## Timeline for A&P Promotion

**IMPORTANT:** Candidates are required to upload all application/dossier materials to the BuckeyeBox folder (unless otherwise stated) provided by the associate director, programs no later than midnight of the due date.

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<th>Due Date</th>
<th>Person(s) responsible to submit/complete review materials</th>
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| March 2  | Educator IV – intent to request faculty tenure-track position as untenured assistant professor shall:  
- Submit a letter to the associate director, programs requesting faculty position as untenured assistant professor. **It is strongly encouraged that candidates submit a draft dossier to their supervisor prior to a fall submission.** |
| March 2  | Educator I, II, or III – intent to request a promotion review shall:  
- Submit a letter of intent requesting a promotion to Greg Davis, associate director, programs, and send via e-mail to davis.1081@osu.edu and cc: Terri Fisher fisher.456@osu.edu.  
- Submit 5-7 peer/clientele evaluators (name and contact information) via Qualtrics survey: https://osu.az1.qualtrics.com/jfe/form/SV_5u1kgngcXpD1V41. (questions to Terri Fisher, fisher.456@osu.edu)  
- Submit evidence of supervisor approval (e.g. simple email will suffice)  
- **Associate director, programs** will send letter of request to evaluators. |
| April 1  | Associate Director, Programs  
- Grants candidate, supervisor, and assistant director(s) access to a BuckeyeBox folder.  
- Request candidate’s annual performance review from supervisor/HR for review period; uploads reports to Box folder. |
| April 1  | **Candidate** (see Instructions for A&P Promotion Submission)  
- Submits three-page personal narrative (see Guide for Preparing Your A&P Promotion Narrative).  
- Submits peer evaluation of teaching letters – one per year since date of hire or last promotion. |
| June     | **Respective Committees** meet (candidate’s supervisor, assistant director/s, and associate director, programs) to review candidate’s narrative, performance reviews, peer teaching letters, and evaluator feedback.  
- **Supervisor** on behalf of the committee shall submit a letter of recommendation to the associate director, programs. |
| July 1   | Associate Director, Programs  
- The associate director, programs shall forward the letter to the candidate.  
- 10-day comment period begins. |
| August 1 | Associate Director, Programs  
**The associate director, programs and the associate dean, director of Extension make the final determination on promotion.**  
- Associate director, programs will notify candidate regarding promotion decision.  
- Letter of award/denial is sent to candidate. Area leader/supervisor, assistant director(s), Ohio State University Extension director, and Extension’s HR Generalist are copied.  
- Promotion becomes effective September 1. |

*Updated 1.16.20*