

DAFVM Promotion Flowchart*

Research and Extension Associates

Research Scientists

Employee initiates via a letter of request for promotion to his/her direct supervisor and includes a [DAFVM Application for Promotion](#) plus any supporting documentation.



Supervisor forwards packet to department head. A letter of support from the supervisor should be included. A [template letter](#) can be found on the DAFVM website.



Department Head forwards packet to the appropriate Dean/Director office including the signed letter of support.



Dean/Director forwards packet to the Vice President, DAFVM office, including the signed letter of support.

*For detailed promotion criteria:

Reference [OP 56.09 for research and Extension associates](#)

Reference [OP 70.07 for research scientists](#)