
- candidate supervised by department head, director or manager; or
- candidate supervised by an assistant/associate dean.

Diverse activities and the wide variety of job assignments categorized as State Extension Personnel (non-tenure track) represent important contributions to the success of the overall mission of UT Extension. Due to the wide variety and dynamic nature of job assignments, evaluation of these personnel must be based on job descriptions. Titles that are used for non-tenure track Extension professionals include Extension Assistant and Extension Specialist, among others.

UT Extension launched a redesign and enhancement of the System for University Planning, Evaluation, and Reporting (SUPER) in July 2018. This effort was prompted by employees' feedback captured in the 2010-2020 Strategic Plan under the *Advancing Tennessee through Innovative Programs* goal. This ongoing process began with launching the Enrollment module in SUPER 2.0, followed by the Profile module. In July 2019, an electronic dossier system for the promotion review process for Extension Agents and Area Specialists was implemented. Based on positive feedback received from the electronic dossier system for Extension Agents and Area Specialists, an electronic dossier system for Non-Tenure Track Extension Statewide Personnel was developed and released in August 2020.

This document contains the policies and procedures for the promotion review process for State Extension Personnel (non-tenure track). Instructions for preparing, submitting and reviewing dossiers in the SUPER 2.0 electronic dossier system are also provided.

## Policies and Procedures for Promotion Review Process

Promotion is based on an evaluation of the candidate's dossier and recommendations of the appropriate supervisor, review committees and administration. The Dean of UT Extension makes recommendations for the promotion of State Extension Personnel (non-tenure track) to the Senior Vice President and Senior Vice Chancellor for University of Tennessee Institute of Agriculture (UTIA).

This section discusses the eligibility requirements for promotion, an overview of dossier preparation and evaluation, peer evaluation of the dossier, the promotion review sequence and participants' roles, and committee composition and election guidelines.

### Eligibility Requirements

The eligibility requirements needed for Extension Assistants I and II and Extension Specialists I, II and III are provided below.

**Extension Assistant I:** Requires a bachelor's degree in the discipline. Extension Assistant I must show a clear interest in teaching, Extension and/or service in alignment with appointment; show a clear interest in the creative art and characteristics of teaching or scholarly activities; have an excellent scholastic record; and show promise in the ability to work well with colleagues and clientele. He/she must show interest in professional activities of the discipline in ways other than teaching and/or technical Extension work.

**Extension Assistant II:** Requires a master's degree in the discipline. Extension Assistant II must be a capable teacher and/or technical specialist; have established a good record of creative achievements and growth in skills and responsibilities; and have participated in the professional activities of the discipline in ways other than teaching and/or technical work. The Extension Assistant II normally will have served as an Extension Assistant I for at least three years, have satisfactory or better performance ratings, and show evidence of ability to work well with colleagues and clientele. After completing five years as an Extension Assistant II, if otherwise qualified, he/she may be eligible to apply for Extension Specialist I positions.

**Extension Specialist I:** Requires a master's degree in the discipline; skills in teaching, Extension and/or service in alignment with appointment; activity in creative professional work or scholarly activities; an effective record in program and organizational support; participation in the professional activities of the discipline in ways other than teaching; and normally, five years work experience or an earned doctorate. The Extension Specialist I will show promise in creative professional work or scholarly activities, establish an effective record in program and organizational support, participate or show interest in professional activities of the discipline in ways other than teaching, and show evidence of ability to work with colleagues and clientele.

**Extension Specialist II:** Requires a master's degree in the discipline (doctorate preferred); evidence of accomplishments in teaching, Extension and/or service in alignment with appointment; an excellent record of creative and scholarly achievement; an effective record of program and organizational support; participation with promise in the professional activities of the discipline in ways other than teaching; and, normally, service as an Extension Specialist I for at least six years (four with a doctorate) with satisfactory or better performance ratings. The

Extension Specialist II will be respected as an expert in his/her field; can demonstrate pro-active educational programming, activity in applicable research and appropriate extramural funding; and demonstrates the ability to work well with colleagues and clientele.

**Extension Specialist III:** Requires a master's degree in the discipline (doctorate preferred); evidence of accomplishment in teaching, Extension and/or service in alignment with appointment; an excellent record of creative and scholarly achievement; an effective record of program and organizational support; participation with promise in the professional activities of the discipline in ways other than teaching; and, normally, service as an Extension Specialist II for at least eight years (six years with a doctorate) with satisfactory or better performance ratings. The Extension Specialist III is expected to have significant impact in his/her field, including regional and perhaps national recognition for innovative educational programs, applied research, funding base and publications appropriate to the assignment. He/she will have demonstrated the ability to work well with colleagues and clientele, and acted as an assigned or voluntary mentor for a junior specialist.

## Dossier Preparation and Evaluation

It is the candidate's responsibility to develop and submit documentation for promotion through the electronic dossier builder in SUPER 2.0. Instructions for preparing and submitting the dossier are provided later in the document.

It is intended for the dossier to contain evidence of program impact and educational effectiveness. The dossier will be evaluated by the candidate's supervisor/department head, two committees of peers (described in the next section), a State Extension Personnel Promotion Review Committee, the Assistant/Associate Dean, the Extension Dean and the Senior Vice President and Senior Vice Chancellor for UTIA. The candidate's dossier shall be independently evaluated during each step of the evaluation, and regardless of the recommendations received at each level, will continue through all levels of evaluation. Only the candidate is permitted to interrupt and halt the process.

