Final Dates

South Extension District Deadlines for Promotion/Permanent Status 2004

**June 25th**  
Final Draft due to DED, Joe Schaefer’s, office (nothing accepted after this date). You are welcome to send me earlier drafts before this date.

10 Suggested Names, Address and Bio info of References due to DED from Agent  
(I will request letters)

Bio references to include: title, short (2-3 sentence) narrative for each reference. Here is an example:  
**Dr. Susan B. Smalley** is an Extension Specialist, Sustainable Food & Farming Systems at Michigan State University. She earned her doctorate from Michigan State University in Agriculture & Extension Education. Dr. Smalley has served Extension in a number of roles from Extension Home Economist, County Extension Director, Regional Supervisor (District Director), Program Leader, Professional Development Coordinator, and now as a Specialist.

Dr. Susan B. Smalley  
Department of Crop & Soil Sciences  
A270 Plant & Soil Sciences Building  
Michigan State University  
East Lansing, MI 48824-1039

**July 23rd**  
CED and DED comments on Final Draft due back to agent

**August 2nd**  
Final version of Packet due in your DED office (do not duplex)

**Total number of packets to submit for those in the South District is 30**

DED will send request for Letters for References (reference letters must be returned by August 30, 2004)

**Sept. 3rd**  
Packets mailed to counties for review and voting

**Oct. 4th**  
All votes due to DED office

**Oct. 11th**  
DED Reference Letter to be added to the packet

**Oct. 14th**  
Packets to Personnel Office