## 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.

<table>
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<tr>
<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. |
| April     | **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. |
| May 1     | **Associate Director, Programs**  
  • **The associate director, programs** shall forward the letter to the candidate.  
  • 10-day comment period begins. |
| May 15    | **Associate Director, Programs**  
  **The director of Extension makes the final determination on promotion.**  
  • Associate director, programs will notify candidate regarding promotion decision.  
  • Letter of award/denial is sent to candidate. Supervisor, assistant director(s), Ohio State University Extension director, director and assistant director of operations, and Extension’s HR Generalist are copied.  
  • Promotion becomes effective September 1. |

*Updated 2.10.20*