## Peer Evaluation

Peer evaluations will be conducted at two levels: the "department" level and the state level.

A Departmental Promotion Review Committee shall be appointed by the supervisor. This committee will submit its recommendations for dossier content to the candidate and the supervisor via SUPER 2.0.

The State Extension Personnel (non-tenure track) Promotion Review Committee appointed by the dean will submit a report evaluating the effectiveness of the candidate's performance and providing a recommendation for or against promotion. The report will contain a summary of the committee vote (number for and number against). The report shall be submitted by the committee chairperson (or designated committee member) via SUPER 2.0 to the dean.

All proceedings of the Departmental and State Review Committees will be confidential.

## Promotion Review Sequence and Participants' Roles

The steps involved in the promotion review process for each participant are described below. A summary of the timeline and process is provided in Table 1.

### A. Candidate

1. Is notified of eligibility for promotion by the Dean and is responsible for initiating the promotion process with their supervisor.
2. Meets with mentor or Departmental Promotion Advisory Committee (no later than August 15<sup>th</sup>) if he or she desires to apply for promotion and would like assistance in preparing a promotion dossier.
3. Maintains appropriate documentation for promotion and prepares dossier prior to October 1.
4. Submits dossier in the SUPER 2.0 electronic dossier system to supervisor by October 1.
5. Receives suggestions from the Department Promotion Review Committee by November 15. Candidate may decide to continue, revise, or withdraw following the Department Promotion Review Committee's review and recommendation by November 30.

### B. Supervisor<sup>1</sup>

1. Meets with candidate for promotion no later than August 15<sup>th</sup> to discuss promotion eligibility. Supervisor should provide counseling and assign a mentor or Departmental Promotion Advisory Committee.
2. Coaches candidate prior to October 1, covering these areas: eligibility, timeline, and electronic dossier handbook/submission/and approval process.
3. Convenes Departmental Promotion Review Committee to vote on candidate for promotion. Completes the recommendation with "substantial statements" justifying recommendation. "Substantial statements" means that information must be provided to show the extent of the candidate's accomplishments and effectiveness as an Extension educator. A recommendation without evidence and documentation is of little value.
4. Submits dossier via SUPER 2.0 to Departmental Promotion Review Committee by October 15.
5. Receives final dossier in SUPER 2.0 by November 30 and submits recommendation for

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<sup>1</sup> Supervisors of State Extension Personnel (non-tenure track) vary, depending on the nature of the assignment/job description. In some instances, the candidate may be directly supervised by the Assistant/Associate Dean. In other situations, a candidate may be supervised by a State Extension Personnel (non-tenure track) of a grade above the candidate, i.e., a Specialist III supervising an Extension Assistant I. In most cases, the candidate is supervised by a department head.

promotion and candidate's dossier to Assistant/Associate Dean by December 10.

**C. Mentor(s)**

Meets with interested qualified candidates to assist with dossier preparation.

**D. Departmental Promotion Review Committee**

1. Receives candidates' dossier (in SUPER 2.0) for review immediately after October 15.
2. Reviews dossier.
3. Submits recommendation with substantial statements to justify recommendation and suggestions for improvement for candidate via SUPER 2.0 by November 15.

**E. State Program Leader (Assistant/Associate Dean or Director)**

1. Receives candidates' dossier (in SUPER 2.0) for review immediately after December 10.
2. Submits recommendation in SUPER 2.0 by December 20 for the Dean.

**F. State Extension Personnel (Non-tenure Track) Promotion Review Committee**

1. Receives dossier via SUPER 2.0.
2. Reviews dossier.
3. The chair completes recommendation with substantial statements to justify recommendation via SUPER 2.0 by February 1.

**G. Dean**

1. Prepares a recommendation for each candidate following consultation with the Extension Administrative Council.
2. Meets with each supervisor to discuss his/her recommendation(s) prior to submitting them to the Senior Vice President and Senior Vice Chancellor for UTIA.
3. Submits recommendation(s) for promotion in SUPER 2.0 to the Senior Vice President and Senior Vice Chancellor for UTIA in April.

**Table 1. Promotion Process Timeline**

<b>Date</b>	<b>Action</b>
July	All employees notified of promotion policy and deadlines.
July 1	Supervisor/department head reviews and verifies list of eligible candidates.
July 15	Email notification of eligibility generated from SUPER to candidates.
August 15	No later than August 15th, Department Head/Supervisor meets with candidate(s) eligible for promotion and assigns a mentor and/or a Departmental Promotion Advisory Committee to assist with dossier preparation.
October 1	Candidate submits dossier. (Notification sent to immediate supervisor when candidate hits submit). SUPER generates candidate list for UT Extension Dean.
October 15	Immediate supervisor makes recommendation regarding candidate's promotion.
October 15 - November 15	Departmental Peer Review Committee reviews dossier and makes suggestions to dossier before final submission by candidate.
November 16	The dossier returns to candidate with recommendations. The candidate may choose to continue, revise, or withdraw.
November 30	The dossier is locked to further edits. Supervisor/department head receives and reviews dossiers.
December 10	Supervisor/department head submits recommendation.
December 20	State Program Leader submits recommendation.
January	State Peer Promotion Review Committee meets to review dossiers and prepare their recommendation.
February 1	State Peer Promotion Review Committee submits their recommendation.
February	UT Extension Dean consults with Extension Administrative Team regarding recommendations for promotion for each candidate.
March 1	UT Extension Dean submits recommendations to UTIA Senior Vice President and Senior Vice Chancellor for promotions of UT Extension employees.
April	UTIA Senior Vice President and Senior Vice Chancellor approves or rejects promotion. Candidates and administrators are notified via letter.



