GENERAL EXAMPLES:
CRITERIA FOR DOCUMENTATION SECTION (10b) & SUPPLEMENTARY INFORMATION SECTION 
(10c) FOR A/P NOMINATION FOR ADVANCEMENT-SCHOOL OF AGRICULTURE FORM

The following guidelines are intended to serve as examples of the type of information desired for the 
documentation and supplement section on the Nomination Form. Criteria for promotion measure the 
candidate’s performance in fulfilling the goals of her/his program or area of responsibility; professional 
interactions; and general value to the department/unit/division/office or specific working group that she/he 
represents.

Due to the nature of the varied responsibilities of the Administrative/Professional staff, these criteria have been 
worded in the broad sense so as to pertain to all six of the Administrative/Professional categories and varied job 
assignments.

CANDIDATE’S DOCUMENTATION OF PERFORMANCE

- **Program development and implementation:** (1) principal accomplishments of the program handled by the 
candidate and documentation of productivity; (2) improvements made in the method of operation of the 
candidate’s program; and (3) plans proposed by the candidate to further improve the program, etc...

- **Professional interaction:** (1) fosters departmental and/or interdepartmental working relationships; (2) 
accomplishments of the candidate in the role of supervisor (steps taken by the candidate to improve 
supervisory ability, e.g. organized, sets good standards, delegates, has good control, establishes priorities 
for those supervised, stimulates and builds on strengths of those supervised) etc...

- **Publications and communication** (documentation of any of the following that are applicable to the assigned 
duties of the candidate): (1) publications authored or co-authored (note those accepted in refereed journals); 
(2) papers, posters and presentation given at meetings; (3) mass communication efforts, such as magazine 
articles, newspaper features, brochures radio and television presentations, news releases, circulars, etc.; (4) 
in-house technical documents; (5) record maintenance; (6) editing; (7) documentation; etc...

- **Professional participation and recognition:** (1) membership in professional organizations (if applicable); (2) 
recent participation in activities of professional organizations (if applicable); (3) participation in local, state or 
national conferences and meetings; (4) offices and committee memberships held; etc...

- **Evidence of professional growth and development:** (1) participation in professional development 
programs such as workshops, seminars, mentoring programs, self instruction activities, short courses, or 
courses for credit, etc...

CANDIDATE’S SUPPLEMENTARY INFORMATION

- Department, division, unit, office or group activities—contributions by the nominee to the activities of 
her/his pertinent work group.

- School and University activities—contributions by the nominee to activities of the school and University.

- Community and state activities—contributions by the nominee to the community and state.

- Awards or statements of recognition.

Etc...

9/22/94