The Review Process for A&P Educator Promotion – OSU Extension

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 on promotion.

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

- Nomination by the educator, educator’s supervisor, respective program leader(s), or the associate chair
- Documentation of a record of performance (via annual performance reviews) that exceeds expectations more often than not since date of hire or most recent promotion
- 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 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/department-extension-peer-evaluation-teaching.
- Three-page personal narrative describing major accomplishments in teaching, creative work, and service since date of hire or last promotion. See Guide for Preparing Your A&P Narrative. Initial submission is due February 1 to provide opportunity for review committee feedback. Final version to be submitted March 15, if desired.
- A 360-degree assessment that includes feedback from colleagues and clientele (educators seeking A&P III or IV only).

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
  - being nominated by their supervisor, respective program leader(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 program leader(s) or associate chair (self-nominations are also appropriate)
  - 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 program leader(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. 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 by the associate chair. The 360-degree assessment is not required for educators seeking A&P II status. 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. 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 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 notify the candidate in writing of the completion of the review and will forward this letter. The candidate will receive a final letter of determination from the chair of the department. Promotion, if granted, 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 within a 30-day period. 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.