

# SUPER 2.0

## Electronic Dossier Handbook

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Sue Brown

[Employee Profile](#) / [Dossier Dashboard](#)

### Dossier Dashboard

#### Supporting Documents

[Dossier Criteria](#)

#### Dossiers

Showing 1 to 1 of 1 entries

| Initial Creation Date | Dossier Title            | Status | View |
|-----------------------|--------------------------|--------|------|
| 05/29/2019            | 2019: Extension Agent II | New    |      |

Show 10 entries

Previous 1 Next

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## I. Introduction

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, and in July 2019 - the Electronic Dossier system. Committee members devoted time and effort to develop criteria and user-friendly design to replace the hard copy system with a more efficient and effective electronic system.

The purpose of this handbook is to familiarize you with the new process and help showcase your accomplishments.

## II. Before You Submit the Dossier

### 1. Keep profile current

All the green starred items in the SUPER Profile Module are required for your dossier.

### 2. In-Service

Check to make sure all in-service is showing up. If not, contact the person responsible for the in-service to make sure they verified in-service attendance.

### 3. Training, Conferences, or Professional Development

Enter any training, conference, or professional development activities in K@TE that are not in SUPER training registration, such as national, state, or regional professional association meetings, professional development not offered by UT/TSU Extension. Items entered in K@TE will show up in SUPER. Enter any external training at: <https://hr.tennessee.edu/training/training-services/external-training-credit/>

### 4. Awards

Enter any awards earned in SUPER in the Profile Module in Honors and Achievement.

### 5. Volunteer Contacts

Enter volunteer contacts in SUPER Delivery so they show up in Impact Statements.

### 6. Committee Involvement, Organizational Service, Professional Associations

Add leadership and committee roles or involvement in the SUPER Profile module.

### 7. Recommendations for Success

Create digital folder to create files for uploading to your dossier, such as demographic data, success stories, supplemental data, etc.

### 8. Need Help?

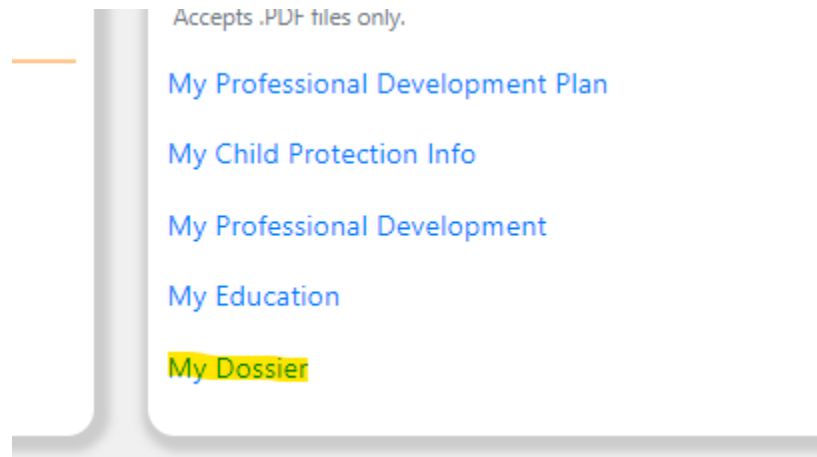
For general assistance, contact county director, mentor, or regional staff.

Contact your regional accounting specialist if your personnel information is incorrect.

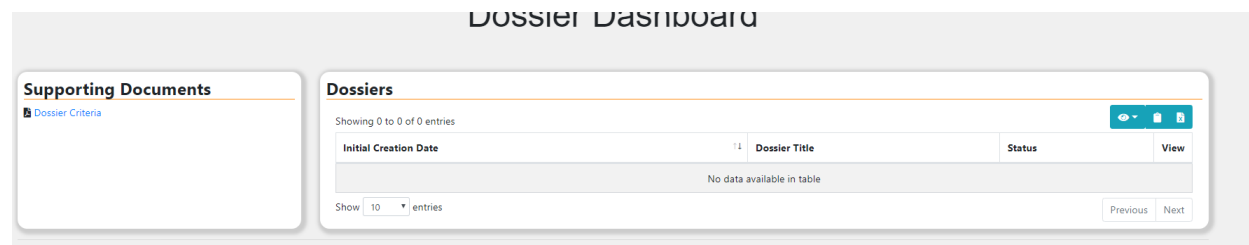
For technical assistance, contact your regional IT specialist.

