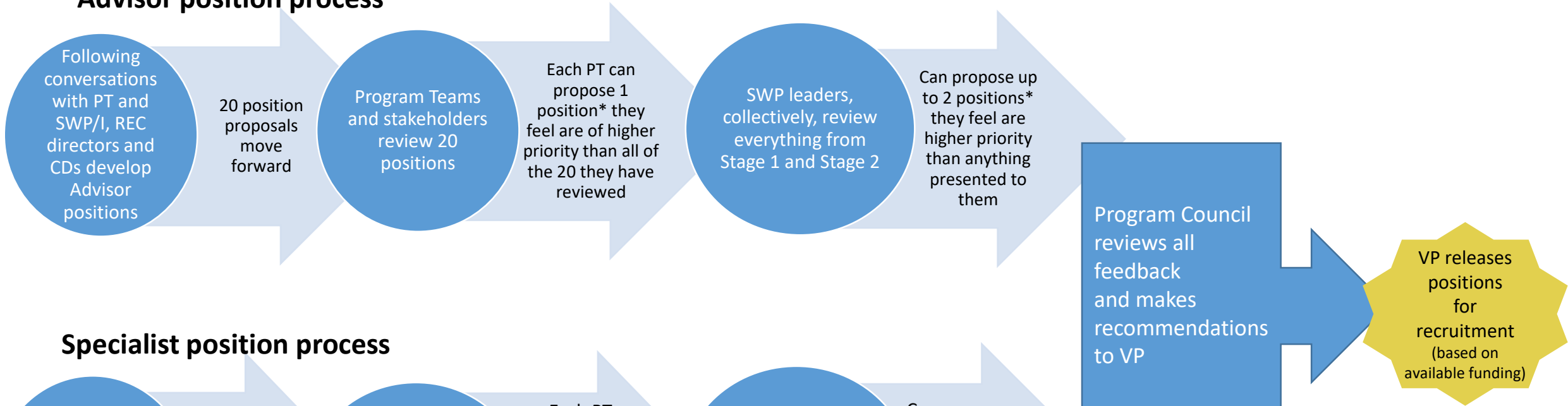
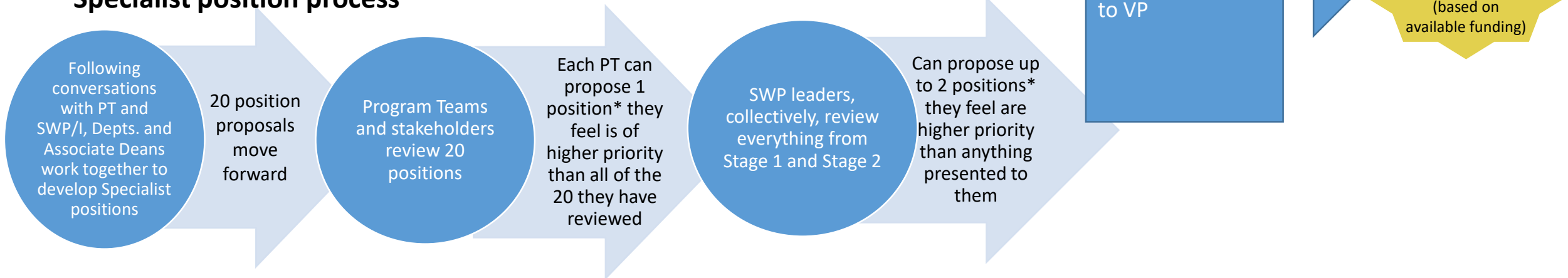


→Advisors, Specialists, AES, Statewide Program/Institutes, and stakeholders are engaged throughout the process

Advisor position process



Specialist position process



Feb to May 15, 2018

May 15 to Aug 1

Aug 1 to Sept 15

Sept 15 to Nov 7, 2018

*Must confirm with associated counties/RECs/campuses that space and support are available

CE Advisor position call process

Step 1

- County Directors and REC Directors, together, will develop CE Advisor positions. Before February 2, 2018 geographic regions will each develop a list of positions (descriptive title, coverage area, names of individuals involved in the discussions. The group will meet on February 22, 2018 to review all positions and begin a process of narrowing the number down. Following, County Directors and REC Directors will, as members of Program Teams, discuss positions with Program Teams and stakeholders. By early April, a draft list of positions under discussion will be made available on the 2018 Position Call web page. County Directors and REC Directors have an opportunity to meet and finalize positions on May 10, 2018 (if needed).
- Twenty 2-page proposals for positions will be uploaded on or before May 15, 2018 to URS and displayed on 2018 Position Call webpage.

