

January 30, 2017

Memorandum To: *All County Extension Agents and Extension Agents – Southeast Extension District 9*

From: *Dale A. Fritz, Ph.D., District Extension Administrator*

Subject: *Program/Personnel Updates – Southeast Extension District 9*

[District 9 Extension Office Has Moved](#)

The Southeast Extension District 9 Extension Office has successfully moved from the Texas A&M University Riverside/RELLIS Campus in Bryan to the AgriLife Extension South Campus in College. We are all settled in and our connectivity is operational. Our telephone numbers and e-mail addresses remained the same as they were out at the Riverside/RELLIS Campus. The mailing address for our new location is listed below. Please remember to use the 2150 TAMU mail stop in the address.

**Texas A&M AgriLife Extension Service
Southeast Extension District 9 Office
South Campus Building
1470 William D. Fitch Parkway
2150 TAMU
College Station, TX 77843-2150**

Our physical address for package delivery or to drop by to see us is...

**Texas A&M AgriLife Extension Service
Southeast Extension District 9 Office
South Campus Building
1470 William D. Fitch Parkway
College Station, TX 77845**

[Revised Timeline for County Extension Agent Career Ladder](#)

Please note the following revised timeline for preparation and submission of materials for the County Extension Agent Career Ladder process. Please follow this timeline if you are planning to prepare and submit your promotion packet in the next round of CEA Career Ladder. A complete set of the guidelines for CEA Career Ladder will be sent in the next few weeks.

Texas A&M AgriLife Extension Service
1470 William D. Fitch Parkway
2150 TAMU, College Station, TX 77843-2150
Tel. 979.845.6800 | Fax. 979.845.6501 | AgriLifeExtension.tamu.edu | bryan.tamu.edu

Revised CEA Career Ladder Timeline

December 15 – In-Depth and Outreach Program Summaries Due – Can be edited until April 1 – Cannot be uploaded into TexasData after February 15

January – March – Discussion with Supervisor (District Extension Administrator or County Extension Director) About Intent to Apply

May 1 – Intent to Apply Form Due to District Extension Administrator

June 1 – Preliminary Version of Promotion Packet Sent to Level IV Mentors for Review

July 15 – Final Version of Promotion Packet Due to District Extension Administrator

July 15 – August 31 – Regional Leadership Team and Regional Peer Review Committee Meet to Review Promotion Packets

September 1- 15 – Promotion Packets Seeking Promotion to Level IV Returned to CEAs for MINOR edits

September 15 – Promotion Packets Due to Senior Administration Team with both Peer Review and Regional Leadership Team Votes and Comments

October – State Peer Review Committee Reviews All Promotion Packets Seeking Promotion to Level IV

December 1 – CEAs Seeking Promotion to Level II, III, and IV Are Notified of Promotion Decision

September 1 – Promotion Decisions Become Effective

If you have questions or comments, please let me know.