## Committee Composition and Election

Three committees are involved in the promotion review process:

- A. Mentor/Departmental Promotion Advisory Committee
- B. Departmental Promotion Review Committee
- C. State Extension Personnel (non-tenure track) Promotion Review Committee

The composition of the committees and election of its members are described below.

- A. Mentor/Departmental Promotion Advisory Committee** should be assembled by the supervisor. The mentor/committee should be comprised of a person or persons (including coworkers) in contact with the candidate on a regular basis. Such persons should have direct knowledge and experience with the candidate's conduct and performance on the job and the results of the candidate's work. The Mentor/Departmental Promotion Advisory Committee serves in an advisory capacity and may or may not include members(s) of the Departmental Promotion Review Committee.
- B. Departmental Promotion Review Committee** should be assembled by the supervisor. The committee should be composed of all tenured Extension faculty within the department, and other tenured faculty familiar with the candidate's expertise and work performance. Departments with few Extension faculty may include members of Extension faculty from other departments. In addition, the Departmental Promotion Review Committee must include State Extension Personnel (non-tenure track) with rank greater than the candidate. For example, if a candidate is being considered for promotion from Extension Assistant I to Extension Assistant II, then individuals in the Department with titles of Extension Assistant II and Extension Specialist I, II and III are eligible for committee appointment. Hierarchy of State Extension Personnel (non-tenure track) is specified in the [Handbook for County, Region, Area and State Extension Agents and Specialists \(Non-tenure Track\)](#).
- C. State Extension Personnel (Non-tenure Track) Promotion Review Committee:** The committee shall be appointed by the Dean to review promotion recommendations from the Associate/Assistant Deans. The State Extension Personnel (non-tenure track) Promotion Review Committee should have broad representation from the departments and include at least three tenured Extension faculty holding the rank of professor and at least one individual with the rank of Extension Specialist III. Approximately equal numbers of tenured faculty and State Extension Personnel (non-tenure track) are desired, if enough individuals with the title Extension Specialist III exist. Faculty with joint appointments (Extension/Teaching and/or Research) are eligible. Members should serve for three years. Once a term is completed, a person should not serve again until one year has lapsed. The Dean shall announce membership of the State Extension Personnel (non-tenure track) Promotion Committee by October 15.

## Navigating the Electronic Dossier System

An electronic dossier system was launched as part of SUPER 2.0 in August 2020 to create efficiencies in the dossier development and review processes. This section describes the components of the electronic dossier and sources of data and information used in the creation of a complete dossier. Step-by-step instructions for developing, submitting and reviewing the electronic dossier are also provided.

### Electronic Dossier Components and Sources of Information

A promotion candidate's electronic dossier will be completed using data and information for the current year and years since their previous promotion or new hire. Data and information will come from three main sources:

1. Pulled directly into the dossier builder from the candidate's record in the SUPER 2.0 profile and delivery modules.
2. Pulled directly from the candidate's record in K@TE.
3. Manually input by the candidate into the dossier builder.

Information pulled directly from K@TE and SUPER 2.0 may not be edited within the electronic dossier builder. The information automatically pulled from K@TE and SUPER 2.0 must be changed within those systems, or in some cases, by updating the candidate's Personal Data Form through Human Resources, which feeds information into SUPER 2.0.

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#### Quick Links

SUPER 2.0 – [super2.tennessee.edu](https://super2.tennessee.edu)  
SUPER Help – [super.tennessee.edu/Help/](https://super.tennessee.edu/Help/)  
K@TE – [kate.tennessee.edu](https://kate.tennessee.edu)

Enter any training, conference or professional development activities in K@TE that are not in SUPER 2.0 training registration, such as national, state or regional professional association meetings, and professional development not offered by UT/TSU Extension. Items entered in K@TE are pulled into the SUPER 2.0 profile. Learn more about requesting external training credit at <https://hr.tennessee.edu/training/training-services/external-training-credit/>.

Human Resources Personal Data Form - <https://hr.utk.edu/forms/>

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It may be helpful for candidates to familiarize themselves with what information is needed to complete the dossier and the source of that information so that they can efficiently and effectively collect and input data over time. Keeping SUPER 2.0 and K@TE up-to-date will significantly decrease the amount of time it will take to complete the dossier for submission.

There are 12 sections within the dossier. Nine of these sections will be automatically filled at least in part by information previously entered in SUPER 2.0. One section will be completed by information pulled from K@TE. The candidate will complete three sections by entering text or uploading supporting material in a PDF. Table 2 lists the information needed for the dossier and the source from which data will be pulled or entered.

