

PROMOTION GUIDELINES FOR PROGRAM LEADERS

Minimum Requirements:

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* 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* (four years with a doctorate) 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.

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. Job Description
Include an up-to-date job 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?

Promotional material must be submitted to the regional director by December 15. All materials, including the committee's review, should be submitted to the dean by February 1. The chair of the promotion review committee should convene the committee to review the dossiers submitted. The Adm.F-65 should be completed and attached to the dossier and supporting materials.

* Program accomplishment documentation should 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: May 2007