



## Review Process – OSU Extension A&P Educator Promotion

Administrative and Professional (A&P) educator promotion candidates will be reviewed by a committee comprised of their supervisor, respective program leader/s, and the associate chair. The committee will make a recommendation to the chair of the Department of Extension. **The chair of the Department of Extension will make the final determination with regards to awarding promotion.**

**To become a candidate** for A&P educator promotion requires:

- Nomination by the educator (self), educator's supervisor, respective program leader/s, or the associate chair (any/all are appropriate)
- Documentation of a record of performance (via annual performance reviews) that exceeds expectations more often than not since date of hire/last promotion or the past five years (whichever is most recent)
- A Master's degree or evidence of projected completion date
- Positive determination by the review committee

**After becoming a candidate** for promotion, evidence to be considered includes:

- Annual performance reviews conducted since date of hire/last promotion or the past five years (whichever is most recent)
- Annual [peer evaluation of teaching](#) letters since date of hire/last promotion or the past five years (whichever is most recent).
- Three-page personal narrative describing major accomplishments in teaching, creative work, and service since date of hire/last promotion or the past five years (whichever is most recent). See [Guide for Preparing Your A&P Narrative](#).

Promotion may be considered when the candidate meets specific minimum standards as listed below:

- Educator I is an entry-level position that requires a minimum of a bachelor's degree.
- Educator II may be either an entry-level position for an individual with a master's degree or a position to which an educator I may be promoted upon:
  - earning a master's degree
  - Nomination by the educator (self), educator's supervisor, respective program leader/s, or the associate chair (any/all are appropriate)
- Educator III may be either an entry-level position for an individual with a master's degree and more than 10 years of direct experience, or a position to which an individual currently holding the position of educator II may be promoted upon:
  - Nomination by the educator (self), educator's supervisor, respective program leader/s, or the associate chair (any/all are appropriate)
  - demonstrating a record of accomplishment
  - documenting a record of performance that exceeds expectations over the time period more often than not

- Educator IV is a position to which an individual currently holding the position of educator III may be promoted upon:
  - Nomination by the educator (self), educator's supervisor, respective program leader/s, or the associate chair (any/all are appropriate)
  - demonstrating a record of accomplishment
  - documenting a record of performance that exceeds expectations over the time period more often than not

**Assessment of the Case:** The committee will meet to review the application. The associate chair will author the review committee recommendation letter addressed to the chair of the department on behalf of the review committee. The associate chair will forward the review committee recommendation letter to the chair of the Department of Extension and copy the candidate. The candidate will receive a final letter of determination from the chair of the department by May 15. Promotion, if awarded, will be effective September 1.

**Appeals Procedure:** The Department of Extension strives to make decisions regarding A&P educator promotion in accordance with the criteria and procedures outlined in this document and the current [Appointments, Promotion, and Tenure Criteria and Procedures for The Ohio State University Department of Extension](#). If the educator believes that a negative promotion decision has been made in violation of these guidelines and therefore alleges that it was made improperly, the educator may appeal that decision. The educator can initiate the appeal by sending a letter to the associate chair of the Department of Extension outlining the reasons for the improper evaluation. The letter of appeal should be submitted by June 1. The director of operations of the Department of Extension will review the case and make the final determination. In cases where the director of operations is the educator's supervisor, program leaders not involved as part of the review committee will make the final determination.

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