

Promotion and Permanent Status Expectations for Regional and State Specialized Agents

The following is a comprehensive list of expectations that an RSA or SSA could meet, depending on their position description. **This list is a MENU OF POSSIBILITIES. We do not expect every RSA or SSA to meet every one of these criteria.**

Part 1: Duties and Responsibilities of RSAs and SSAs

For RSAs and SSAs:

- Higher level of programmatic expertise, compared with a county agent.
- Programs and delivery cover broad region of the state.
- Contributes to development, implementation, evaluation, and reporting of regional and statewide scholarly extension programs.
- Leads programming in an area of expertise:
 - Development/dissemination of materials
 - Work with extension faculty in region/state to deliver educational programs
 - Professional development for agents
- Provides information, training, and mentoring for extension agents in area of expertise
- Participates and develops collaborative practical/applied research projects.
- Secures sufficient grant funding, programmatic revenue, or other sources of support to conduct regional (RSA) or statewide (SSA) programs.
- Serves on a district, regional, or statewide extension leadership team.

For SSAs:

- Provides leadership and coordination for a statewide initiative or program.

Part 2: Additional components of the RSA/SSA annual appraisal beyond the standard County Agent appraisal (Source: RSA/SSA appraisal forms used by District Extension Directors)

1. Provides leadership in the professional development of faculty, including mentoring and training of county faculty.
2. Provides leadership for PROGRAM areas either locally or as part of a statewide effort.
3. Provides leadership for CURRICULUM or PROJECT either locally or as part of a statewide effort.
4. SSA/RSA actively provide program planning support at the county, district, and state levels in cooperation with faculty, staff, and volunteers/stakeholders. Offers guidance to county offices leading to successful district events.
5. Assist in the assessment of the state program needs, setting program direction in cooperation with the State staff/specialists.
6. Facilitate the organization and implementation of teams and committees for planning, conducting, and evaluating educational programs at the district and state levels.
7. Markets Programs, encourages public relations, identifies potential funding sources.

Part 3: Indicators of RSA/SSA expectations in the Promotion and Permanent Status packet are shown in blue font.

Again, this list of indicators is a MENU OF POSSIBILITIES.

We do not expect every RSA or SSA to have an entry for each indicator in blue.

2. BRIEF DESCRIPTION OF JOB DUTIES
 - Indicate that you provide leadership to a program that has regional or statewide scope, e.g., you cover many counties, a commonly-identified region (the Indian River Lagoon, the Central District, for example), or the entire state.
 - Indicate that you mentor, train, and serve as a resource for county extension agents.
3. AREAS OF SPECIALIZATION
 - Since you are a “specialized” agent, provide a clear explanation of what that specialization is.
4. EFFORT REPORTED SINCE LAST PROMOTION OR SINCE UF EMPLOYMENT
5. EDUCATIONAL BACKGROUND
6. EMPLOYMENT
7. YEAR TENURE/PERMANENT STATUS WAS AWARDED BY UNIVERSITY OF FLORIDA –
8. TENURE AND PROMOTION CRITERIA (added automatically to promotion packets submitted online)
9. TEACHING, ADVISING, AND INSTRUCTIONAL ACCOMPLISHMENTS
 - Look for opportunities to provide guest lectures in academic courses, and report those lectures here.
 - Look for opportunities to become an affiliate faculty in an IFAS department; additionally, this could possibly include graduate faculty status.
10. TEACHING EVALUATIONS
11. EDUCATIONAL PORTFOLIO
12. GRADUATE COMMITTEE ACTIVITIES
 - If you get the opportunity to serve as a member on a graduate student committee, strongly consider taking it. Your expertise and extension perspective can enrich grad student education.
13. CONTRIBUTION TO DISCIPLINE/RESEARCH NARRATIVE –
 - Provide a narrative describing practical/applied research you have done in collaboration with colleagues and state extension or research faculty, or citizen scientist volunteers. Identify the practical issue you are trying to resolve. Show how you translated the findings of your research to contribute to the science of extension, program development or delivery, or to solve real-world problems through the scholarship of extension.
14. CREATIVE WORKS OR ACTIVITIES
 - a. Exhibits and Displays that cover the “specialized” are relating to the proposed outcomes and impacts of your programs.
 - b. Instructional Multi-Media Presentations particularly for in-service training (Reusable Learning Objects).
 - c. Educational Plays, Games
 - d. Radio, TV Scripts

- e. Web-based Communication and Teaching Tools including blogs, online courses and webinars, and other social media.
- f. Curriculum, Provide evidence of leadership in supplying extension education curriculum.
- g. Other

15. PATENTS AND COPYRIGHTS

16. PUBLICATIONS

- a. Books, Sole Author
- b. Books, Co-authored
- c. Books, Edited
- d. Books, Contributor of Chapter(s)
- e. Monographs
- f. Refereed Publications – Show your scholarship of extension through publications in the Journal of Extension or other appropriate outlets. Take opportunities to collaborate with research colleagues on publications in scientific journals.
- g. Non-refereed Publications
 - County Fact Sheets
 - Electronic Data Information Source (EDIS) – Your number one outlet for peer-reviewed, written extension material aimed at audiences primarily in Florida or the southeastern USA. Publish EDIS documents in collaboration with colleagues or state extension specialists. [Note: Make sure you have a good balance between EDIS-publications (factsheets) and EDIS-creative works].
 - Newsletter Edited
 - Newsletter Articles
 - Newspaper Articles
 - Trade Journal Articles
 - Others
- h. Bibliographies/Catalogs
- i. Abstracts (regional or national delivery)
- j. Reviews
- k. Miscellaneous