### III. Dossier Process

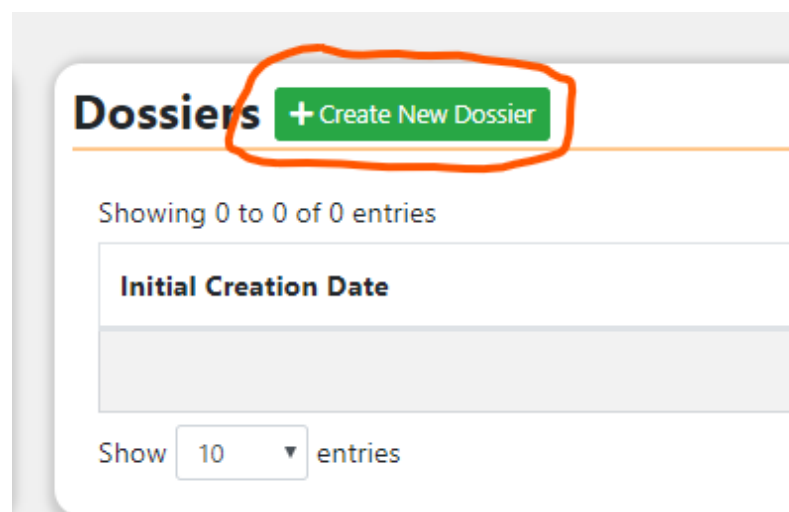
This section provides step-by-step instructions to fill out the Electronic Dossier.



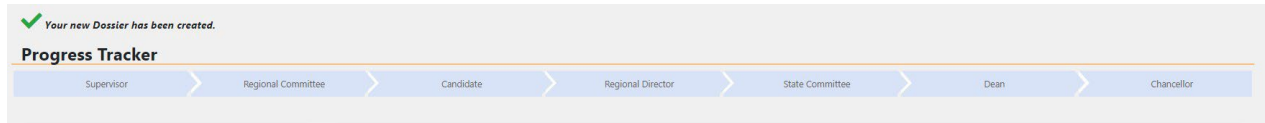
- The My Dossier link will take users to their Dossier Dashboard.
- Until the user is eligible for Dossier, this will be the view they will see:



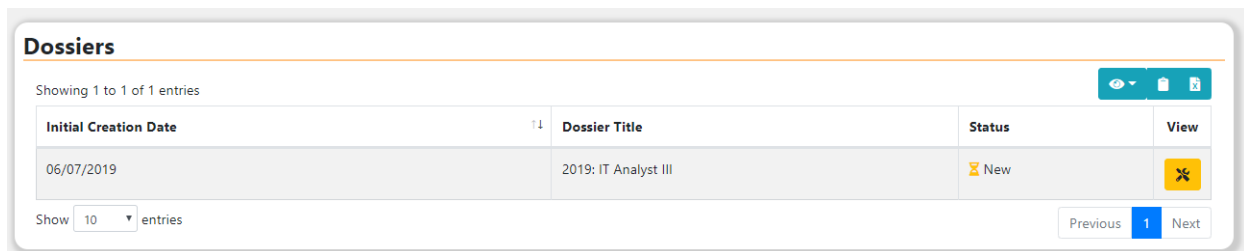
- Once a Candidate is eligible for promotion, they will see the button allowing them to create a dossier.



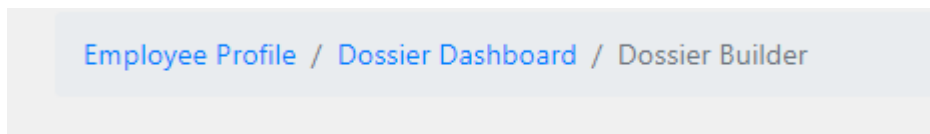
- Clicking this button will create a dossier. The title will be the current year and their current rank. Example: If the candidate is an Agent I and the Current Year is 2019, the title would be 2019: Extension Agent I.
- A Progress Tracker will be displayed along with a message that the Dossier has been created.



- After clicking the “Create New Dossier” button, you will see a table reflecting a new dossier with the Status of “New.” The Icon on the far right is the Edit tool. Clicking this will take you to the Dossier Builder.



- The Dossier Builder is broken into segments
  - Position Information
  - Evidence of Extension Programs
  - Administrative Responsibilities (County Directors)
  - Professional Development
  - Community & Organizational Leadership
  - Honors and Achievements
- At the top of the page, you will see “Breadcrumbs.” This will be the navigation as the sections of the dossier are being built. These breadcrumbs reflect the current page with navigation to the previous page(s). Examples below:



- Position Information
  - Position Information (Dossier Builder Page)
    - Clicking the “View” button, will open the page designated for the Position Information section.
    - Position Information section has two text areas that need to be completed.
      - ❖ County Demographics

### County Demographics (3000 characters remaining.)

*A brief demographic summary which includes general county/area data plus applicable program related data relevant to issue statements in annual plan (population, number of schools, economic development, urban/rural, ag. enterprises, single-parent families, teen pregnancy rates, family incomes, audience needs, health indicators, etc.). The following links are offered to assist you with this section:*

- [US Census Bureau: American Fact Finder](#)
- [Tennessee State Data Center](#)
- [Kids Count Data Book](#)

### ❖ Overview of Extension Programs

#### *Overview of Extension Programs (3000 characters remaining.)*

*Brief overview of extension program regarding how the agent/area specialist spends most of his/her time with a focus on major program responsibilities and day-to-day activities (number of 4-H clubs, FCE clubs, consumer horticulture calls, youth and adult project groups, special interest county programs, recognition programs, etc.)*

**Position Information**

[View](#) **Position Information**

**County Demographics** (3000 characters remaining)

A brief demographic summary which includes general county/area data plus applicable program related data relevant to issues statements in annual plan (population, number of schools, economic development, urban/rural, ag. enterprises, single-parent families, teen pregnancy rates, family incomes, audience needs, health indicators, etc). The following links are offered to assist you with this section.

