Guide for Preparing Your A&P Promotion Narrative

Educators pursuing A&P promotion must submit a three-page personal narrative of their professional work which includes: a biographical statement (includes context for role office structure, funding, programs and volunteers managed, local support/situation, administrative role/s, specialization); major accomplishments including impacts from Extension programming, teaching, creative works, and service; and plans for the future. In the review process, attention is paid to productivity since date of hire, last promotion, or the last five years (whichever is more recent).

Biographical/Intro. Narrative – The biographical/intro narrative is the foundation of your packet. It explains who you are as a professional, the context of your position, your job description, your education and certifications, your current and past relevant positions, and introduces your specialization(s) and programmatic themes.

- Context: Set the context for the review committee (e.g., description of the county in which you work, any special circumstances they should know about, such as change in county or program area, stewardship responsibility, etc.)
- Degrees: List any degrees
- Specialization: Identify your area(s) of specialization
- Themes and percentages: Introduce your focus areas (generally three) and attach a percentage to each which describes how you allocate your time
- Job description(s): Provide a description of your position. Much of this can come straight from your job description. Make sure your job description is up to date!
- Current Appointments: Indicate your current appointment
- Other Positions: Describe other RELEVANT positions
- Certifications: Identify any certifications or licensures you may have

Major Accomplishments – This section should provide an overview of your major accomplishments, in terms of impacts from programs, teaching, creative and scholarly works, and service.

This is your chance to “brag” about the quality of your work. Add quality indicators. Include things like number of times you have been cited by others, the number of others who have adopted your program, the quality of your publication outlets, acceptance rates for publication, ranking or impact factors for articles. However, many other indicators of quality are appropriate for this narrative (e.g., number of counties or states using your curriculum, your research results being utilized in community action teams, etc.). The options are limitless, but the indicator must be evidence of the quality of your work, not just to take up space in your narrative. Share those examples that will be illustrative and help identify your work as exemplary.

Program, teaching major accomplishments
Describe your major program or teaching accomplishments. How has your programing or teaching been impactful? Include knowledge gained, change in attitude, and/or change in behavior you have collected via your program evaluations. Have you won awards for teaching? Did you get asked to teach a formal course? Did you develop a new course or curriculum? If so, has this teaching resource been utilized by others or demonstrated impact?
**Creative and scholarly work major accomplishments**
Describe your major creative or scholarly work accomplishments. What is the impact of your creative or scholarly work? Describe awards received, grants received, contracts received, etc. Describe the conferences at which you’ve presented your work.

**Service major accomplishments**
This should focus on any additional information regarding your service activities. Highlight key services to local community, college, university, or profession here. DO NOT simply reiterate your service. This narrative should provide the committee with an understanding of your key service accomplishments or activities.

**Plans for future** — What are your plans for programming and teaching in the future?
Try to address this in the context of your specialization or themes.

What are your plans for creative and scholarly work in the future? Include works in progress. Try to address this in the context of your specialization or themes. You can include any research, scholarly or creative works in progress here.

*Updated 1.16.20 Greg Davis*  
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