



THE UNIVERSITY OF ARIZONA

Cooperative Extension

**Continuing Status & Promotion  
How to Put Together a Successful Promotion Packet  
May 17 & 18, 2023**

Maricopa Agricultural Center, 37860 W. Smith Enke Rd, Maricopa, AZ 85138  
*In Person or Virtual Options Available, Please Register Here:*

<https://tinyurl.com/2023CSP>

*by Friday, May 12, 2023 at 3 p.m.*

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**Who should attend:** Candidates for Continuing Status and Promotion (3<sup>rd</sup> Year Retention, Associate and Full), County Extension Directors, Agents, Specialists, and Administrators.

**Additional information:** Light breakfast and lunch will be served on day 2. Please make your own hotel and meal accommodations. If you have draft sections of your packet, please bring them on a laptop.

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**Agenda – Day One**

<b>Wednesday, May 17</b>	
<b>12:30 – 1:00 pm</b>	Check-in/Registration (Please have lunch before arriving)
<b>1:00 – 1:30 pm</b>	Welcome and Introductions <b><i>Patty Merk, Chris Jones, Ashley Wright, Cathy Martinez</i></b> Campus Support and Leadership <b><i>Anthony Bertero</i></b>
<b>1:30 – 1:45 pm</b>	Timelines/Flow of the Packet <b><i>Cathy Martinez</i></b>
<b>1:45 – 2:00 pm</b>	Break
<b>2:00 – 3:00 pm</b>	Section 4: Curriculum Vitae <b><i>Evelyn Whitmer</i></b>
<b>3:00 – 4:15 pm</b>	Section 7: Service and Outreach Portfolio <b><i>Patty Merk</i></b>

**4:15 – 4:45 pm** Extension Specialist Packets: Other Required Sections and Working with your Department  
*Mike Crimmins*

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### Agenda – Day Two

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#### Thursday, May 18

<b>7:30 – 8:00 am</b>	Light Breakfast
<b>8:00 – 9:30 am</b>	Section 5: Candidate Statement <i>Moderator: Chris Jones</i> <i>Mike Hauser, Ashley Wright, Debbie Curley</i>
<b>9:30 – 10:15 am</b>	External Reviewers, Special Cases, and the Role of the CED <i>Cathy Martinez</i>
<b>10:15 – 10:30 am</b>	Break
<b>10:30 – 12:00 pm</b>	Assistance with Packet and Q & A Discussion <i>Moderator: Chris Jones</i> <i>All Speakers</i>
<b>12:00 – 12:45 pm</b>	Lunch and Adjourn

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Please Register by **Friday, May 12** for In Person or Virtual Attendance Options

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