- [US Census Bureau: American Fact Finder](#)
- [Tennessee State Data Center](#)
- [Kids Count Data Book](#)

[Save County Demographics](#)

**Overview of Extension Programs** (3000 characters remaining)

Brief overview of extension program regarding how the agent/area specialist spends most of his/her time with a focus on major program responsibilities and day-to-day activities (number of 4-H clubs, FCE clubs, consumer horticulture calls, youth and adult project groups, special interest county programs, recognition programs, etc.)

[Save Overview of Extension Programs](#)

- Position Information (Specific Page)
  - The sections of this page are:
    - ❖ Position Information (Auto Populated)
    - ❖ County Demographics Text Area (see notes from Dossier Builder Page)
    - ❖ Overview of Extension Programs (see notes from Dossier Builder Page)
    - ❖ Program Responsibilities of Staff Members (Auto Populated)

- Evidence of Extension Programs

- Evidence of Extension Programs (Dossier Builder Page)
  - Clicking the “View” button will open the page designated for the Evidence of Extension Programs section.
  - Evidence of Extension Programs section has two text areas that need to be completed.
    - ❖ Summary of Major Program Impacts

*Summary of Major Program Impacts (12000 characters remaining.)*

*Written summary of the major impact of efforts of the current year and the previous three years. Include information on how the agent/specialist effected knowledge, attitudes, skills, behavioral, and/or economic change with clientele. Summary should include the teaching methods used to deliver the program(s). Statements should also be included as to how the data were collected and the level of change attained. Include numeric data along with other accomplishments to demonstrate program scope. Recruitment, retention, training and recognition of volunteers.*

- ❖ Success Stories

*Success Stories (12000 characters remaining.)*

*Provide major success stories that shows impact in the reported program areas. Your success stories should be more specific and detailed than the program impact reported.*

- Candidates will be able to upload support materials compiled into a single PDF document. This single PDF document may contain up to 5 pages. Like the text areas, this document can be added or adjusted on the Dossier Builder page or the Evidence of Extension Programs specific page. The candidate should be selective in their choice of support materials. They should consider quality and limit the content to significant items and documentation that relate directly to the educational program conducted by the candidate showing program impact. Examples include: newsletter, brochure, newspaper articles, published mass media piece, etc. Limit number of links to two examples which may include video, audio, web-page, social media, documents etc.

## Evidence of Extension Programs

[View](#) Evidence of Extension Programs

### Summary of Major Program Impacts (12000 characters remaining)

Written summary of the major impact of efforts of the current year and the previous three years. Include information on how the agent/specialist effected knowledge, attitudes, skills, behavioral, and/or economic change with clientele. Summary should include the teaching methods used to deliver the program(s). Statements should also be included as to how the data were collected and the level of change attained. Include numeric data along with other accomplishments to demonstrate program scope. Recruitment, retention, training and recognition of volunteer.

[Save Summary of Major Program Impacts](#)

### Success Stories (12000 characters remaining)

Provide major success stories that shows impact in the reported program areas. Your success stories should be more specific and detailed than the program impact reported.

[Save Success Stories](#)

## Support Materials

Support Materials - (5 PDF pages) Be selective in materials chosen as support materials. Consider quality. Limit support material to significant items and documentation that relate directly to the educational program conducted by the candidate showing program impact. Examples include newsletter, brochure, newspaper articles, published mass media piece, etc. Limit number of links to two examples which may include video, audio, web-page, social media, documents etc.

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

[Choose File](#) No file chosen



Accepts .PDF files only.

- Evidence of Extension Programs (Specific Page)
  - The sections of this page are:
    - ❖ Summary of Agent Contacts (Auto Populated)
    - ❖ Summary of Volunteer Contacts (Auto Populated)
    - ❖ Summary of Major Program Impacts (see notes from Dossier Builder Page)
    - ❖ Impact statements
    - ❖ Success Stories (see notes from Dossier Builder Page)
    - ❖ Support Materials (see notes from Dossier Builder Page)
    - ❖ Presentations & Programs (Auto Populated)
    - ❖ Fund Development
      - Local Funding (Auto Populated)
      - Fee Based Program Funding (Auto Populated)
      - Research Grant Awards (Auto Populated)
    - ❖ Publications (Auto Populated)
    - ❖ Courses Taught (Auto Populated)
- Administrative Responsibilities
  - Administrative Responsibilities (Dossier Builder Page)
    - Clicking the “View” button, will open the page designated for the Administrative Responsibility section.



