

POLICIES AND PROCEDURES FOR PROMOTION REVIEW OF PENN STATE COOPERATIVE EXTENSION STAFF

The Dean of the College of Agricultural Sciences makes recommendations for the promotion of Penn State Cooperative Extension staff to the Executive Vice President and Provost of the University. Each recommendation is based upon an evaluation of the candidate's dossier and of the recommendations of the peer committee and administrators at all administrative levels of the College.

A. Determination of Eligibility for Promotion

1. **Time in rank** is defined as the time employed in the current rank, from either the date of hire or July 1 of the year the last promotion was granted. For example, an individual hired on August 1 of 2006, as an Associate Extension Educator, would be eligible for promotion to Extension Educator on July 1 of 2010 because they were one month short of the two-year minimum requirement at the rank of Associate Extension Educator on July 1 of 2009. A dossier submitted in December of 2006 would need to meet the required time in rank as of July 1, 2007.

2. **Exceptions to time in rank criteria.** If an individual's performance is exceptional, they meet the program expectation of the rank, and possess the educational requirement for the rank being applied for, he/she can make a request to the CED and RD to be considered for early promotion. The Regional Director makes the request, in writing, documenting reasons for consideration of early promotion to the Associate Director of Extension. The Associate Director makes the decision on whether or not to grant permission to apply for early promotion. A letter of approval must accompany the individual's dossier.

3. **Completed Master Degree (for promotion to the rank of Associate Educator).** Beginning with new hires on or after July 1, 2006, a Masters Degree will be required for appointment to the rank of Associate Extension Educator. Educators already in the system will still be allowed to apply for promotion in 2006, 2007, and 2008 without meeting the Masters Degree requirement, but by 2009 all educators will need to meet the Masters Degree requirement to apply for promotion to Associate Extension Educator or higher in July 2010. By December 31, 2009 all candidates hired on or before July 1, 2006 must have received a Masters Degree to apply for July 2010 promotion to Associate Extension Educator or higher. When applying for promotion to the Associate Extension Educator rank, all Masters degree requirements must be completed by December 31 of the year before promotion would be granted. A letter from the Department Head of the

academic unit where the candidate will receive the degree, stating that all degree requirements have been met for graduation, must be submitted to the Regional Director and Associate Director of Cooperative Extension to be eligible for promotion.

4. Notification of intent to apply for promotion. All individuals who intend to apply for promotion must notify their CED and RD by July 1 (see next page).

B. Dossier Evaluation

Sequence. The sequence of dossier evaluation will be: County Extension Director (CED), Regional Director (RD), State Promotion Committee, Director of Extension. "Dossiers of regional staff will be evaluated by the CED in each of the counties to which they are assigned. The CED of the home county is responsible for distributing the dossier to all other CED's for their review and input (i.e. counties where the educator provided significant programming). Note: There should be one letter of recommendation from the base CED that includes input from all other county CED's. The letter should include a list of all CEDs from the assigned counties that provided input.

1. Each evaluator (administrator or committee) will review the dossier and consider all preceding peer and administrator recommendations prior to making his/her recommendation.

2. **Administrator.** The dossier will be evaluated by each administrator (CED, RD) and a written report of the evaluation, including recommendation for or against promotion, will be transmitted to the next administrative level. The CED's letter should reflect level of performance noted at performance review. The administrator at each level has the responsibility to manage the evaluation process and to ensure that the required promotion committee recommendations are secured.

3. **Peer Review.** Peer evaluations will be conducted at the Director's level by a State Promotion Committee. The committee will prepare a written report, including recommendation for or against promotion, and submit it to the Director. The report will contain a summary of the committee vote (number for, number against), list all committee members, and be signed by the committee chair.

a. **State Promotion Committee.** The committee shall consist of seven members with the rank of Senior Extension Educator. Six members of the committee shall be elected, one from each extension region. One member shall be appointed by the Director. The elected members will serve two years. The appointed member will serve one year. Both appointed and elected members of the

committee may serve consecutive terms. The chairperson will be appointed by the Director. The Director will convene the first meeting but will not participate subsequently in committee deliberations.

b. Peer Review Letters of Assessment – Letters of assessment must be obtained for all candidates for promotion. The letters of assessment give the state and other state extension peers an opportunity to evaluate the candidate. Refer to “Dossier Preparation & Guidelines” below in section V for the guidelines on Letters of Assessment.

C. Annual Timeline Schedule

1. Promotion Committee Formation

a. July: Director conducts statewide election to determine elected membership of State Promotion Committee.

b. August: Director announces membership of the State Promotion Committee

2. Dossier Review

a. July 1: Discuss interest to apply for promotion with CED and RD. If individual is requesting consideration for early promotion, a formal request must be submitted to the supervisor by this date. RD must submit early requests for promotion to the Director by July 1.

b. September 1: Candidate should submit names of external reviewers to the RD. Candidate should consult with their supervisor prior to submitting names. The candidate is not responsible for contacting external reviewers requesting them to review their dossier; RDs will do this as part of the review process.

c. November 15: Dossier of candidate submitted to the RD, along with CED letter of assessment

d. February 15: Dossier, including letters of assessment, and CED and RD recommendations submitted by RD to Associate Director for distribution to State Promotion Committee.

e. March 25: State Promotion Committee recommendation due to Director.

f. April 15: Director’s recommendation due to Dean. Dean’s recommendation due to Provost.

g. May: Informal feedback of promotion status

h. July: Trustee meeting—approval and public announcement of promotion

4/20/09