

## Criteria for Permanent Status and Promotion of UF/IFAS County Extension Faculty

In the annual performance review of UF/IFAS County Extension Faculty, an established system of program review and evaluation is made. Performance criteria include demonstrated achievement in developing and implementing Extension programs in a county or counties within areas of responsibility as identified in the faculty member's position description, and utilizing effective extension principles and processes.

### These specific performance criteria are:

1. Identifiable educational programs, reflecting advisory committee input that: (1) address clientele and/or societal needs, problems, concerns, or issues; (2) target definitive audiences through the use of a variety of educational methods; (3) establish measurable objectives; (4) reflect substantive progress, outcomes, and impacts through use of program evaluation strategies; and (5) reflect accountability to requisite stakeholders, interest groups, and statewide extension priorities.
  - a. Evidence of program impact is based upon progressive outcomes demonstrated by the application, adaptation and adoption of what is taught. This is validated through practice and behavioral changes of the targeted clientele.
  - b. Long-term impacts such as economic, environmental and social condition change will result over an Extension career from sustained educational program efforts.
  - c. Note that faculty may have some locally-based programs and efforts that may not be measured as noted above; however, such programs would be minor in scope.
2. Evidence of effective collaborative working relationships with Extension clientele. This includes the utilization of advisory committee(s) for input and needs analysis for focused Extension program efforts.
3. Evidence of effective and collaborative working relationships with other Extension agents and/or specialists in the Extension District and state; multi-state efforts are encouraged. Faculty need to describe individual contributions to collaborative team efforts.
4. Evidence of proactive involvement in the actual teaching of clientele; e.g., presentation of subject matter content through interactive teaching methodologies, workshops, train-the-trainer, short courses, use of technology, clinics, meetings, etc.
5. Evidence of scholarship, including writing and developing creative works and publications that support planned teaching programs; e.g., fact sheets, leaflets, pamphlets, news articles, trade journal articles, exhibits, videos, web-based communications, peer-reviewed blogs, instructional multi-media products, software, distance education, radio/TV as appropriate, etc.; and presenting information to peers at local, state, and national levels, as appropriate.
  - a. Extension Scholarship principles:
    - i. Extension faculty are required to complete a multitude of tasks that help to assure that distinction or outstanding performance is achieved in their assigned area of responsibility. Some of these tasks, such as scheduling trainings, managing employees and/or volunteers, and preparing quarterly or annual reports are essential to the overall success of Extension programming; however, these tasks are typically not scholarly, but are important to one's overall success.
    - ii. Scholarly Extension work is creative and original; uses knowledge to solve problems through discovery, integration, teaching and application; and is communicated to, reviewed and validated by peers.
    - iii. \*A faculty member's work and recognition in Extension scholarship is expected to increase as an Agent progresses from Agent I to II to III to IV.
6. Professional Status and Activity – specifically, the faculty member must:
  - a. Be recognized by clientele as a leader in the assigned areas of responsibility.

- b. Participate in recognized professional organizations.
  - c. Serve in leadership role(s) in recognized professional organizations, University of Florida, IFAS, and/or Extension.
  - d. Develop, adapt, customize, and evaluate educational resource materials and techniques, and share these as appropriate with other Extension faculty members.
  - e. \*Recognition, participation and leadership increase as an Agent progresses from Agent I to II to III to IV.
7. Contracts and Grants– specifically, the faculty member must show:
- a. Evidence of outside funding to support programming from external sources, internal grants, in-kind support, and monetary support.
  - b. \*Advancement of extramural funding expected as an Agent progresses from Agent I to II to III to IV.
8. University Governance and Service – specifically, the faculty member must have:
- a. Participated in projects and committees, as appropriate, involving the University of Florida at the UF/IFAS, Extension, district and/or local levels.
  - b. \*Involvement and leadership increase as an Agent progresses from Agent I to II to III to IV.
9. Academic Degree(s) – Position descriptions and ranks specify degree requirements (noted below).
10. Faculty who serve as a Program Leader must have evidence of proactive program leadership in his/her assigned area (county or counties).
11. Nominees who serve as a County Extension Director (CED) must:
- a. In addition to evidence of accomplishments within his/her assigned area(s) of program responsibility, show evidence of program leadership for all program areas in their county; e.g., agriculture, natural resources, family and consumer science, 4-H youth development, marine science, energy, and/or community development.
  - b. Reflect proactive leadership and teaching in such areas as staff development and training, organization, and training of advisory committees and government officials and employees, budget development, program accountability, and community/capacity development with government and clientele groups.

**The decision to promote is based on the criteria for promotion of county extension faculty as follows:**

1. Qualifications for Rank, County Extension Agent I. New appointees must hold at least a Bachelor's degree. The appointees must possess all necessary qualifications for the Extension position.
2. Qualifications for Promotion to Rank, County Extension Agent II (equivalent to Assistant Professor). Major considerations for promotion are determined by the items listed under criteria for promotion of all county extension faculty. In addition, the candidate shall hold a Master's degree, or be admitted by an institution for graduate study toward a Master's degree, and have completed at least 50% of the coursework for the degree.
3. Qualifications for Promotion to Rank, County Extension Agent III (equivalent to Associate Professor). Major considerations for promotion are determined by the items listed under criteria for promotion of all county extension faculty. In addition, the candidate shall:
  - a. Hold a Master's degree.
  - b. Have established a recognizable area of expertise within their Extension District (department) and show promise of a statewide reputation as a leader in his or her field.
  - c. Have produced creative works, professional writing, or carried out Extension studies or applied research and has presented that work at state, regional and national meetings.

- d. Has shown excellence in the scholarship of integration and/or application through strong reporting of impacts.
4. Qualifications for Promotion to Rank, County Extension Agent IV (equivalent to Professor). Major considerations for promotion are determined by the items listed under criteria for promotion for all county extension faculty. In addition, the candidate shall:
- a. Hold a Master's degree.
  - b. Have established a recognized reputation as being outstanding in his or her field of specialization. Faculty considered for promotion to Extension Agent IV must have at least an area or statewide recognition for their educational programs within one or more assigned program areas.
  - c. Have produced creative work, professional writing, or carried out Extension studies or applied research of high quality and has presented that work at national meetings.
  - d. Has shown excellence in the scholarship of integration and/or application through strong reporting of impacts.
  - e. Consistent commendable or exemplary evaluations. Faculty considered for Extension Agent IV would usually be rated consistently above satisfactory.