- The Administrative Responsibility section will be one text area that needs to be completed:

- ❖ Overview of Extension Programs

*Overview of Extension Programs (3000 characters remaining.)*

*A brief summary of the status of the county with regard to staff, funding and resource development, liaison with county government and other advisory boards and other management issues should be included. This summary should cover the past 3 years plus current year OR cover the period from the individual's appointment date to present, if less than 3 years.*

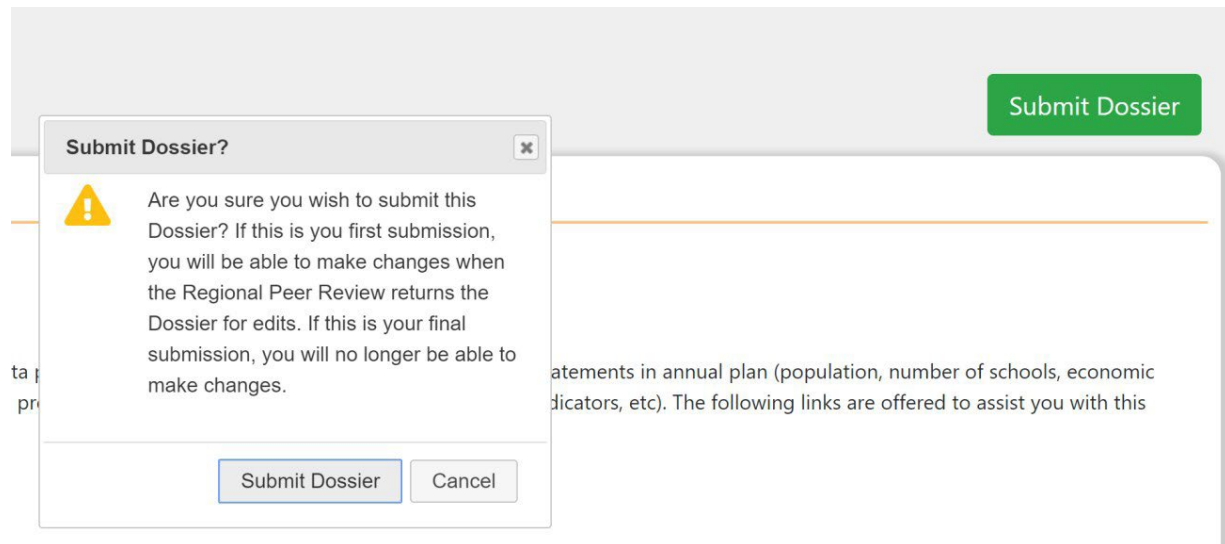
- Administrative Responsibilities (Specific Page)
  - Overview of Extension Programs (see notes from Dossier Builder Page)
  - Impact Statements

## IV. Submission Process

For dossiers submitted to County Directors, Regional Directors, State Peer Committee, UTIA Extension Dean and TSU Associate Dean for Extension, UTIA Administrator and TSU Dean the review process will be similar. Users in these roles will have to complete their respective section on the 'Recommendations' page. When users visit the 'Submitted Dossier' page for their specific role, a link to the 'Recommendations' page will be displayed in the table of submitted dossiers. Once the user has completed the recommendation section, the dossier will move to the next level and the specific dossier will be removed from the table on the 'Submitted Dossiers' page.

### 1. Submission

To submit the dossier, the candidate will click the "Submit Dossier" on the Dossier Builder page.



- Initial Submission for agents will go to the County Director first. For County Directors and Area Specialists, the initial submission will go directly to the Regional Peer Committee.

- When the dossier is submitted, the document will become read only for the

candidate. The “tool” icon (  ) is replaced with a view icon (  )

## 2. County Director

- The table shows available Dossiers to review.

| Employee Name    | Dossier Title        |                                |  |
|------------------|----------------------|--------------------------------|--|
| Greenfield, Brad | 2019: IT Analyst III | <a href="#">Review Dossier</a> | <a href="#">Enter Justification Comments</a> |

- County Director provides input in the Supervisor Justification text box.

**\* Supervisor Justification** (3000 characters remaining.)

Include "substantial statements " which provide sufficient information to allow the dean to determine how effective the agent has been in his/her county/region.

**\* Recommend for Promotion?**

Select One

[Save Justification](#)

- After the County Director has reviewed the Dossier, it will then go to the Regional Peer Review Committee for Recommendations.

## 3. The Regional Peer Committee

The committee provides feedback for each section of the dossier. It is required that each section have some type of feedback entered in the available text box. Once all sections have feedback added, a button would appear allowing for the dossier to be sent back to the candidate for edits.

| Employee Name    | Dossier Title        | Completed Sections                                       |                                |  |
|------------------|----------------------|--|--------------------------------|--|
| Greenfield, Brad | 2019: IT Analyst III | There are no Regional Peer Committee completed sections. | <a href="#">Review Dossier</a> | There must be a comment on each section before you can submit back to candidate. Once each section has comments, a button will appear allowing for submission back to the candidate. |

*View of dossiers awaiting review*

**\* Regional Review Suggestions** (3000 characters remaining.)

Include "substantial statements " which provide sufficient information to allow the dean to determine how effective the agent has been in his/her county/region.

