



Timeline/Checklist – OSU Extension A&P Educator Promotion

IMPORTANT: Candidates are required to submit all application materials to online location provided by the associate chair (unless otherwise stated) no later than **midnight** of the due date.

Due Date	Person/s responsible to submit/complete review materials
January 1, 2024	<p>Current Educator I, II, or III, Supervisor, Program Leader/s or Associate Chair</p> <ul style="list-style-type: none"> • Nominates self/educator for promotion consideration by <ul style="list-style-type: none"> <input type="checkbox"/> submitting an e-mail* to Terri Fisher, fisher.456@osu.edu, <input type="checkbox"/> copying all relevant parties (educator, supervisor, program leader/s, associate chair) <p>Current Educator I, II, or III</p> <ul style="list-style-type: none"> • Submit fully signed annual performance reviews <ul style="list-style-type: none"> <input type="checkbox"/> since date of hire/last promotion or the past five years (whichever is most recent). <p>*Attach to email (as above):</p> <ul style="list-style-type: none"> <input type="checkbox"/> all combined as one PDF document <input type="checkbox"/> in chronological order <input type="checkbox"/> with file name "YEARS-LastName-Performance-Reviews" <p>Current Educator I</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit evidence of completion of Master’s degree or projected completion date (e.g. snapshot of diploma, transcript, or other appropriate form of documentation provided by your institution)
January 15	<p>Respective Review Committees (educator’s supervisor, program leader/s, and associate chair)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make determination regarding candidacy nomination <p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notifies educators of the determination results via email <input type="checkbox"/> Provides candidate, supervisor, and program leader/s an online folder to submit/access materials for promotion review.
February 1	<p>Current Educator I, II, or III – after becoming a candidate:</p> <ul style="list-style-type: none"> • Submit three-page personal narrative for review and feedback (see Guide for Preparing Your A&P Promotion Narrative) <ul style="list-style-type: none"> <input type="checkbox"/> as a PDF document <input type="checkbox"/> with file name "DATE-LastName-Narrative" <p>Supervisor, Program Leader/s</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide narrative feedback via email, informing candidate whether any changes are suggested <input type="checkbox"/> Copy Terri Fisher.456 on feedback email
March 15	<p>Candidate submits:</p> <ul style="list-style-type: none"> • Three-page personal narrative <ul style="list-style-type: none"> <input type="checkbox"/> incorporating any changes/additions since the February 1 submission. <input type="checkbox"/> Please submit as a PDF document <input type="checkbox"/> with file name "DATE-LastName-Narrative" • Peer evaluation of teaching letters <ul style="list-style-type: none"> <input type="checkbox"/> one per year since date of hire/last promotion or the past five years (whichever is most recent). <input type="checkbox"/> Please submit all combined as one PDF document <input type="checkbox"/> in chronological order <input type="checkbox"/> with file name "YEARS-LastName-Peer-Reviews" • Annual performance review <ul style="list-style-type: none"> <input type="checkbox"/> for most recent review year

<i>Due Date</i>	<i>Person/s responsible to submit/complete review materials</i>
April 1-30	<p>Review Committees</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet to review candidate's application materials <p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Authors the review committee recommendation letter addressed to the chair of the Department of Extension on behalf of the committee
May 1	<p>Associate Chair</p> <ul style="list-style-type: none"> <input type="checkbox"/> Forwards the review committee recommendation letter to the chair of the Department of Extension and cc's the candidate
May 15	<p>Department Chair of Extension</p> <ul style="list-style-type: none"> <input type="checkbox"/> Makes the final determination on promotion and sends decision letter to candidate. Supervisor, program leader/s, associate chair, director of operations, and Extension's HR Generalist are copied
September 1	<ul style="list-style-type: none"> • Promotion (if awarded) becomes effective

Updated November 2023