**PROGRESS TOWARD PROMOTION**

**For Use by Supervisors of: Research and Extension Associates**

**(as described in OP 56.09 under “Responsibilities of Supervisors …”),**

**Research Engineers (as described in OP 70.06 under “Responsibilities of Supervisors…”) and Research Scientists (as described in OP 70.07)**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Current Position (check one):
  + Research/Extension Associate I\_\_\_\_\_ II\_\_\_\_\_ III\_\_\_\_\_
  + Research Engineer I\_\_\_\_\_ II\_\_\_\_\_III\_\_\_\_\_
  + Research Scientist I\_\_\_\_\_\_II\_\_\_\_\_III\_\_\_\_\_
* Degree (check all that apply) Bachelor’s\_\_\_\_ Master’s\_\_\_\_ Doctorate\_\_\_\_
* Year of Last Promotion\_\_\_\_\_\_
* Relevant Years of Experience \_\_\_\_\_\_
* Number of Years Working at MSU \_\_\_\_\_\_\_
* Annual Evaluation Scores Received in Past 3 Years 3.0 or better YES or NO
* Identify the person/faculty member you report directly to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* University Degree(s), Certificate(s), and/or other training received since last promotion (as described in OP 56.09 Table 1 for Research/Extension Associates, OP 70.06 Table 1 for Research Engineers or in OP 70.07 Table 1for Research Scientists.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Year Seeking Next Promotion\_\_\_\_\_\_\_
* Performance Measures Necessary to Achieve Desired Promotion

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* Relevant Accomplishments Toward Promotion (include the completion date of the accomplishment and attach additional pages as needed)

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