

Vita Rewards! What's in Your Wallet? (2007)

Wm. Bruce Clevenger, Extension Educator, OAEP Personnel Committee Chair

Dr. Linda Kutilek, OSU Extension, Associate Department Chair

The OSU Extension promotion process is welcomed by some and disregarded by others. Have you considered writing a vita? Educators have said, "Why do I have to write about myself to be recognized for a promotion?" If you are an Administrative & Professional (A&P) Educator, consider the promotions from Educator 1 thru 4 as opportunities to advance your salary as well as your career. You are in control of your salary increase. Annual performance is the largest component of your salary growth but developing your vita to attain promotion can add 12% by 10 Years of Service and 16% by 15 Years of Service. Below are four scenarios that compare difference performance levels and the use of a vita for promotion.

<i>Forecast of Educator Salary by Annual Performance Levels and Use of a Vita</i>					
<i>Year</i>	2007	2 YOS 2009	6 YOS 2013	10 YOS 2017	15 YOS 2023
	Ed 1	Ed 2	Ed 3	Ed 4	Assist. Prof
3.5% + Promotions	\$33,000	\$37,471	\$45,579	\$55,442	\$68,069
	Ed 1	Ed 2	Ed 2	Ed 3	Ed 4
3.0% + Promotions	\$33,000	\$37,110	\$41,768	\$49,831	\$61,234
	Ed 1	Ed 2	Ed 2	Ed 2	Ed 2
3.5%	\$33,000	\$37,471	\$42,999	\$49,343	58,604
	Ed 1	Ed 1	Ed 2	Ed 2	Ed 2
1.5%	\$33,000	\$33,997	\$38,249	\$40,596	\$43,733

The process for A&P promotion is an application (vita) to the OSU Extension Department Chair, Dr. Ken Martin. Published guidelines are available to direct the Educator in writing the vita. A&P Promotion workshops are scheduled during the month of November 2007 for various dates and locations. During the workshops, Dr. Linda Kutilek, Associate Department Chair, will review the application timeline, guidelines and provide example successful vitas as a guide. Educators are encouraged to attend the workshops prior to the year writing a vita to familiarize themselves with the requirements and components of a successful vita.

The A&P vita is submitted by region and reviewed by a peer committee elected by A&P Educators. The committee reviews and assigns a mentor in the Spring to advise each applicant. In the Fall, the committee will vote yes or no to recommend the applicant on to the Regional Director, who also makes a recommendation. A vote is a recommendation and the applicant has the final decision to submit the vita to the Department Chair. A no vote on an A&P vita does not threaten the applicant's employment but is used to encourage the applicant to improve areas of the vita before resubmitting.

The vita may be perceived by some as "unnecessary work." However, others have valued it as a way to focus our extension program impacts and a means to achieve higher annual salaries through successful promotions. What's in your vita?