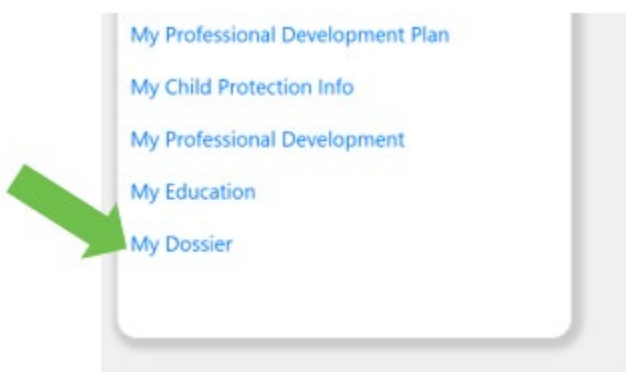
**Table 2. Dossier Sections and Sources of Data and Information**

Dossier Section	Source of Data/Information		
	SUPER 2.0	K@TE	Manual/Direct Input
Position Description	Profile – Position Description		
Biographical Data	Profile – Education, Professional Experience		
Evidence of Effective Programs	Profile - Personal Professional development Plan		Summary of Major Programs (Outputs) – Enter up to 1,000 characters.
	Educational Contacts – SUPER 2.0 Delivery Module		Summary of Major Programs (Outcomes) – Enter up to 3,000 characters.
Impact Statements	Previously submitted through the Delivery Module		
Publications	Profile – Publications		
Fund Development	Profile – Fund Development		
Professional Development	Profile – Professional Associations, Certifications and Licenses	Continuing Education	
Administrative Responsibilities			Enter up to 3,000 characters.
Organizational Service	Profile – Organizational Service		
Web Presence	Profile – Web Presence		
Honors, Awards and Achievements	Profile – Honors and Achievements		
Supporting Materials			Upload 5 page PDF, 12 point font.

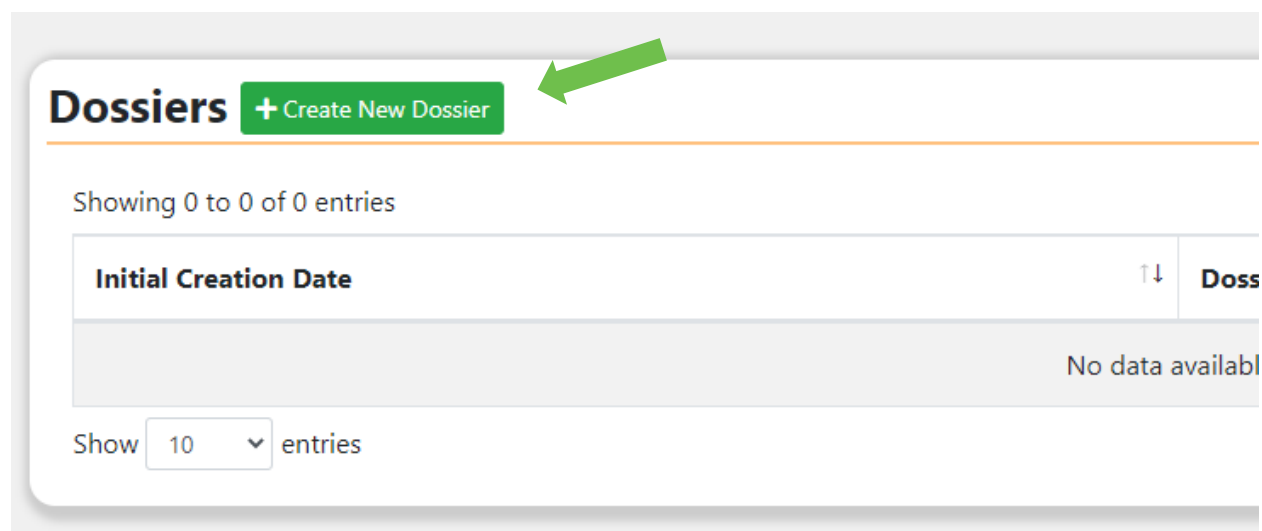
## Dossier Development Process

This section provides step-by-step instructions to access and complete the electronic dossier for submission.

When a candidate becomes eligible for promotion, the electronic dossier builder will become accessible in their SUPER 2.0 Profile. The candidate will log into SUPER 2.0 (<https://super2.tennessee.edu>), click on their name in the upper right-hand corner of the screen, and select Profile from the dropdown menu. At the bottom of the far right-hand column titled Position Information, click on My Dossier. This link will direct the candidate to the Dossier Dashboard.

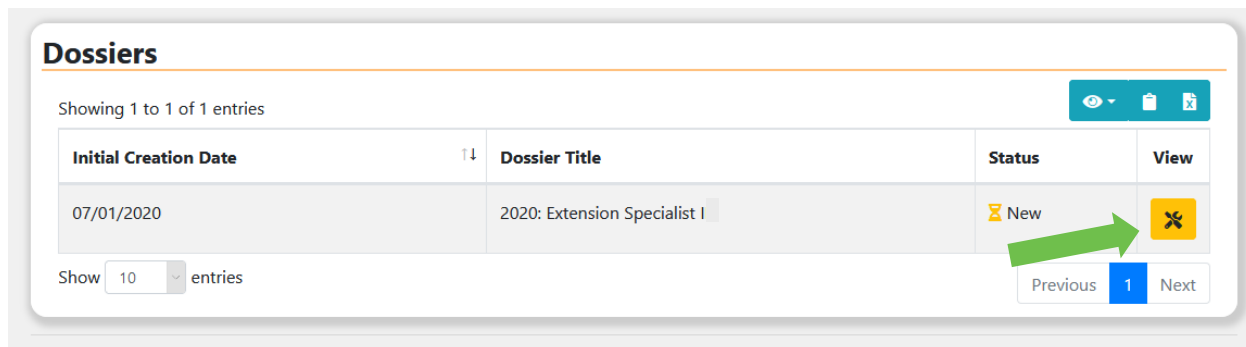


Once a candidate is eligible for promotion a button appears on the Dossier Dashboard to Create a New Dossier.