Save Suggestion

*View of Regional Peer Review Committee suggestion input box.*

| Employee Name    | Dossier Title        | Completed Sections  |                |                     |
|------------------|----------------------|---|----------------|---------------------|
| Greenfield, Brad | 2019: IT Analyst III | <ul style="list-style-type: none"> <li>Position Information</li> <li>Evidence of Extension Programs</li> <li>Administrative Responsibility</li> <li>Professional Development</li> <li>Community and Organizational Leadership</li> <li>Honors and Achievements</li> </ul> | Review Dossier | Return to Candidate |

*View of Regional Peer Review Committee when all sections have a comment.*

## Regional Peer Committee Suggestions

Testing position information

*View of Regional Peer Committee Suggestions available on Edit page.*

- When ready to make the final submission, the candidate will click on "Submit Final Dossier." Once submitted, the dossier will not be editable again by the candidate.
- After final submission, the Regional Director will review.

| Employee Name    | Dossier Title        |                |                              |
|------------------|----------------------|----------------|------------------------------|
| Greenfield, Brad | 2019: IT Analyst III | Review Dossier | Enter Justification Comments |

*View of table showing dossiers awaiting Regional Director Review. (This view will be similar for State Peer Committee, Dean and UTIA Administration/TSU Administration.)*

#### 4. Regional Director Justification

##### \* Regional Director Justification (2967 characters remaining.)

Include "substantial statements " which provide sufficient information to allow the dean to determine how effective the agent has been in his/her county/region.

Regional Director Justification.

\* Recommend for Promotion?

Yes

Save Justification

#### View of Regional Director Justification

- After Regional Director Review, the Dossier will be reviewed by the State Dossier Peer Review Committee.

#### 5. State Peer Review Justification

##### \* State Peer Review Justification (3000 characters remaining.)

Include "substantial statements " which provide sufficient information to allow the dean to determine how effective the agent has been in his/her county/region.

\* Has candidate received a satisfactory or better performance rating each of the past three years?

Select One

\* Date of Committee Discussion

\* Results of Discussion

\* For:

0

\* Against:

0

\* Recuse:

0

\* Recommend for Promotion?

Select One

Save Justification

### State Peer Justification View

- For UTIA Employees, the State Peer Committee will submit the dossier to the Extension Dean and finally onto the UTIA Administrator for final approval. For TSU employees, the State Peer Committee will submit the dossier to the TSU Associate Dean for Extension and then onto TSU President.

### 6. Extension Dean Approval

### Extension Dean Approval

\* Recommend for Promotion?

Select One ▼

Save Justification

### Dean (UTIA and TSU) Justification View

### 7. UTIA Administration Approval

### UTIA Admin Approval

\* Approve Promotion?

Select One ▼

Submit Approval

*UTIA Administration. (Same for TSU Administration, with the difference being that the words 'UTIA Administration' would be replaced with 'TSU Administration'.)*

✓ Dossier Submission Saved

| Employee Name | Dossier Title | Completed Sections |  |  |
|---------------|---------------|--------------------|--|--|
|---------------|---------------|--------------------|--|--|

*After suggestions or recommendations have been made for a dossier, the item is removed from the table.*

## V. Timeline

Electronic Dossier timeline is listed below:

| Date                     | Action  |
|--------------------------|---|
| July                     | All agents/specialists notified of promotion policy and deadlines.  |
| July 1                   | Regional Director/Department Head reviews and verifies list of eligible candidates.   |
| July 15                  | Email notification of eligibility.  |
| August                   | No later than September 1, regional committee meets with all candidates eligible for promotion and their County Extension Directors to assist with dossier preparation.   |
| October 1                | Candidate submits dossier. (Notification sent to immediate supervisor when candidate hits submit). SUPER generates candidate list - which notifies UT Extension Dean and TSU Associate Dean for names of candidates.  |
| October 15               | Immediate supervisor makes recommendation regarding candidate's promotion.  |
| October 15 - November 15 | Regional Peer Review Committee reviews dossier from their respective regions, to make suggestions in SUPER corrections/amendments to dossier before final submission in SUPER on November 15.   |
| November 16              | The dossier returns to candidate with recommendations. The candidate may choose to continue, revise, or withdraw.   |
| November 30              | The Dossier locks for edits.  |
| December 1               | Regional Director/Department Head receives dossier with immediate supervisor's recommendation from SUPER, seeks input, and prepares recommendation regarding candidate's promotion.   |
| December 15              | Regional Director/Department Head recommendation available for state peer review committee.   |
| January                  | State Peer Promotion Review Committee meets with the UT Extension Dean and TSU Associate Dean to review dossiers and prepare 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 Administrator for promotions of UT Extension employees. TSU Associate Dean for Extension, after internal review by and signatures from Extension Program Leaders submits recommendations, for approval and processing to TSU Dean CAHNS, TSU Vice President and Human Resources office for promotions of TSU Extension employees. |
| April                    | UTIA Administrator submits recommendation.  |

## VI. Eligibility Requirements

Employees who meet the requirements outlined below and for the most current evaluation period have an overall satisfactory rating (10 or greater) and not on current formal disciplinary action (written or final written warning). If the disciplinary action is resolved before the submission deadline the candidate will be considered for promotion.