17. LECTURES, SPEECHES OR POSTERS PRESENTED AT PROFESSIONAL CONFERENCES

- a. International – An international presence is encouraged, but not required, for promotion to Agent IV.
- b. National – Important to show a national presence for promotion to Agent IV. Show several presentations during a promotion cycle – invited or selected.
- c. Regional – Important to show a regional (i.e., multi-state) presence for promotion to Agent III
- d. State – Work with county faculty to share expertise as a team member.
- e. Local

18. CONTRACTS AND GRANTS since last promotion

- a. Funded – Show some grants funded at a level sufficient to support regional or statewide programs or elements of programs
- b. Submitted, pending decision

- c. Submitted but not funded – It is important to show a grant track record; be sure to note unsuccessful efforts as well.
 - d. In-kind Contributions
 - e. Monetary Contributions
 - f. Revenue Enhancement – Designate revenue source, e.g., fees for programs or services.
19. SERVICE NARRATIVE
20. UNIVERSITY GOVERNANCE AND SERVICE
- o For RSAs: Show service on a statewide or regional extension leadership team and membership in a statewide initiative.
 - o For SSAs: Show leadership and coordination of a statewide initiative or program.
21. CONSULTATIONS OUTSIDE THE UNIVERSITY
22. EDITOR OF A SCHOLARLY JOURNAL, SERVICE ON AN EDITORIAL ADVISORY BOARD OR REVIEWER FOR SCHOLARLY JOURNALS
- a. Editor
 - b. Editorial Advisory Boards
 - c. Reviewer for Scholarly Journals or online EDIS publications
 - d. Book Manuscripts Reviewed
23. INTERNATIONAL ACTIVITIES
- o Not required for SSAs/RSAs; however, if you do have international work, use the established format to present this work. Be sure to denote the impact of this work on your ongoing Extension program.
24. EXTENSION PROGRAMS (for IFAS only)
- Role and Activities of Advisory Committee – Show that members represent the applicable region or state, and how their input was used.

Titles of Programs – Titles should reflect regional or statewide scope of extension program.

Situation

Target audience – Specify county extension faculty and where applicable, other appropriate audiences like state/federal agency personnel, NGOs, educators, industry leaders, and government officials.

Objectives

- Teach county faculty and supply educational resources (e.g., in-service training) such that regional/state extension programs are implemented at the local level.
- Create educational opportunities for state and industry leadership.
- Implemented programs result in improved practices or behavior change.

Educational Methods and Activities

- Provide in-service training.
- Build and lead faculty teams.
- Work with county faculty to deliver programs.

- Marketing Efforts – Show evidence of marketing the programs and public relations such as contributions to teamwork like production of infographics, brochures, and newsletters; sponsoring events; educating the public and public officials; having volunteers/chapters host displays at events; having chapters do community service projects.

Creative Works and Publications Developed to Support Program

- List of works and publications developed and disseminated.

Summary of Group Learning Participants

- Conglomerate numbers across state or region if available.

Summary of Clientele Reached for Program

- Conglomerate numbers across state or region if available.

Number of Educational Materials Developed

- List of materials developed and disseminated.

Number of Clientele Contacts

- List of county faculty and other target audiences trained.

Field consultations

Office consultations

Telephone consultations

Group Learning Participants

E-mail consultations

Web site visits

Social Media - Deliver information across a wide range and improve visibility throughout the region or state; RSA/SSA develops a “following.”

Outputs

- Educational materials produced.
- Specify county faculty and other program partners who attend your in-service training.
- New or increased volunteer contributions.

Outcomes

- Regional/state programs (for example, programs associated with an Extension Roadmap Initiative) implemented at local level.
- Improved faculty teamwork across the region or state.

- County/regional extension faculty gain the knowledge or skills needed for program delivery.
- Target audience (clientele, or county/regional extension faculty) adopts improved practices (e.g., BMP implementation, performance in profession).
- Target audience (clientele, or county/regional extension faculty) adopts desired behaviors (e.g., active engagement with a Priority Working Group).

Impacts

- Social, economic, and/or environmental changes among targeted clientele groups (e.g., creation of new businesses, jobs created, promotions, savings of dollars, water, etc.).
- Answer the “So what?” question.

Success Stories ([follow guidelines](#))

25. CLINICAL SERVICE OR CLINICAL ACTIVITIES

26. SERVICE TO SCHOOLS – follow guidelines

27. MEMBERSHIP AND ACTIVITIES IN THE PROFESSION

a. MEMBERSHIP – Show membership in appropriate professional societies.

b. ACTIVITIES IN THE PROFESSION – Show appropriate activity and then leadership in professional societies.

28. HONORS

31. BIOSKETCHES OF INDIVIDUALS WRITING SOLICITED LETTERS OF EVALUATION

32. COPIES OF THE LAST FIVE (or since last promoted) ANNUAL LETTERS OF EVALUATION

33. FURTHER INFORMATION