

## Extension Faculty Promotion and Tenure Workshop

November 17, 2016, 9:30 am – 3:30 pm  
Nationwide and Ohio Farm Bureau 4-H Center, International Room

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- 9:30 am** Registration, refreshments and networking
- 10:00 am** Welcome and workshop outline with today's objectives; recap of 2016 year i.e. number of vitas reviewed: **David Civittolo**
- 10:15 am** 30,000 foot view of where Extension "fits" in college, university; principles of the P&T process, status of RiV and new reporting software: **Ken Martin**
- 10:30 am** Developing a long-range plan to prepare for the P&T process and getting your dossier organized: **Andy Londo**
- 11:00 am** The role that your Assistant and Regional Director plays in the P&T process: **Greg Davis and Jackie Wilkins**
- 11:45 am** Lunch
- 12:15 pm** Communicating the culture of what it means to be a contributing tenure-track faculty member in Extension: **Greg Davis, Chris Penrose and David Civittolo**
- 12:45 pm** Curriculum update – definition, requirements and writing the narratives  
How to write Concise and Meaningful Narratives: **Bob Horton**
- 1:15 pm** Writing appropriate quality indicators: **Jeff McCutcheon**
- 1:50 pm** From the Chair and POD perspective: things that "Catch the Eye" of the POD;  
The verification process and what is important to keep; other things you want to know to make your dossier look professional: **Chris Penrose and David Civittolo**
- 2:15 pm** P&T Committee panel Q&A: \*each registrant will be required to send in two questions at time of registration: **Nancy Bowen-Ellzey and David Civittolo**
- 3:00 pm** One-on-One Coaching: **All**
- 3:30 pm** Adjourn

