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; 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 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: “LastName-Narrative-YEAR-DraftorFinal”.

Biographical Narrative – The biographical narrative is 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 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.). 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 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 have presented your work.

Service major accomplishments
Highlight key services to the local community, college, university, or profession here. Provide 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 areas of focus and specialization.

What are your plans for creative and scholarly work in the future? Include works in progress. You can include any research, scholarly or creative works in progress here.

Updated 11.13.20 Greg Davis
Updated 1.16.20