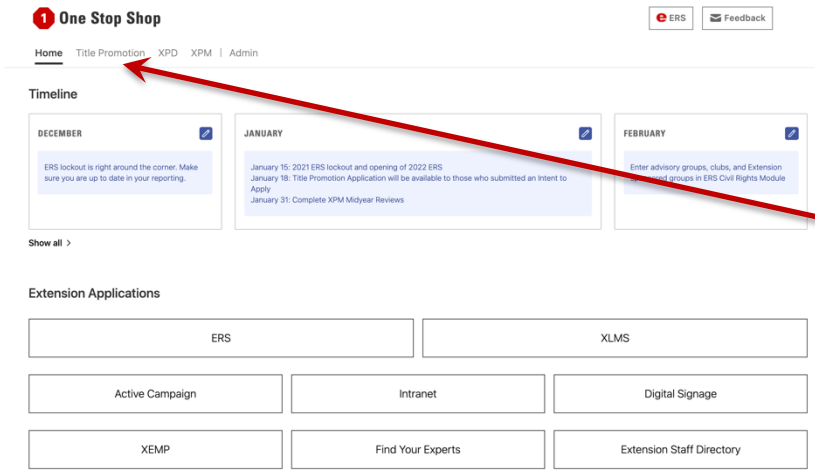# NC COOPERATIVE EXTENSION

1 One Stop Shop

Title Promotion Application
User Guide
Submitting the Application

Accessing the Title Promotion Application

Go to the One Stop Shop (OSS) landing page
https://oss.ces.ncsu.edu

Click on the **Title Promotion Application Link**

Tour of the Title Promotion Application Form

Title Promotion - NCSU

APPLICATION FOR TITLE PROMOTION		TO	
County Name:		**Employee Name:**	
Mentor Name:		**Employee ID:**	

This section is populated with data from the Extension employee (XEMP) data file and the Intent to Apply for Title Promotion form

DETAILS

Beginning Date in Current Position

This section is populated with data from the Intent to Apply for Title Promotion form and the Extension Areas of Responsibilities Application

Program Areas / Responsibilities

Total Extension Experience as of July 1st

Performance Ratings	2016	2017	2018	2019	2020

This section is populated with data from the XPM Application or with ratings self-entered on the Intent to Apply for Title Promotion form

⭐ **Extension Professional Development Record**

📖 XPD:

This section is populated with data from the XPD Application

Extension Employments and other records from the last 5 years are included.

⭐ **Narrative Prompts**

📥 DOWNLOAD NARRATIVE PROMPTS TEMPLATE

This section includes a narrative prompt word document to downloaded and use to prepare then upload as your submission

- **You must save your final narrative document with Microsoft Word.**
- **Narrative documents for   can not exceed 25 pages.**

Narrative Document

Narrative Document has not been uploaded.
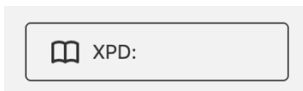
Submission of the Title Promotion Package

The information provided in your **Intent to Apply for Title Promotion** and our **Extension employee (XEMP) database** provide the foundation for building your **Title Promotion Package**.

The *following activities* need to be completed within the **Title Promotion Application**.

Step1: Extension Professional Development (XPD) Record

1. Review your **Extension Professional Development (XPD) Record.**
   XPD records from the past 5 years are include in your Title Promotion Package for review by the Title Promotion Committee.
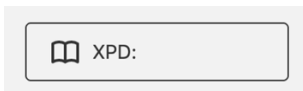
   Click on [📖 XPD:] to review the information that is currently in your XPD record. During the 2021 OSS update, additional categories were added into the XPD system to better represent professional development, leadership, and recognition activities. Data from the old system was imported into the new XPD system; however, there are cases where you may want to rearrange how your activities are categorized. Review the XPD record to identify changes you would like to make to the organization of the information, activities to be added, and activities to remove.

2. Go to the XPD Application to update your XPD record.

   ## 1 One Stop Shop

   Home   **Title Promotion**   XPD   XPM |

   About   About
   Extension Employment
                                      Extension Professional Development
   Continuing Education
                                      Your Extension Professional Development Record (XPD) is a comprehensive record of your professional development achievements and
   Certifications & Licenses   training attendance. XPD has seven sections for you to record your continuing education and training, leadership activity, awards and other
                                      professional development activities. This cumulative record can be used as documentation of your professional development activities for
   Leadership & Service   title promotion, position changes, and other career development purposes.

   Honors, Awards & Recognition
                                      The XPD reinforces Extension's dedication to delivering the most up-to-date research based information and your dedication to being a life-
   Publications   long learning professional. Together, we can extend research-based knowledge to all North Carolinians, helping them transform science into
                                      everyday solutions that improve their lives and grow our state.
   Internal Presentations

3. When you return to the Title Promotion Application, your XPD Record will be updated.

Step 2: Download Narrative Prompts

    1) Download the template

⬇ DOWNLOAD NARRATIVE PROMPTS TEMPLATE

A word document that contains the narrative prompts that correspond to your position is available for download within the Title Promotion Application. It is important to download this document to ensure you are using the narrative for the current year and you are using the narrative prompts for the title promotion you are seeking.

You must organize your document under the 4 (5 for CED's) narrative prompts. The narrative should use data and examples to describe/address the questions posed in the prompts. Do not respond to the questions in the prompts as if they are a series short answer questions but *integrate the items the questions asked into an overall response*.

The word document provides flexibility to format your document and use tables, graphs, bullets, etc. The only restrictions are: **the document is limited to 25 pages in length, you must use 12 point font, and you must upload the final submission using the word document format.**

2. Once you complete the document and it has been proofread. It is then uploaded into the Title Promotion Application

Your *Title Promotion Application* is complete.

The **Supervisor** (**CED) of PA/Tech/Agents** who complete their application will receive notification that the application has been submitted. The CED will enter the system enter their **assessment of the candidate** and upload a **letter of support** from the County Manager. {*County Manager Letters of Support* received from multiple counties for multicounty agents should be submitted as a single combined document.} The DED will then receive notification that the application has been submitted. The DED will enter the system enter their **assessment of the candidate. The Title Promotion Committee** will be notified the application is ready for review.

OR

The **Supervisor** (**DED) of ASAs/CEDs** who complete their application will receive notification that the application has been submitted. The DED will enter the system enter their **assessment of the candidate** and upload a **letter of support** from the County Manager for a CED or a **letter of support** from either the Program Leader or a Specialist for an ASA. **The Title Promotion Committee** will be notified the application is ready for review.