

Narrative Preparation Guide – OSU Extension A&P Educator Promotion

After becoming a candidate for Administrative and Professional (A&P) promotion, educators submit a three-page personal narrative of their professional work which includes: a biographical statement; major accomplishments in teaching, creative works, and service; and plans for the future. In the review process, attention is paid to productivity since date of hire or last promotion (whichever is more recent). There are no font spacing or margin stipulations, but the document must be readable. Please submit as a PDF document with file name: "DATE-LastName-Narrative".

Biographical Statement – The biographical statement serves as the foundation of your submission. It explains who you are as a professional and the context of your role in the organization. It describes the position you hold and your areas of focus.

- Current Appointments: Indicate your current appointment
- Degrees and Certifications (if applicable): List degrees, certifications, and licensures you may have
- Context: Set the context for the review committee (e.g., describe the county in which you work, your program area focus, stewardship responsibilities, etc.)
- Job Description including Areas of Focus and Specialization: Describe what you do. Describe your focus areas (generally up to three) and attach a percentage to each which describes how you allocate your time

Major Accomplishments – This section should identify and briefly describe your most noteworthy impacts in Extension **teaching and engagement**, **creative and scholarly** efforts, and **service** to community, organization, and profession. It should clearly and concisely highlight your most impactful contributions.

You want to consider the [General Expectations for A&P Educators](#). Identify your current rank (column heading) and the corresponding expectations for programming and engagement, teaching, evaluation, applied scholarship, service, and professional development for that rank (row headings). How have you addressed these expectations in your work since your date of hire or last promotion?

For example, describe how you have engaged in regular evaluation to identify opportunities to improve teaching skills. Or, you might describe how you have engaged local stakeholders to develop, deliver, and evaluate programming that addresses local and statewide needs. How has your engagement increased knowledge, changed attitudes, and/or changed behaviors? How has your teaching been recognized? Have you won awards for teaching?

The reach of your scholarly work might also be something to note. If you are A&P III or IV, you may have helped develop or revise curriculum. How many other times and in what places has the curriculum been used by others? You may have shared your work and applied scholarship at conferences. If so, describe the conference, the audience, and the work you shared.

Our Extension efforts require funding. How have you augmented existing funding sources with grants, contracts, or other funding you have received? Describe how these funds enabled you to expand efforts or engage in something unique or special.

You might illustrate the reach and impact of a particular service activity – what did you accomplish in that role and why does it matter? A key goal as educators is to inform decisions that might affect change. What have you been involved in that provides evidence of your leadership and collaboration abilities?

Plans for Future – Think of this narrative as if you are applying for a new job. You have provided evidence of success in your previous role above, and in this final section you are explaining what you would like to do in the new role. Again, it might help to look at the [General Expectations for A&P Educators](#) table to think through the expectations of the A&P rank you are applying for. Given what you have done previously, describe what you would do to build on those efforts in the context of the new rank. The goal is to grow as a professional. How do your plans for the future facilitate that growth?

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