



THE UNIVERSITY OF ARIZONA

Cooperative Extension

Continuing Status & Promotion – How to Put Together a Successful Promotion Packet May 23-24, 2022

Palo Verde Room, Maricopa County Extension Office, 4341 E. Broadway Rd. Phoenix, AZ 85040

Hybrid Option: <https://arizona.zoom.us/join/91234567890>

Who should attend: Candidates for Continuing Status and Promotion (3rd Year Retention, Associate and Full), County Extension Directors, Agents, Specialists, and Administrators.

Additional information: Light breakfast and lunch will be served on day 2. Please make your own hotel and meal accommodations. If you have draft sections of your packet, please bring them on a laptop.

Agenda

Monday, May 23

12:30 pm – 1:00 pm	Check-in/Registration
1:00 pm – 1:30 pm	Welcome and Introductions <i>Chris Jones, Ashley Wright, Patty Merk</i> Campus Support and Leadership <i>Anthony Bertero</i>
1:30 pm – 2:00 pm	Timelines/Flow of the Packet <i>Kai Umeda</i>
2:00 pm – 2:15 pm	Break
2:15 pm – 3:15 pm	Section 4: Curriculum Vitae <i>Evelyn Whitmer</i>
3:15 pm – 4:45 pm	Section 7: Service and Outreach Portfolio <i>Kim McReynolds</i>

Tuesday, May 24

7:30 am – 8:00 am	Light Breakfast items
8:00 am – 9:30 am	Section 5: Candidate Statement <i>Moderator: Chris Jones</i> <i>Hope Wilson, Ashley Wright, Debbie Curley</i>
9:30 am – 10:15 am	External Reviewers and the Role of the CED <i>Cathy Martinez and Patty Merk</i>
10:15 am – 10:30 am	Break
10:30 am – 12:00 pm	Assistance with Packet and Q & A Discussion <i>Moderator: Chris Jones</i> <i>Jean McLain, Anthony Bertero, all speakers</i>
12:00 pm – 12:45 pm	Lunch