

2014 Central District Deadlines **Third-Year Progress Assessment Packets**

- Feb. 4** **Central District Permanent Status and Promotion HR Workshop**
Orange County Extension Office, 10:00 to 1:30
- March 21** **First draft due to CEDs (work with your CED to prepare the 2nd draft)**
- April 7** **One hard copy of the 2nd draft due to DED (after incorporating CED suggestions)**
- **Until June 3, 2014 continue to work with your DED and CED for the 3rd, 4th, and the final version of your packet.**
 - **Include your annual letter of evaluations since your employment as an agent. Only include the last page (or two pages if the section on “Summary Statements for Permanent Status and Promotion:” begins on the previous page and only signatures are on the last page.) for each year that has the CED and DED signatures and rating.**
- June 3** **Final version of Third-Year Progress Assessment packets (**Electronic**) due to DED (cc’d to Nikki) and One Original – pdf to Nikki.**
- June 6** **DED submits Third-Year Progress assessment packet to District Faculty with Permanent Status for input.**
- June 17** **District Faculty Comments due to DED**
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- June 24** **DED compiles Third-Year Progress Assessment Letter to the Dean using comments from District Faculty.**
- June 27** **One hard copy and electronic copy due to the DED’s office.**
(DED’s Office will deliver both copies to IFAS HR on July 1)
- July 1** **One hard copy and electronic copy due to IFAS Human Resources**