### 1. Extension Agent I to Extension Agent II

Candidates must have met the entry-level requirements for Extension Agent I at the time they were hired. Time requirements are different, based on degree earned.

#### **With Bachelor's Degree**

A minimum of seven years (by July 1 of the year of promotion) at the rank of Extension Agent I.

#### **With a Master's Degree** (completed by July 1 of the year of dossier submission):

A minimum of four years (by July 1 of the year of promotion) at the rank of Extension Agent I.

### 2. Extension Agent II to Extension Agent III

The agent at this rank should have demonstrated high competence in the development, implementation and impact evaluation of needs-based educational programs. Time requirements are different, based on degree earned:

#### **With a Bachelor's Degree**

A minimum of eight years (by July 1 of the year of promotion) at the rank of Extension Agent II.

#### **With a Master's Degree** (completed by July 1 of the year of dossier submission<sup>1</sup>):

A minimum of six years (by July 1 of the year of promotion) at the rank of Extension Agent II.

### 3. Extension Area Specialist I to Extension Area Specialist II

Must have met the entry-level requirements for Extension Area Specialist I at the time they were hired.

Requires a master's degree in the discipline or equivalent training and experience appropriate to the particular appointment and a minimum of four years Extension experience at the rank of Extension Area Specialist I with satisfactory or better performance ratings.

Must show promise in training, research, Extension and/or service in alignment with his/her area of appointment; have initiated promising creative activities; have participated in or have shown interest in the professional activities of the discipline in ways other than teaching and research; and show evidence of ability to work well with supervisors, colleagues and clientele.

### 4. Extension Area Specialist II to Extension Area Specialist III

Requires a Master's Degree in the discipline or to have equivalent training and experience appropriate to the particular appointment and a minimum of six years Extension experience at the rank of Extension Area Specialist II.

Must show accomplishments in training, research, Extension and/or service in alignment with his/her appointment; have established an excellent record of creative achievement; have participated with

promise in the professional activities of the discipline in ways other than teaching and research; and have demonstrated clearly the ability to work well with supervisors, colleagues and clientele.

## VII. Dossier Promotion Criteria

To review Dossier Promotion Criteria, refer to Appendix A.

## VIII. Instructions for Peer Review Committees

### 1. Regional Peer Review Committee

Peer Review Committee meets with candidate between July 1 and August 31 to explain the process and cover the areas listed below:

- Eligibility
- Timeline
- Electronic Dossier Handbook
- Electronic Dossier submission
- Electronic Dossier approval process

The Regional Peer Review Committee acts in advisory capacity. County Directors forward the dossiers to the committee after the candidates submit them in SUPER. Regional Peer committee then meets and reviews dossiers, the Regional Chair, who is elected every year, compiles and sends comments to the candidates. Candidates are advised to follow committee recommendations and notified that the only time they will be able to make changes to the Dossier is after the Regional Peer Committee returns it to them with suggestions. Committee recommendations are due to candidate by November 15.

### 2. State Peer Review Committee

- All committee members review and discuss all dossiers.
- Committee members submit their notes to the Chair and Vice Chair.
- Members will not vote on their respective regional candidates.
- Chair and vice chair are elected each year and rotate by Region.
- Chair completes justification box and submits to UT Extension/TSU Associate Dean for Extension.

## IX. UT Extension Dean/TSU Associate Dean for Extension

UT Extension Dean submits recommendation to UTIA Administrator.

TSU Associate Dean for Extension, after internal review by and signatures from Extension Program Leaders submits recommendations, for approval and processing to TSU Dean CAHNS, TSU Vice President and Human Resources office for promotions of TSU Extension employees.



## X. UTIA Administrator

UTIA Administrator submits recommendation. Candidates are notified of promotion approval or rejection via letter from the Dean's office.

## XI. Q&A

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

A: The Dossier will only include data from the last three calendar years, prior to the year of submission and the current year data up until final submission.

Example: Candidate submits dossier on October 1, 2019. His/hers data should include calendar years 2016, 2017, 2018 and 2019 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: Dossier is submitted and locks on November 30, 2019. As candidate continues to update their data in SUPER, their profile and impact statements will be different in April 2020.

Q: What impact statements are included in the dossier?

A: The dossier includes current year impact statements plus three previous years.

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

A: Yes, if you have nothing to write about in a box, explain that in the box itself. 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 for the last three years. 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 Regional Peer Committee's recommendation?

A: Although it is strongly advised to follow, Regional Peer 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 received one-time award(s) prior to the three-year period reflected in my dossier. Should I leave them out?

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

Q: How do I track my dossier approval progress?

A: The dossier dashboard provides updated tracker allowing you to review the progress of the dossier.

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 or TSU administration.

Q: I have changed appointments in the last three years prior to 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 tenure is very brief.

Q: How do I add activities?

A: You can add activities in SUPER Delivery throughout the year.

Q: I am mentoring an external client. I cannot find them in SUPER.

