District Deadlines for Promotion, Permanent Status and Mid-Career Packets 2008

January 10th  District Promotion workshop (DED inserts date for the district)

March 21st  First Draft for Agents completing a Mid-Career Assessment (3-Year packet)

March 24th  Regular Promotion Packets First Draft due to your DED 
work with your DED on the process

June 2nd  Final version of all Mid-Career Assessment packets due to DED, 
16 copies double-sided (DED inserts number of copies for the district) 
(due to Personnel on July 10, 2008- 15 copies double-sided)

May 26th  Final Draft due to your DED office (nothing accepted after this date) 
10 = Suggested names, address and bio information of 
references due to DED from Agent, out of state important 
(DEDs will request letters) 
* Bio references to include: name, title, (4-5 sentences) 
narrative about the individual, not how you know them

June 9th  CED and DED comments on Final Draft due back to agent

June 23rd  Final version of Packet due in your DED office (do not duplex) 
Contact your DED for dates and number needed

June 27th  DED will send request for Letters for References 
(reference letters must be returned by July 21, 2008)

August 1st  Packets mailed to counties for review and voting

August 25th  All votes due to individual DED offices, 
(“abstain” or “did not vote” not acceptable)

August 1st  One copy without unit votes or letters of evaluation to Personnel Office

September 15th  DED Reference Letter to be completed

October 1st  Final Packets Due to Personnel Office 
15 complete duplexed copies 
IFAS Committee copies (10 IFAS + 6 V/P, Personnel, DED)

December 12th  Original and 11 copies due to Personnel Office

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