

September 6, 2012

## College of Agriculture and Life Sciences, Cooperative Extension Workload Assignment Guidelines

### INTRODUCTION

The University of Arizona is a Land Grant research and teaching University. Extension integrates teaching, issue-driven research, and creative activity for engaged outreach that ultimately leads to a change in behaviors or conditions. Accordingly, faculty are expected to be engaged in program development, implementation and assessment; scholarship and creative activity. Assignments and expectations for our Cooperative Extension faculty are developed in the context of their unique role in providing programs throughout Arizona, and acknowledge our historic partnership with federal and local governments.

### EXTENSION FACULTY WORKLOAD

The guidelines should be interpreted based on: 1) Extension program activity/productivity should be based on the position description; 2) Indexed to a 100% Extension appointment (1.0 FTE in Extension) and prorated based on the percentage FTE for all cases; and 3) Evaluations should be based over a three-year period.

It is important for faculty workload guidelines to be flexible enough to encompass diverse faculty education and applied research work and to credit them appropriately for that work. It is expected that workload assignments will generally reflect the mission and goals of CALS, CE, and the University; vary in accordance with the strengths and expertise of individual faculty members; and, moreover, may change as careers progress.

### Guidelines

1. Faculty will have 2 to 5 programmatic focus areas at any one time with identifiable needs and well defined goals. These educational programs typically address important issues impacting individuals, families, communities, businesses, and the environment.
2. Faculty will produce 8-12 publications per year which may include a mixture of traditional publications and other scholarly/creative works. An example of these works can be found in Appendix A of the *Guidelines & Criteria for Promotion & Continuing Status for University of Arizona Cooperative Extension Personnel* (<https://cals.arizona.edu/about/workplace/promotion/guidelines-criteria/appendixa>).
3. Faculty should be able to develop and implement a plan to secure funding to provide for the economical sustainability of their programs.