After clicking the Create New Dossier button, the candidate will see a table listing a new dossier with the status of New. The title of the dossier will be the current year and the candidate's current rank. Example: If the candidate is an Extension Specialist I and the current year is 2020, the title would be 2020: Extension Specialist I. The yellow icon on the far right is the Edit Tool. Clicking the Edit Tool will take the candidate to the Dossier Builder, where the candidate can view information automatically

pulled from SUPER 2.0 and K@TE, and may also input and upload additional information material.



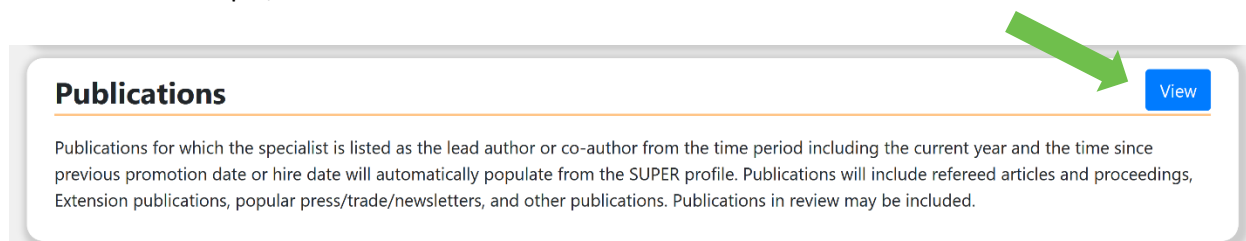
The screenshot shows a web interface titled "Dossiers". It displays a table with one entry. Above the table, it says "Showing 1 to 1 of 1 entries". To the right of the table are icons for search, filter, and export. Below the table, there is a "Show 10 entries" dropdown and pagination controls with "Previous", "1", and "Next" buttons. A green arrow points from the "View" button in the table row to the "View" button in the pagination area.

Initial Creation Date	Dossier Title	Status	View
07/01/2020	2020: Extension Specialist I	New	

The Dossier Builder is divided into 12 segments as outlined in Table 1. When the candidate creates a new dossier, information is automatically pulled directly into 10 of these sections from SUPER 2.0 and K@TE:

1. Position Description
2. Biographical Data
3. Evidence of Effective Programs (in part)
4. Impact Statements
5. Publications
6. Fund Development
7. Professional Development
8. Organizational Service
9. Web Presence
10. Honors, Awards and Achievements

The candidate may review the information pulled into the dossier for each of these sections by clicking on View. For example, a screenshot of the Publications section is shown below.



The screenshot shows a section titled "Publications". Below the title is a paragraph of text. To the right of the text is a blue "View" button. A green arrow points from the "View" button in the table above to this "View" button.

**Publications**

Publications for which the specialist is listed as the lead author or co-author from the time period including the current year and the time since previous promotion date or hire date will automatically populate from the SUPER profile. Publications will include refereed articles and proceedings, Extension publications, popular press/trade/newsletters, and other publications. Publications in review may be included.

When the candidate clicks on view, a new screen will open showing the list of publications the candidate has previously entered into SUPER 2.0. If additions or corrections are needed in the publications list, the candidate will need to update the listing in their SUPER 2.0 profile.

To navigate back to the main Dossier Builder page, click on the Specialist Dossier Builder link in the “breadcrumbs” located near the top of the screen. These breadcrumbs reflect the current page with navigation to the previous page(s) as shown in the screenshot below.

## Publications (Review)

### Publications

Description	Year Published	Publication Type	Start Year
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Three sections of the dossier require the candidate to either input text or upload a PDF directly into the Dossier Builder:

1. Evidence of Effective Programs
2. Administrative Responsibilities
3. Supporting Materials

In the Evidence of Effective Programs section, the candidate will provide a Summary of Major Programs (Outputs) and a Summary of Major Programs (Outcomes). For the Summary of Major Programs (Outputs), the candidate is asked to describe the major educational programs implemented and the supporting products developed in 1,000 characters or less. Educational contacts will populate from SUPER 2.0. For the Summary of Major Programs (Outcomes), the candidate is asked to describe how the outputs had an impact in 3,000 characters or less. Evidence of effectiveness includes, but is not limited to, the following: documented competence by clientele; evidence that the specialist has increased awareness/knowledge of clientele and has been a catalyst for initiation or adoptions of new technologies, methodologies, or products; confirmation of financial savings or income derived by clientele, changed health habits, etc.; incorporating innovative techniques to reach new clientele; success in sharing and networking relevant experiences with faculty, administration, and external professionals and partners.

The candidate may copy and paste text from a separate source or type text directly into the Dossier Builder. Click on the green button at the bottom of the text entry box to save each of the summaries. A screenshot of the Summary of Major Programs (Outputs) is provided below as an example.

#### Summary of Major Programs (Outputs) (856 characters remaining.)

Describe the major educational programs implemented and the supporting products developed (1000 characters). Educational contacts will populate from SUPER.

The candidate may copy and paste text up to 1,000 characters from a separate source or type text directly into this box in the Dossier Builder.

