

College of Agriculture, Life and Environmental Sciences
Guidelines and Criteria for Promotion and Continuing Status
For Cooperative Extension Agents
Revised March 2014/Abstracted April 2014

In the College of Agriculture, Life and Environmental Sciences (CALES), 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 is defined as teaching by CALES, 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.

Extension integrates teaching, issue-driven research, and creative activity for engaged outreach that ultimately leads to a change in behaviors or conditions. Agents are expected to demonstrate professional competence and growth as determined by standards of achievement for Extension personnel. The Extension Agent develops Extension programs that address priority needs and conducts training, problem-solving research, and other educational methods throughout the assigned county(ies); provides educational programs for clientele to help them solve problems and improve the quality of their lives; and plans and conducts programs with statewide emphasis in collaboration with other Extension Agents, Specialists and university faculty as appropriate.

The requirement of excellent performance and the promise of continued excellence necessary for the granting of promotion and/or continuing status include compliance with relevant university and Arizona Board of Regents policies. The University Handbook for Appointed Personnel provides more information on the promotion and continuing status process.

Appointment or Promotion to Associate Agent

Promotion should be based on program accomplishments which demonstrate innovation, initiative, a high level of professional expertise, and working relationships with colleagues and clientele in the same field of work. 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 expertise in his or her field 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 his or her assigned field. Service includes committee responsibility in department, college and university, participation in local and national committees of professional organizations, and service to the local community.

Appointment or Promotion to Agent

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 the candidate's field and in professional organizations. There must be evidence of continued high quality performance in conducting educational and problem solving applied research or creative solutions to problems. Publications must have peer recognition and acceptance, should be numerous and include a variety of media. 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 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.