To: 2015 Promotion Candidates  
Subject: RE: PROMOTION -- MINI DOSSIER REVIEW

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Date: 3/20/2015

TO: CAES PUBLIC SERVICE FACULTY SEEKING PROMOTION IN 2015  
RE: MINI-DOSSIER REVIEW / INFORMATION

Congratulations on your decision to submit a dossier packet for promotion. Your Cooperative Extension administration want to support you in this process. In addition to multiple training opportunities and workshops, Extension uses a “mini-dossier feedback” process to give you additional support. Many agents who have already traveled this path give back their time to help others by serving as reviewers.

The mini-dossier review is intended to give you mid-process input to help develop a successful end product. This step is unique to Cooperative Extension. The vitae and accomplishment sections of the dossier are the heart of your package. Wording, format and organization can greatly improve the success of any dossier. Do not miss this opportunity to get direct anonymous feedback on your dossier drafts.

While you may be submitting drafts for feedback, the closer these drafts are to a finish product the more usefully the feedback will be. As this is not part of the formal UGA required process it is an optional step. However, Extension administrators usually do not support candidates that do not take advantage of this unique opportunity.

Provided are a few instructions / deadlines for the mini-dossier event. First, utilization of the online CAES Promotion system is required and the link to the system is: http://www.caes.uga.edu/Applications/PromotionAndTenure/index.cfm It is important candidates act now in setting up their online account. Once the account is established, login and select “Create Packet” and enter your 2015 packet information. Dossier sections can be added to the packet as you progress.

The mini-dossier includes all dossier contents except for the 1) Cover letter, 2) Supporting evidence, 3) Letters of evaluation and 4) Recommendation for Promotion form. Deadline for uploading mini-dossiers is midnight May 11.

Reviewing takes place the week of May 14. During the process reviewers assigned to the dossiers will be allowed to enter comments that will be shared with the candidates anonymously. (On a side note: Page number the mini-dossier. It is beneficial to reviewers when reading, commenting, and referencing various sections in the document.) After May 25 the dossier will be accessible in the online system for reviewing comments and votes.

For questions or assistance, contact either your district/unit office or the Associate Dean for Extension office for help.

Thank you.

Greg Price
Director of County Extension Operations

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