Save Summary of Major Programs (Output)

Save

Enter Text

The Administrative Responsibilities section is developed in the same manner. The candidate will describe any management, supervisory or budgetary duties by inserting text of up to 3,000 characters directly into the Dossier Builder and saving the entry. A screenshot of the section is provided below.

## Administrative Responsibilities

### Administrative Duties (2856 characters remaining.)

Describe any management, supervisory, or budgetary duties of the specialist.

The candidate may copy and paste text up to 3,000 characters from a separate source or type text directly into this box in the Dossier Builder.

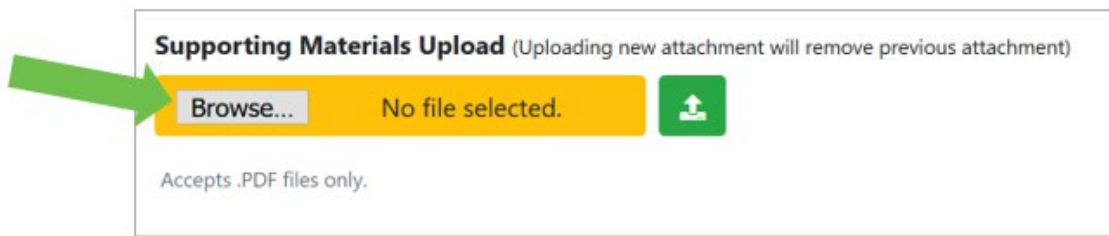
Save Administrative Duties

Save


Enter Text

Finally, the candidate has the opportunity to upload one PDF file of up to 5 pages as Supporting Material. Candidates must use 12-point font in the supporting material file. Be selective in materials chosen. Consider quality. Limit material to significant items that relate directly to the educational programs conducted by the candidate showing impact. Examples include support letters, newsletter, newspaper article, published mass media, and/or evaluation instruments. Limit number of links to three examples and may include publications, video, audio, webpage, social media, etc. Grants occurring in the current promotion period, but outside the current year plus the time since previous promotion date or hire date may be included here.

The candidate will click on Browse in the Dossier Builder to select the PDF file to upload.

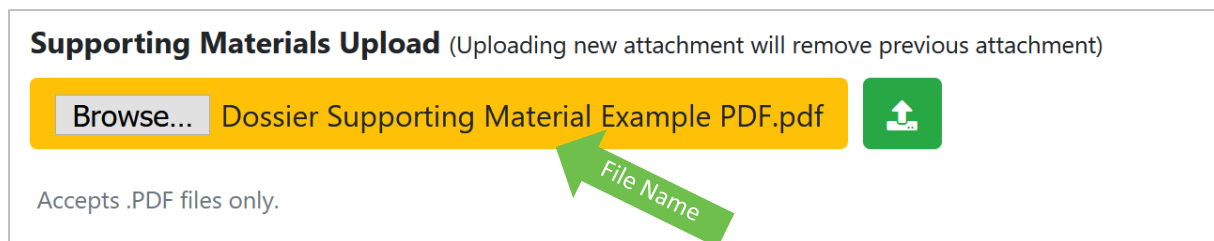


**Supporting Materials Upload** (Uploading new attachment will remove previous attachment)


**Browse...** No file selected. 

Accepts .PDF files only.

Once uploaded, the name of the file will appear on the screen to the right of the Browse button.



**Supporting Materials Upload** (Uploading new attachment will remove previous attachment)

**Browse...** Dossier Supporting Material Example PDF.pdf 

Accepts .PDF files only.

File Name

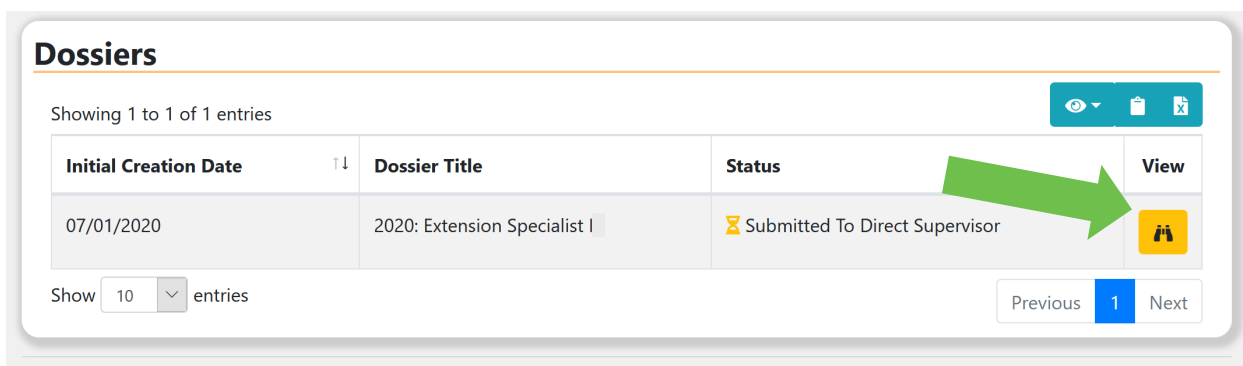
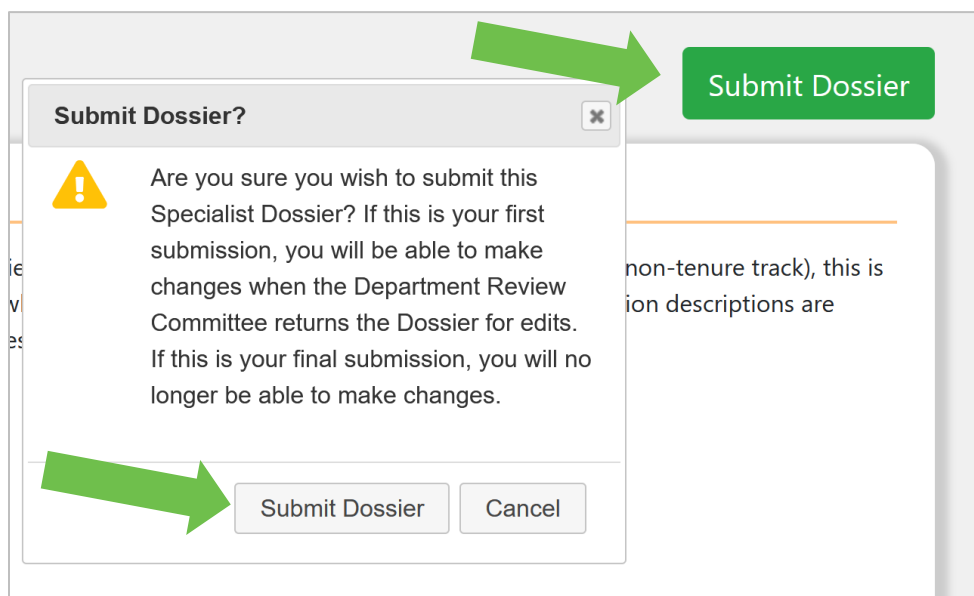
Once complete, the candidate is ready to submit the dossier. This submission and review process are described in the next section.

