

College of Agriculture and Life Sciences
Guidelines and Criteria for Promotion and Continuing Status
for Cooperative Extension Personnel

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In the College of Agriculture and Life Sciences (CALs), each faculty member's position description reflects the relative responsibilities assigned to teaching, research, extension and service activities in relationship to the unit's mission and strategic plan. This position description provides the context for evaluating a candidate's success in meeting performance expectations for promotion and/or continuing status. Both formal and non-formal instruction are defined as teaching by CALs, including classroom sessions, demonstrations, workshops and distributed learning. Research/creative activities may be basic and/or applied and may include the use of innovative approaches and new technology. The requirement of excellent performance and the promise of continued excellence necessary for the granting of promotion and/or continuing status includes compliance with relevant University and Board of Regents policies.

Cooperative Extension (CE) programs involve educational programming, information delivery, and problem solving research or creative approaches to problems. Agents and specialists are expected to demonstrate professional competence and growth as determined by standards of achievement for CE personnel.

Extension Specialist–

Primary source for knowledge and technical information in his/her discipline. Provides statewide program leadership and works collaboratively with county Extension Agents through applied research, training, appropriate direct teaching of clientele, and interpreting, assembling and preparing educational materials for statewide Extension programs for youth and adults. Coordinates with public agency representatives, Extension, Experiment Station, and University faculty in conducting an educational and problem solving research program.

Extension Agent–

Provides educational programs for clientele to help them solve problems and improve the quality of their lives. Develops Extension programs that address priority needs and conducts training, problem-solving research, and other educational methods throughout the assigned county(ies). Plans and conducts programs with statewide emphasis in collaboration with other Extension Agents, Specialists and University faculty as appropriate.

Promotion to Associate Agent/Associate Specialist

Promotion should be based on program accomplishments which demonstrate innovation, initiative, a high level of professional expertise, and working relationships with subject-matter colleagues and clientele.

Programs must address priority needs. Efforts must also show evidence of success in obtaining support funds and materials. Candidate must demonstrate a high level of subject-matter expertise and have recognition and acceptance among peers and clientele at the local, state and regional levels. There must be evidence of continued professional growth. Candidate should have completed publications of various types in assigned subject area.

Service includes committee responsibility in department, College and University, participation in local and national committees of professional organizations, and service to the local community as appropriate.

Promotion to Agent or Specialist

Promotion should be based on an established record of outstanding performance which should include evidence of professional recognition at the local, state, and national level, and leadership in candidate's subject-matter area and in professional organizations. There must be evidence of continued high quality performance in conducting educational and problem solving research or creative solutions to problems. Publications must have peer recognition and acceptance, should be numerous and include a variety of media. Research should demonstrate contributions to the professional discipline beyond the Southwest region. Renewal and/or acceptance of major awards and grants, and invitations to review and evaluate materials from colleagues from other institutions also may demonstrate high professional achievement. Candidate must have well established, collaborative working relationships with colleagues and clientele.

Extension programs must address priority needs and show evidence of adaptation to changing needs and priorities. Evidence of outreach teaching accomplishments will be measured by peer review of curriculum and recognition among peers and clientele of a high level of discipline expertise at the local, state and regional levels.

Service includes committee responsibility in department, College and University, participation in local and national committees of professional organizations, and service to the local community as appropriate.