CE Advisor position call process

Step 2

- Program Teams review the list posted on May 16, 2018. The goal is that Program Teams, comprised of CE Advisors, CE Specialists, and AES faculty, plus program staff, have been part of the discussions to develop CE Advisor positions so the positions are not a surprise, though all desired positions may not have made the final CD/REC list.
- Program Teams determine if they feel it is necessary to consider submitting 1 additional CE Advisor position, as an individual team or in conjunction with other Program Teams. Consultation with stakeholders is highly encouraged. Letters from stakeholders will not be requested. Discussions with campuses, other Program Teams, and Statewide Program/Institute Directors are encouraged.
- Using URS Program Team Leaders can add 1 additional CE Advisor position or support a position added by a different Program Team. These additional proposals will display on the 2018 Position Call webpage. The deadline to complete these actions is August 1, 2018.
- If Program Teams wish to add into the comment box remarks about positions they can certainly do so. If they feel quite strongly that a position is missing, they must upload a 2-page position proposal and not just comment that it is missing.
- Note: Any proposed CE Advisor positions must include a statement from the host location where the position will be housed (County or REC Director, Statewide Program or Institute Director) indicating that the position can be provided adequate support (space and resources) by the host location.

CE Advisor position call process

Step 3

- Statewide Program and Institute Directors, review the proposed list of CE Advisor positions that are posted on the web page throughout the process. As members of Program Teams, the Directors are expected to have engaged in discussions throughout the process to this point. As a group, the Directors can propose up to 2 additional CE Advisor position. Discussions with campuses, other Program Teams, and Statewide Program/Institute Directors, and stakeholders are encouraged. The group of Directors has until September 15, 2018 to upload up to 2 additional positions and/or provide comment on positions proposed by County and REC Directors and Program Teams.
- Note: Any proposed CE Advisor positions must include a statement from the host location where the position will be housed (County or REC Director, Statewide Program or Institute Director) indicating that the position can be provided adequate support (space and resources) by the host location.

CE Specialist position call process

Step 1

- Chairs, specialists and AES faculty will develop CE Specialist positions. Deadline for submission to the college is April 20, 2018. It is encouraged that the positions are developed in consultation with Program Teams and stakeholders.
- All the developed 2-page proposals will be displayed on the 2018 Position Call web page on or before April 20, 2018. The Executive Associate Deans will send these to Program Planning and Evaluation to post.
- 4 Associate Deans (4 colleges, across 3 campuses) will meet and select 20 CE Specialist positions to move forward. These decisions will be made by May 15, 2018 and uploaded into URS to display on the 2018 Position Call webpage.

CE Specialist position call process

Step 2

- Program Teams may view the list posted on April 20, 2018 (draft list of all positions under consideration at that time; likely exceeding the number of positions that will move forward following May 15, 2018).
- Program Teams review the final lists that are posted on May 16, 2018. The goal is that Program Teams, comprised of CE Advisors, CE Specialists, and AES faculty, plus program staff, have been part of the discussions to develop CE Specialist positions so the positions are not a surprise, though all desired positions may not make the final college/school list.
- Program Teams determine if they feel it is necessary to consider submitting one additional CE Specialist position, as an individual team or in conjunction with other Program Teams. Consultation with stakeholders is highly encouraged. Letters from stakeholders will not be requested. Discussions with campuses, other Program Teams, and Statewide Program/Institute Directors are encouraged.
- Using URS Program Team Leaders can add 1 additional CE Specialist position or support a position added by a different Program Team. These additional proposals will display on the 2018 Position Call webpage. The deadline to complete these actions is August 1, 2018.
- If Program Teams wish to add into the comment box remarks about those positions posted in April but not approved, they can certainly do so. If they feel quite strongly about a position, they should 'submit' it on behalf of the PT. They can cut and paste from a proposal that didn't move forward, but it needs to be uploaded as their '1 additional position' with information about why the PT is endorsing that position.
- Note: Any proposed CE Specialist positions must include a statement from the campus (Associate Dean) or other location where the position will be housed (County or REC Director, Statewide Program or Institute Director) indicating that the position can be provided adequate support (space and resources) by the host location.

CE Specialist position call process

Step 3

- Statewide Program and Institute Directors, review the proposed list of CE Specialist positions that are posted throughout the process. As members of Program Teams, the Directors are expected to have engaged in discussions throughout the process to this point. As a group, the Directors can propose up to 2 additional CE Specialist position. Discussions with campuses, other Program Teams, and Statewide Program/Institute Directors, and stakeholders are encouraged. The group of Directors has until September 15, 2018 to upload up to 2 additional position and/or provide comment on positions proposed by Associate Deans and Program Teams.
- Note: Any proposed CE Specialist positions must include a statement from the campus (Associate Dean) or other location where the position will be housed (County or REC Director, Statewide Program or Institute Director) indicating that the position can be provided adequate support (space and resources) by the host location.