The Review Process for A&P Educator Promotion

Administrative and Professional (A&P) promotion candidates will be reviewed by a committee comprised of their supervisor, respective assistant director(s), and the associate chair. The committee will make a recommendation to the director of Extension. The director of Extension will make the final determination on promotion.

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

- Nomination by the educator’s supervisor, respective assistant director(s), or the associate chair, and
- Positive determination by the review committee.

NOTE: Self-nominations are also appropriate.

Candidates should use the Guide for Preparing Your A&P Narrative to describe their accomplishments in teaching, creative work, and service. Initial submission will be in draft form (due February 1), with the final version submitted on March 15. Educators seeking A&P III or IV status will be invited to provide colleague (both III and IV) and clientele (IV only) names with contact information for 360-degree assessment feedback, solicited by a Qualtrics survey conducted via the associate chair. The 360-degree assessment is not required for educators seeking A&P II status.

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

- Annual performance reviews conducted since date of hire or last promotion (whichever is more recent).
- Annual peer evaluation of teaching letters since date of hire or last promotion (whichever is more recent). See https://extension.osu.edu/policy-and-procedures-handbook/vi-promotion-and-tenure/peer-evaluation-teaching.
- Three-page personal narrative (final version) describing major accomplishments since date of hire or last promotion. See Guide for Preparing Your A&P Narrative.
- A 360-degree assessment that includes feedback from colleagues and clientele (educators seeking A&P III or IV only).

NOTE: The associate chair is responsible for collecting these materials and the overall management of the process.

Promotion may be considered when the candidate meets specific minimum standards. These standards are 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
  - being nominated by their supervisor, respective assistant director(s) or associate chair (self-nominations are also 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:
  ▪ being nominated by their supervisor, respective assistant director(s) or associate chair (self-nominations are also 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:
  ▪ being nominated by their supervisor, respective assistant director(s) or associate chair (self-nominations are also appropriate)
  ▪ demonstrating a record of accomplishment
  ▪ documenting a record of performance that exceeds expectations over the time period more often than not

360° Assessment: The candidate and committee will identify at least six potential evaluators. Evaluators will be clientele (for Ed IV only) and colleagues (for Ed III and IV). Colleagues shall be Ohio State professionals who are well respected for their accomplishments and in a position to comment on the teaching, creative work, and service of the candidate. The associate chair will conduct the 360-degree assessment. All solicited feedback received will be included in the review material. Unsolicited letters of evaluation or letters of evaluation solicited by someone other than the associate chair will not be included.

Assessment of the Case: The committee will meet to review the case. The supervisor will author the review committee recommendation letter addressed to the director of Extension on behalf of the associate chair. The associate chair will notify the candidate in writing of the completion of the review and will forward this letter. The candidate will receive a final letter of notification from the director of Extension. Promotion, if granted, will be effective September 1.

Appeals Procedure: Ohio State University Extension strives to make decisions regarding promotion in accordance with the criteria and procedures outlined in this document and the current Appointment, Promotion and Tenure Guidelines for Ohio State University Extension. If the candidate believes that a negative promotion decision has been made in violation of these guidelines and therefore alleges that it was made improperly, the candidate may appeal that decision. The educator can initiate the appeal by sending a letter to the associate chair of Ohio State University Extension outlining the reasons for the improper evaluation. The letter of appeal should be submitted within a 30-day period. The director of operations of Ohio State University Extension will review the case and make the final determination.

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