

College of Agriculture, Life and Environmental Sciences
Guidelines and Criteria for Promotion and Continuing Status
For Cooperative Extension Specialists
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In the College of Agriculture, Life and Environmental Sciences (CALES), each faculty member has a position description which is reviewed and updated as appropriate and which reflects the relative responsibilities assigned to Extension, research, teaching, 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. Cooperative Extension programs involve information delivery, educational programming, and problem-solving research or creative approaches to problems. Research/creative activities may be basic and/or applied and may include the use of innovative approaches and new technology. Both formal and non-formal instruction are defined as teaching by CALES, including classroom sessions, demonstrations, workshops, field days, and online learning.

Promotion to Associate Specialist

General

Based on excellence in Extension, research, teaching, and service. Reputation for excellence among peers at this and other institutions should be emerging and show promise of continued growth.

Extension and Scholarship

Performance should reflect independent program development, implementation, and assessment at the state and regional levels and emerging at the national level appropriate to the candidate's field. Measures include grantsmanship, communication of results to peers and clients as appropriate for the information, and documenting and assessing impacts. Maintaining and applying professional competency are expected.

Teaching

Candidate should be an accomplished teacher, well-prepared, with a mastery of the fundamentals of subject matter. Measures include peer reviews, student evaluation, and mentoring of graduate students.

Service

Committee responsibility in department, college, and university. Participation in local, state, regional, and national committees of professional or other applicable organizations.

Promotion to Specialist

General

Based on excellent productivity and leadership in Extension, instruction, and research, with an appropriate balance of service resulting in regional, national, and international recognition in candidate's field.

Extension and Scholarship

Performance should reflect independent program development, implementation, and assessment at the state, regional, and national and/or international levels as appropriate to the candidate's field. Measures include grantsmanship, communication of results to peers in leading journals, adapting programs to clients' needs, and documenting and assessing impacts. Maintaining and applying high standards of professional competency are expected. Other factors considered are evidence of innovation in research and interdisciplinary activities.

Teaching

Candidate should be an accomplished teacher, well-prepared, with a mastery of the fundamentals of subject matter. Measures include peer reviews, student evaluation, and mentoring of graduate students. Instructional program must reflect high standards of scholarship, creativity, and commitment to growth and development.

Service

Committee responsibility in department, college, and university. Leadership and participation in local, state, regional, and national and/or international committees of professional or other applicable organizations.