## Dossier Submission and Review Process

This section provides instructions for the candidate, administrators and peer review committee members on submitting the dossier and navigating the review and recommendation process.

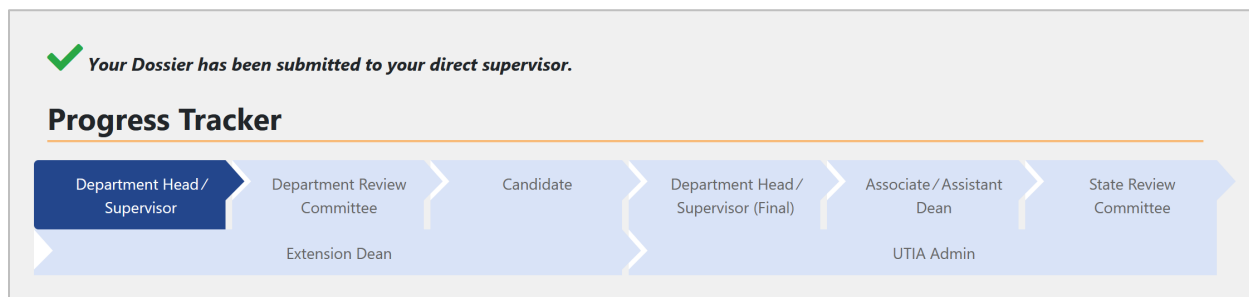
### 1. Candidate submits dossier for initial review.

Once the candidate is ready to submit the dossier, they will click on the green Submit Dossier button located on the right-hand side of the screen between the dossier title and the first section, Position Description. Clicking the Submit Dossier button will generate a pop-up text box asking the candidate if they are sure they wish to submit. The candidate can choose to Submit the Dossier or Cancel the request as shown in the image below. Upon the initial submission, the dossier will be locked to edits until the Departmental Review Committee returns its comments and suggestions. The candidate will be able to see the dossier as submitted by clicking on the View (binoculars) icon, which replaced the Edit Tool on the Dossier Dashboard.





The candidate's dossier will be submitted to their department head or direct supervisor. The candidate can follow the progress of their dossier review on the Progress Tracker within the Specialist Dossier Dashboard.



## 2. Supervisor/Department Head provides recommendation.

The candidate's supervisor will make an initial recommendation regarding the candidate's readiness for promotion.

## 3. The Departmental Review Committee provides suggestions.

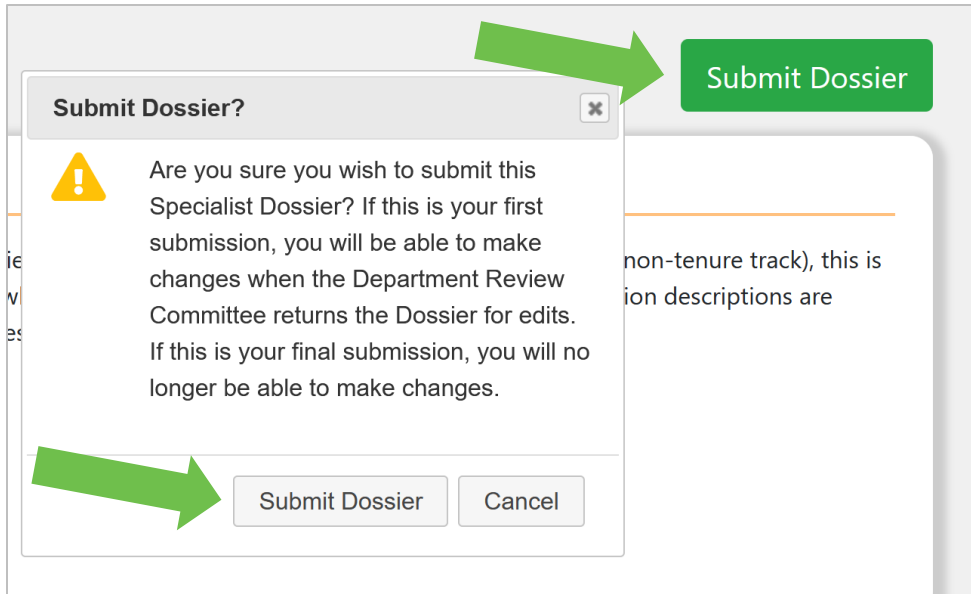
A Departmental Peer Review Committee will review the dossier and provide suggestions for improvement.

