

**COLLEGE OF AGRICULTURE AND LIFE SCIENCES
GUIDELINES AND CRITERIA FOR
PROMOTION AND CONTINUING STATUS
FOR COOPERATIVE EXTENSION AGENTS**

Revised March 1, 2014

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 is 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. (See Appendix A for examples of specific activities in each area.)

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.

APPENDIX A
EXAMPLES OF ACTIVITIES USED IN EVALUATING
UA CALS COOPERATIVE EXTENSION PERSONNEL FOR PROMOTION AND CONTINUING STATUS

To be used in conjunction with the *Guidelines and Criteria for Promotion and Continuing Status for Cooperative Extension Specialists* criteria. The following lists of examples are not intended to be exhaustive, inclusive, or rank-ordered.

TEACHING AND ENGAGED OUTREACH (including non-resident instruction)

(Extension personnel are expected to teach stakeholders and the teaching is aligned with their research and creative activities.)

- Clinical teaching/independent study/tutorials, developing curricula
- Coordinating a multi-faceted course
- Developing and applying educational innovations
- Developing course materials
- Developing distributed education offerings
- Developing new courses/labs
- Developing replicable systems of instruction (e.g., designing TA-assisted courses)
- Implementing innovative technology for instruction
- Mentoring interns and volunteers
- Producing/delivering management seminars and technical manuals for stakeholders
- Providing and conducting suitable demonstrations of new ideas and/or new research
- Supervising independent study, graduate and undergraduate research
- Teaching in non-formal venues, including workshops, seminars, and field days

Effectiveness of these activities is measured in diverse ways by diverse sources.

ISSUE-DRIVEN RESEARCH AND CREATIVE ACTIVITIES (SCHOLARSHIP)

- Books, chapters in books, editing books, special issues
- Clinical research in progress
- Grants, contracts, in-kind donations, especially through peer-reviewed proposals
- Invited/contributed papers
- Maps
- Monographs, technical reports, etc.
- Needs assessment and prioritization
- Patents and technology transfer
- Placement of work in museums
- Posters and other creative displays
- Producing deliverable systems
- Publications, peer-reviewed and peer-validated, including electronic material
- Refereed journal articles, abstracts
- Software/media
- Trade and popular press publications

Effectiveness of these activities is measured in diverse ways by diverse sources.

TEACHING/RESIDENT INSTRUCTION (if in Appointment Percentage)

(Source: <http://ag.arizona.edu/dean/ptcappendixa.html>)

- Clinical teaching/independent study/tutorials, developing curricula
- Coordinating a multi-faceted course
- Developing and applying educational innovations in and out of the classroom
- Developing course materials
- Developing distributed education offerings
- Developing new courses/labs
- Developing replicable systems of instruction (e.g., designing TA-assisted courses)
- Implementing innovative technology for instruction
- Providing meaningful feedback to students and volunteers on their work
- Providing professional development to community groups
- Supervising independent study, graduate and undergraduate research
- Supervising interns and internships
- Teaching laboratory and/or field-based courses or sections of courses
- Teaching regular course offerings

Advising

- Advising about career planning
- Advising about clinical training programs
- Advising community groups
- Advising/mentoring graduate students
- Advising student groups
- Advising undergraduate students on programs of study
- Designing/developing courses to be taught using distributed techniques
- Mentoring undergraduate students
- Participating in student recruitment, orientation and retention activities
- Serving on master's or doctoral committees
- Supporting, advising, mentoring Cooperative Extension volunteers

SERVICE ACTIVITIES

Faculty Service

- Administrative assignments
- Chairing of any committee (student, faculty, etc.)
- Serving as a sponsor for student activities and/or groups, volunteer organizations affiliated with Cooperative Extension
- Serving in the Faculty Senate
- Serving on unit, college, and/or university committees

Professional Service

- Activity in professional organizations
- Consulting to organizations/corporations, universities/colleges, etc.
- Editing journals, books, and other manuscripts
- Organizing conferences, symposia, and other meetings
- Serving on committees for federal and state government agencies or on boards

Public or Community Service/Outreach

- Applying one's academic expertise in the local, state, regional, or national community
 - Participating in local, state, regional, or national civic activities and organizations
 - Working with elected officials, policy makers and organizations
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