A: External clients will need to be enrolled in SUPER.

Q: I am mentoring an employee. I cannot find them in SUPER.

A: It takes time for new employees to be added to the database, so they may not appear in their first few days of employment.

Q: I have a joint appointment. How do I separate my success stories?

A: Use headings to separate the success stories in the text box. Each candidate can enter up to two success stories.

Q: Is there a preferred browser?

A: All browsers will operate, however, Chrome and Firefox are preferred.

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

A: To be able to create a dossier, an employee will need to be eligible for promotion. There are certain things that can be done in advance to make the process more efficient: keep SUPER profile up-to-date; use this handbook as reference of what information will be needed once you become eligible; create a word file to house pertinent information and use that document to copy and paste into the dossier.

# Dossier Promotion Criteria

| Promotion Criteria Chart        |  |   |   |  |   |
|---------------------------------|--|---|---|--|---|
| AGENT<br>Level I to<br>Level II | Evidence of Extension<br>Programs  | Professional<br>Development   | Community &<br>Organizational<br>Leadership   | Honors &<br>Achievements   | County Director   |
|                                 | <p>Evidence of:</p> <p>Effective teaching illustrating planning, organization, implementation, and evaluation using research or evidence-based programming.</p> <p>Programming progression in scope, depth, or size over time.</p> <p>Using evaluations to demonstrate changes in knowledge, attitudes, skills, aspirations, and behaviors over time.</p> <p>Progression of impact shown in Annual Impact Statements.</p> <p>Established actively engaged networks, coalitions, and collaborations extending the work of Extension in serving clientele.</p> <p>Effectively using volunteers in Extension programming.</p> | <p>Evidence of:</p> <p>Participation in relevant professional development.</p> <p>Application of relevant professional development in county programming.</p> | <p>Evidence of:</p> <p>Membership and participation in related professional association(s).</p> <p>Networking effectively in the community.</p> <p>Organizational leadership at the multi-county or regional level.</p> <p>Serving as an official mentor, when appropriate.</p> | <p>Evidence of:</p> <p>Recognition by peers for achievement in Extension programming.</p> <p>Recognition for Extension programming or community leadership by partners or organizations.</p> | <p>Evidence of:</p> <p>Active and engaged Ag committee.</p> <p>Working with county government to establish an optimal, fully funded budget.</p> <p>Management and maintenance of physical resources to meet the needs of programs and staff.</p> <p>Excellent management of fiscal resources to address current and future program efforts.</p> <p>Long-range planning to meet future needs of programs and staff.</p> <p>Providing and managing technology to allow for program innovation and implementation.</p> |

| Promotion Criteria Chart        |  |                             |   |                          |  |
|---------------------------------|--|-----------------------------|---|--------------------------|--|
| AGENT<br>Level I to<br>Level II | Evidence of Extension<br>Programs  | Professional<br>Development | Community &<br>Organizational<br>Leadership | Honors &<br>Achievements | County Director  |
|                                 | <p>Effectively implementing the program development process (The Tennessee Extension Program Planning &amp; Evaluation Model) to address the educational needs of targeted and diverse audiences.</p> <p>Managing/Developing funds to sustain programs.</p> <p>Using appropriate mass media to market and interpret the benefit and value of educational programs.</p> |                             |   |                          | <p>Providing leadership for teamwork resulting in achievement of team and individual goals.</p> <p>Effective communication, coaching, mentoring, and conflict management skills.</p> <p>Effective performance management of staff.</p> |

| Promotion Criteria Chart          |   |  |   |   |   |
|-----------------------------------|---|--|---|---|---|
| AGENT<br>Level II to<br>Level III | Evidence of Extension<br>Programs   | Professional<br>Development  | Community &<br>Organizational<br>Leadership   | Honors &<br>Achievements  | County Director   |
|                                   | <p>Evidence of:</p> <p>Developing, implementing, and disseminating innovative, comprehensive, and timely programs to meet the needs of targeted and diverse clientele.</p> <p>Programming progression in scope, depth, or size over time.</p> | <p>Evidence of:</p> <p>Participation in advanced, relevant professional development.</p> <p>Application of advanced, relevant professional</p> | <p>Evidence of:</p> <p>Serving in a leadership role for related professional association(s).</p> <p>Organizational leadership at the regional or state level.</p> | <p>Evidence of:</p> <p>Honors and achievements reflecting overall growth and excellence in Extension programming.</p> | <p>Evidence of:</p> <p>Active and engaged Ag committee.</p> <p>Working with county government to establish an optimal, funded budget.</p> <p>Management and maintenance of physical</p> |