The screenshot shows a form titled "Department Review Committee Recommendation" with a red asterisk icon and a character count "(3000 characters remaining.)". Below the title is a instruction: "Include a summary of suggested improvements along with 'substantial statements' which provide sufficient information to allow the Dean to determine how effective the specialist has been." The main body of the form is a large, empty text area. At the bottom left of the form is a green button labeled "Save Justification".

## 4. The candidate may incorporate suggestions into the dossier and then submit the final version.

The candidate will review comments and suggestions by the Departmental Review Committee. These comments will be located at the top of the 'Dossier Builder' page and are only available to the candidate.

To submit, then candidate will once again click the Submit Dossier button near the top right of the Dossier Builder.



5. **The dossier is then moved through a series of recommendations by the Supervisor/Department Head, Assistant/Associate Dean, State Peer Review Committee and Extension Dean.**

The review process for each of these users is similar. Users in these roles will complete their respective section on the recommendations page. An email will be sent notifying them the dossier is ready for their review. The review list will look similar to the image below:

Submitted Dossiers			
Employee Name	Dossier Title		
Gallimore, Lori	2020: Extension Specialist II	<a href="#">Review Dossier</a>	<a href="#">Enter Justification Comments</a>

To access dossiers for review, click on the 'Review Dossier' button. To leave recommendations and view previous recommendations, click on the 'Enter Justification Comments'.

Once the user has completed their recommendation, the dossier will move to the next level, and the dossier will be removed from the list of submitted dossiers on that user's page.

6. **The Vice President and Senior Vice Chancellor for UTIA approves or rejects the promotion.**

The Vice President and Senior Vice Chancellor for UTIA completes the review process by approving or rejecting promotion.

## UTIA Admin Approval

\* Approve Promotion?

Select One

Submit Approval

7. Candidate is notified of promotion via letter or email.

## Frequently Asked Questions

***Q: How long of a period does the Dossier reflect?***

A: The dossier will include data from the time of their last promotion (or hire date if applying for their first promotion) and the current year up until final submission.

***Q: Explain discrepancy between dossier data and profile data in the year of dossier submission.***

A: Dossier data locks on final submission, no later than November 30. Profile/impact statements data continue updating. Example: The dossier is submitted and locks on November 30, 2020. As a candidate continues to update their data in SUPER 2.0, their profile and impact statements will be different in April 2021.

***Q: What impact statements are included in the dossier?***

A: The dossier includes all impact statements since the previous promotion.

***Q: Do I need to fill out every text box in the Electronic Dossier?***

A: Yes, if you have nothing to include in a section, explain that in the text box. The system will not allow submission without entry in each text box.

***Q: May I copy and paste my data from the impact statements?***

A: It is not recommended to copy and paste information from impact statements. The information in the dossier is an overview of your work over the evaluation period. This is your justification of why you need to be promoted. Summarize data in order to document long-term educational effectiveness of educational programs.

***Q: May I disregard Departmental Promotion Review Committee's recommendations?***

A: Although it is strongly advised to follow, Departmental Promotion Review Committee's recommendations are not mandatory. It is important to know that this is the only time in the approval process that allows you to make changes to the dossier you have submitted.

***Q: I have achievements to report that do not fit into existing dossier categories. Should I leave them out?***

A: The electronic dossier provides you an opportunity to share any additional information you feel is pertinent to your promotion in a five-page support material PDF, which you can attach to your dossier.

***Q: How do I track my dossier submission progress?***

A: The dossier dashboard provides an updated tracker allowing you to review the progress of the dossier. The tracker does not indicate approval or denial.

***Q: How will I be notified of my dossier approval/denial?***

A: A letter with final approval or denial will be sent by the UTIA administration.

***Q: I have changed appointments since my prior promotion. Which appointment should I feature in the dossier: the longest or the current, if they differ?***

A: You are being promoted in the current appointment, therefore, emphasize work in current role unless your tenure has been very brief.

***Q: Is there a preferred browser?***

A: All browsers will operate SUPER 2.0 and the Electronic Dossier Builder, however, Chrome and Firefox are preferred.

***Q: May I work on the dossier prior to becoming eligible for promotion?***

A: A candidate may only create a dossier in SUPER 2.0 when they become eligible for promotion. Employees can, however, keep information from the SUPER 2.0 Profile and K@TE up to date that will automatically be pulled into the electronic dossier system (see Table 2). An employee may also create a Microsoft Word file with information that may be later copied into the electronic dossier text boxes in SUPER 2.0 or used for developing the five-page PDF that may be uploaded for supporting material.



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