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PROMOTION GUIDELINES
FOR
PROGRAM LEADERS

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Minimum 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.

Extension Program Leader I: Requires a bachelor's degree in agriculture or family and consumer sciences and a master's degree in agriculture, family and consumer sciences, Extension education, curriculum and supervision or closely related area of education. The program leader must show the ability to plan, organize, develop, implement, and evaluate educational programs; demonstrate qualities of leadership, drive and initiative; and exhibit effective oral and written communication skills.

Extension Program Leader II: Requires a bachelor's degree in agriculture or family and consumer sciences; a master's degree in agriculture, family and consumer sciences, Extension education, curriculum and supervision or a closely related area of education; and, normally, a minimum of four years (as of July 1st of the promotion year) successful experience as Extension Program Leader I or other appropriate experience with satisfactory or better performance ratings. Significant impacts from coordination of programs and Extension agent training should be evident.

Extension Program Leader III: Requires a bachelor's degree in agriculture or family and consumer sciences; a master's degree in agriculture, family and consumer sciences, Extension education, curriculum and supervision or a closely related field; and, normally, service as an Extension Program Leader II for a minimum of six years or four years with a doctorate (as of July 1st of the promotion year) with satisfactory or better performance ratings. A personal record of academic pursuit beyond the master=s degree is highly preferred. The Extension Program Leader III should have demonstrated exemplary skills in program leadership, mentoring and professional development in addition to program and personnel training impact; and should have a reputation for state and/or regional program excellence.

Review Committee:

A peer review committee may be established by the regional director after consultation with the appropriate assistant/associate deans. This committee will assist the candidate in developing his/her dossier, providing feedback to the candidate to strengthen and improve the reporting of accomplishments.

The Extension dean will appoint the promotion review committee and select the committee chair. The promotion review committee for the dossier will include the director of 4-H Youth Development, the appropriate subject-matter assistant/associate dean (agriculture/family and consumer sciences), and the regional director(s).

Dossier:

Information provided by the candidate for promotion should be arranged in the following order. Outline accomplishments in categories D. through G. with emphasis on measurable outcomes.*

A. Table of Contents

B. Position Description
Include an up-to-date position description reflecting responsibilities reported in the dossier.

C. Biographical Data
Submit current biographical data including formal education and work experience (include dates of employment and highest degree completed).

D.** Program Development and Implementation:

   1. What new programs have you provided leadership for within your region?
   2. How were the needs identified?
   3. Why were the programs initiated? What needs were identified?
   4. Where are you in implementing the program? (Are the programs in development? How many counties have adopted them? What are the next steps?)
   5. What are the outcomes and/or anticipated outcomes?
       (How do/will you know the outcomes are real and meaningful?)

E.** Work with County Extension Agents:

   1. Discuss the methods and approaches used to provide orientation to new agents.
   2. What are three to five examples of programs you have developed to assist new agents in program development?
   3. What are three to five examples of programs developed for agents with 15 or more years experience to assist them with program development?
   4. How did you measure the impact of programs developed in Items 2 and 3?

F. Organizational Involvement:
   1. Which major committees or program priority teams have you chaired or participated in at the regional or state level?
   2. What were your contributions and how did you determine outcomes of the committee or program priority teams' work?

G. Professional Development during the Past Five Years:
   1. How were the professional development opportunities identified and selected?
   2. How have you used the information gained through professional development programs?
   3. Provide three to five examples of how you have used information gained through professional development programs in which you have participated?

Timeline

July: Regional Program Leader notified of eligibility.

September: Regional Director establishes a peer review committee to assist the candidate with dossier preparation.

December 1st: Regional Director receives dossier from candidate, seeks input and prepares recommendation (ADM F-154) regarding candidate's promotion.

December 15th: Regional Director recommendation available for state review committee.

January: Review committee meets with UT Extension Dean and TSU Associate Dean (as appropriate) to review dossiers and prepare their recommendation.

February: UT Extension Dean consults with Extension Administrative Team regarding recommendations for promotion for each candidate. TSU Associate Dean for Extension reviews recommendations internally.

March 1st: UT Extension Dean submits recommendations to UTIA Administrator (SVC/SVP) for promotions of UT Extension employees. TSU Associate Dean for Extension submits recommendations for approval and processing.

* Program accomplishment documentation should be submitted as a PDF and not exceed 10 pages, single-spaced, 12 pt. font size.
** Items D and E will account for 75 percent of the total evaluation of materials submitted.

Revised: January 2023