

PROMOTION GUIDELINES FOR NON-PROGRAMMATIC AREA SPECIALISTS

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 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 an appropriate 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.

Extension Area Specialist II to Extension Area Specialist III

Requires a master's degree in an appropriate 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.

Review Committee

The Extension Evaluation and Staff Development Director will appoint a promotion review committee and select the committee chair. The promotion review committee will include the regional directors and one regional program leader from each region. The committee members from the region of the candidate will abstain from voting for that candidate.

Dossier

Information provided by the candidate for promotion should be arranged in the following order. Outline accomplishments in categories C. through E. with emphasis on measurable impact to Extension. Accomplishment documentation should be submitted as a PDF and not exceed 10 pages, single-spaced, 12 pt. font size.

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A. Position Description

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

B. Biographical Data

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

C. Summary of impact within your region. The summary may include but is not limited to the questions below. Include examples of your successes.

1. In what ways have you demonstrated leadership across all program areas?
2. Have you introduced any new methods or procedures related to planning, budgeting, organization, record-keeping etc.?
3. Have you led a specific program or event that you are particularly proud of or made a modification that improved the event?
4. How have you demonstrated leadership while working with regional/county staff, vendors or volunteers?
5. What strategies do you use to foster collaboration among team members?
6. How do you ensure clear and effective communication?
7. How do you evaluate the success of an event/program and use that feedback for future planning?
8. Are there any aspects of your role you find challenging and how have you worked to overcome them?

D. 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?

E. 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: Area Specialist notified of eligibility.

November 30th: Candidate submits dossier to Regional Director.

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

December 15th: Regional Director sends the recommendation to Extension Evaluation and Staff Development Director.

January: Extension Evaluation and Staff Development Director convenes a review committee with UT Extension Dean and TSU Associate Dean (as appropriate) to review dossiers and prepare their recommendation. Review committee completes the ADM F-155 with 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: Extension Evaluation and Staff Development Director recommendations to UTIA Administrator (SVC/SVP) for promotions of UT Extension employees. Docusign will be used to coordinate UT Dean's and UTIA Administrator's signature. TSU Associate Dean for Extension submits recommendations for approval and processing.

Revised: October 2025