| Promotion Criteria Chart          |  |                                    |  |  |   |
|-----------------------------------|--|------------------------------------|--|--|---|
| AGENT<br>Level II to<br>Level III | Evidence of Extension<br>Programs  | Professional<br>Development        | Community &<br>Organizational<br>Leadership  | Honors &<br>Achievements   | County Director   |
|                                   | <p>Using evaluation to demonstrate changes in knowledge, attitudes, skills, aspirations, and behaviors resulting in long-term economic and societal program impacts.</p> <p>Excellence in teaching.<br/>Providing leadership to create partnerships or collaborations to address the current and future needs of clientele.</p> <p>Integration of volunteers in ongoing programs in a variety of roles at multiple levels.</p> <p>Using appropriate mass media to consistently market and interpret the benefit and value of educational programs.</p> <p>Developing and managing external resources to enhance programming efforts.</p> | development in county programming. | <p>Serving as an effective mentor of interns, employees, or official protégé.</p> <p>Stewardship of relevant relationships, partnerships, and collaborations contributing to the effectiveness of Extension programming.</p> | <p>Honors and achievements reflecting overall growth and excellence in Extension programming by community leadership, partners or organizations.</p> | <p>resources to meet the needs of programs and staff.</p> <p>Responsible management of fiscal resources to address current and future program efforts.</p> <p>Strategic planning to meet future needs of programs and staff.</p> <p>Providing and managing technology to allow for program innovation and implementation.</p> <p>Leadership resulting in achievement of team and individual goals.</p> <p>Effective communication, coaching, mentoring, and conflict management skills.</p> <p>Effective performance management of staff.</p> |

| Promotion Criteria Chart                     |  |   |  |  |
|--|--|---|--|--|
| AREA<br>SPECIALIST<br>Level I to<br>Level II | Evidence of Extension<br>Programs  | Professional Development  | Community &<br>Organizational Leadership   | Honors & Achievements  |
|  | <p>Evidence of:</p> <p>Effective teaching illustrating planning, organization, implementation, and evaluation using research or evidence-based programming.</p> <p>Programming progression in scope, depth, or size over time.</p> <p>Using evaluations to demonstrate changes in knowledge, attitudes, skills, aspirations, and behaviors overtime.</p> <p>Programming impact shown in Annual Impact Statements.</p> <p>Established actively engaged networks, coalitions, and collaborations extending the work of Extension in serving clientele.</p> <p>Effectively implementing the program development process (The Tennessee Extension Program Planning &amp; Evaluation Model) to address the educational needs of targeted and diverse audiences.</p> | <p>Evidence of:</p> <p>Participation in relevant professional development.</p> <p>Application of relevant professional development in area programming.</p> | <p>Evidence of:</p> <p>Membership and participation in related professional association(s).</p> <p>Networking effectively with clientele and partners.</p> <p>Organizational leadership at the regional level.</p> <p>Serving as a mentor, when appropriate.</p> | <p>Evidence of:</p> <p>Recognition by peers for achievement in Extension programming.</p> <p>Recognition for Extension programming or community leadership by partners or organizations.</p> |

| Promotion Criteria Chart                     |  |                          |  |                       |
|--|--|--------------------------|--|-----------------------|
| AREA<br>SPECIALIST<br>Level I to<br>Level II | Evidence of Extension<br>Programs  | Professional Development | Community &<br>Organizational Leadership | Honors & Achievements |
|  | <p>Managing/Developing funds to sustain programs.</p> <p>Using appropriate mass media to market and interpret the benefit and value of educational programs.</p> |                          |  |                       |

| Promotion Criteria Chart                       |  |   |  |  |
|--|--|---|--|--|
| AREA<br>SPECIALIST<br>Level II to<br>Level III | Evidence of Extension<br>Programs  | Professional Development  | Community & Organizational<br>Leadership   | Honors & Achievements  |
|  | <p>Evidence of:</p> <p>Developing, implementing, and disseminating innovative, comprehensive, and timely programs to meet the needs of targeted and diverse clientele.</p> <p>Programming progression in scope, depth, or size over time.</p> <p>Using evaluation to demonstrate changes in knowledge, attitudes, skills, aspirations, and behaviors resulting in long-term economic and societal program impacts.</p> | <p>Evidence of:</p> <p>Participation in advanced, relevant professional development.</p> <p>Application of advanced, relevant professional development in area programming.</p> | <p>Evidence of:</p> <p>Serving in a leadership role for related professional association(s).<br/>Organizational leadership at the state or national level.</p> <p>Serving as an effective mentor of interns, employees, or protégé.</p> <p>Stewardship of relevant relationships, partnerships, and collaborations contributing to the effectiveness of Extension programming.</p> | <p>Evidence of:</p> <p>Honors and achievements reflecting overall growth and excellence in Extension programming.</p> <p>Honors and achievements reflecting overall growth and excellence in Extension programming by community leadership, partners or organizations.</p> |



| Promotion Criteria Chart                       |   |                          |  |                       |
|--|---|--------------------------|--|-----------------------|
| AREA<br>SPECIALIST<br>Level II to<br>Level III | Evidence of Extension<br>Programs   | Professional Development | Community & Organizational<br>Leadership | Honors & Achievements |
|  | <p>Excellence in teaching.</p> <p>Providing leadership to create partnerships or collaborations to address the current and future needs of clientele.</p> <p>Using appropriate mass media to consistently market and interpret the benefit and value of educational programs.</p> <p>Developing and managing external resources to enhance programming efforts.</p> |                          |  |                       |