



**Cooperative Extension and Outreach
Dossier Checklist for Candidate**

Criteria

- _____ Degree
- _____ Program
- _____ Program Execution
- _____ Results/Impact
- _____ Subject Matter Competence
- _____ Professional Development

Format

- _____ Outside name
- _____ Table of Contents
- _____ Use of Divider
- _____ Use of Index Tab

Candidate Information / (Three-Page Limit)

_____ Educator Information

- _____ Name
- _____ County
- _____ Current Rank
- _____ Date of Last Promotion
- _____ Most Recent Degree
- _____ Past Professional Experience
- _____ Statement of degree completion
- _____ Essence of Action Plans
- _____ Since Last Promotion
- _____ Split Program and/or
- _____ Responsibilities Should
- _____ Indicate % to Each

_____ Position Description (Summary)

_____ Professional Development (Summary)

- _____ Cooperative Extension In-
- _____ Services
- _____ Non-Extension
- _____ Seminars/Conference
- _____ Self-Directed Learning
- _____ Professional Associations
- _____ Graduate Credit

_____ CED Signature

Support

- _____ Maximum of **three** support material items per program area for associate or extension rank
- _____ Up to **six** support material items per program area for senior agent rank

CANDIDATE INFORMATION
(Three-page limit)

A. Educator Information

Name _____ County: _____

Current Rank: _____

Date of Hire: _____ Date of Last Promotion _____

Education:

Professional Experience:

B. Position Description:

C. Professional Development:

Signature (to be on the bottom of last page):

Candidate's Signature: _____ Date: _____

CED (RD) Signature: _____ Date: _____