

Recommended Guidelines for CAES Public Service Promotion Process

Before the review meeting:

- The mini-dossier review will be continued. This will be required of all agents and specialists seeking promotion.
- Committee structure for District Dossier Review will consist of 5-13 members from within that district, chosen by the District Director (no less than 5, and no more than 13). If there are large numbers of dossiers to review, the District Director may appoint more than one committee to judge simultaneously.
- For units or departments with at least 5 Public Service faculty members eligible to vote, the process will be the same as for the districts.
- Some units or departments do not have 5 or more Public Service faculty to vote on dossiers. For these units and departments the committee structure will consist of 5-13 members from across departments, college-wide, chosen by the Director of Extension County Operations. This committee will include a variety of public service specialists, county agents and, if possible, at least one member from a department with a dossier being reviewed. The department representative may be a tenure-track faculty member if there is no public service-track specialist available from that department. If there are large numbers of dossiers to review, the Director of Extension County Operations may appoint more than one committee to judge simultaneously.
- According to university policy, committee members may only review dossiers at their faculty rank or below. All faculty ranks may be included on the committee. However, if only one review committee is established, dossiers will be reviewed in order of assistant, associate, and then senior, with members at the lower ranks being dismissed as they complete judging of dossiers at their rank or below.
- Committee members should be appointed annually and should be rotated to create a balance between previous-year members and new members. District Directors, unit heads and the Director of Extension County Operations should wait until the intent for promotion letters are submitted to select a committee that will adequately meet the needs of the quantity and level of ranks of those dossiers being submitted. At the time a committee is appointed, the administrator will also appoint a chairman for the committee.
- The chairman of the committee shall assign to each dossier a first and second reader who will give an oral report at the review meeting. These assignments shall be made before committee members are allowed to begin reviewing the dossiers.

The assigned readers should be either associate or senior associate-ranked faculty members.

- All committee members will review all dossiers in advance, and be prepared for the deliberations meeting. Dossiers will be available online, and committee members will receive instruction on how to download these.

During the review meeting:

- Provide a written charge from the Dean to be consistently read at each review committee meeting.
- Having reviewed dossiers in advance, the committee will go directly into deliberation.
- Each dossier will be reviewed individually according to the following procedures:
 1. The first reader will give an oral report. The reader will thoroughly highlight both strengths and weaknesses of the dossier, but will not give an opinion of whether or not the dossier deserves promotion.
 2. The second reader will then add to, or clarify, the comments of the first reader.
 3. Following the two oral reports, there will be open discussion by all committee members.
 4. A ballot will then be distributed, and a vote taken by secret ballot. Ballots will not be signed. Do not write directly in the dossier notebooks.
 5. There will be no abstentions, except where a significant conflict of interest exists such as spouses, immediate family members, and colleagues with an intimate personal relationship with the candidate.
 6. The votes will be counted immediately by the committee chair and the result will be announced. After the vote count is tallied, the ballots shall be destroyed.
 7. The result of the secret ballot vote will stand without further discussion.
 8. The remainder of the dossiers will then be reviewed one-at-a-time following the same procedures.

After the review meeting:

- For candidates who do not receive a majority of positive votes, the committee will provide written feedback as to the reasons for the negative vote. All comments should only include language that comes directly from the Public Service Promotion Guidelines handbook (ie. Candidate failed to provide sufficient evidence of a

regional and/or national reputation). The written feedback will be typed and made available to candidates and/or their administrative head upon their request.

- Unsuccessful candidates may request an appeal. Requests for reconsideration should be submitted in writing to the appropriate administrator within seven days after notification.
- The administrator will establish a separate appeals committee with 3-5 members. No member of the original review committee is eligible to serve on the appeals committee.
- Decisions of unit appeals are final.

Note to Administration:

- The 2009 edition of the revised Public Service Promotion Guidelines handbook states that the promotion of representative-to-assistant rank be handled at the unit/college level. Therefore these candidates will receive a vote at the unit level and successful candidates will proceed to the CAES committee. If they receive a positive vote at the college level, the names will be submitted to the Vice President for Public Service and Outreach for promotion. These candidates will no longer require a vote at the University level.
- Letters of nomination for candidates seeking promotion from representative to assistant rank should be limited to two pages.

CAES Guidelines for Promotion Process Committee, 2009

Faith Peppers

Brian Tankersley

Bill Hodge

Judy Hibbs, Chair