

**NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: May 8, 2012

**REGULATION TITLE:**

Extension Faculty Promotion Criteria; Tenure and Promotion of Faculty in a Research or Research and Education Centers; IFAS Committee on Tenure, Promotion and Permanent Status

**REGULATION NO.:**

6.009

**SUMMARY:** The material in this regulation concerning permanent status for county extension faculty has been moved to UF Regulation 7.025. The remaining language has been updated.

**AUTHORITY:** BOG Regulation 1.001

**COMMENTS CONCERNING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation you are commenting on.

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS:** Rebecca J. Holt, Senior Administrative Assistant, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

**NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION:** Jack Payne, Senior Vice President for Agriculture and Natural Resources

**THE FULL TEXT OF THE PROPOSED REGULATION IS ATTACHED TO THIS NOTICE.**

REGULATIONS~~RULES~~ OF THE  
UNIVERSITY OF FLORIDA

~~6C1-6.009 IFAS;~~ Extension Faculty Promotion Criteria; Tenure and Promotion of Faculty in a Research or Research and Education Centers; IFAS Committee on Tenure, Promotion, Tenure, and Permanent Status.

(1) Criteria for promotion of County Extension Faculty -- The following criteria, in addition to the criteria set forth in University of Florida Regulation Rule 6C1-7.019, F.A.C., are considered when determining the merit for promotion purposes of all county extension faculty members. They are not applied so as to affect a rank presently held. Each county extension director and/or district extension director must supply documentation to support these criteria.

(a) Performance -- A major factor in making promotion decisions is annual performance as determined through established systems of program review and evaluation. The performance criteria include demonstrated achievement in developing, ~~and~~ implementing, and evaluating county extension programs within areas of responsibility as identified in the position description, and utilizing the processes described below. Specific criteria are:

1. Identifiable educational programs, reflecting advisory committee input that: (1) address clientele or societal needs, problems, concerns, or issues; (2) target definitive audiences through the use of a variety of educational methods; (3) reflect substantive progress or impact; and (4) reflect accountability to requisite stakeholders and interest groups.

2. Evidence of promotion and implementation of the Equal Employment Opportunity Program and the Affirmative Action Plan of the University of Florida and the Florida Cooperative Extension Service in the conduct of all Extension programs and activities.

3. Evidence of effective working relationships with Extension clientele.
  4. Evidence of contribution to the total County Extension program.
  5. Evidence of effective working relationships with other Extension personnel.
  6. Evidence of involvement in the actual teaching of clientele, i.e., presentation of subject matter content through workshops, short courses, use of computers, clinics, meetings, etc.
  7. Evidence of scholarly writing and developing educational materials in support of planned programs, i.e., leaflets, pamphlets, news articles, exhibits, radio/TV as appropriate, etc.
  8. Above average performance evaluations. Faculty considered for Extension Agent IV would usually be rated consistently commendable or exemplary~~strong or above.~~
  9. Faculty considered for promotion to Extension Agent IV must have at least area or statewide recognition for their educational programs within one or more assigned program areas.
  10. Program Leaders must have evidence of program leadership in their assigned area.
  11. Nominees who are county extension directors must have, in addition to evidence of accomplishments within assigned area(s) of program responsibility, evidence of program leadership for all program areas in their county, i.e., agriculture, horticulture, natural resources, family and consumer science~~home economics~~, 4-H Youth Development, marine science~~advisory~~, energy, and/or community~~rural~~ development. County extension directors should also reflect leadership and teaching in such areas as staff development and training, organization, and training of advisory committees, budget development, and program accountability with government and clientele groups.
- (b) Professional Competence -- The faculty member should have:
1. Developed competence in the specific subject matter and related fields involved in the position held as outlined in the position description.

2. A professional development plan based on individual needs and followed through with the plan as appropriate.

(c) Professional Status and Activity -- The faculty member should:

1. Be recognized by clientele as a leader in assigned areas of responsibility.
2. Participate in recognized professional organizations.
3. Serve in a leadership role in recognized professional organizations.
4. Develop, adapt, experiment with, and evaluate educational resource materials and techniques, and share these as appropriate with other Extension faculty members.

(d) Community Service -- The faculty member should have:

1. Participated in community and civic organizations and activities.
2. Participated in projects and committees, as requested, involving the University of Florida at the local level.

(e) Academic Degree(s) -- Position descriptions and ranks specify degree requirements.

(f) Annually, the Dean for Extension sends a letter requesting names of those county extension faculty members whom the county extension director and/or district extension director believe should be recommended for promotion. 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 acceptable for graduate study toward a Master's degree, and have completed at least fifty percent ([50%](#)) of the course work for the degree.

(g) 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:

1. Hold a Master's degree.
2. Show promise of establishing a reputation as a leader in his or her field.
3. Have produced creative work, [scholarly](#)~~professional~~ writing, or carried out

Extension studies or research.

(h) 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:

1. Hold a Master's degree.
2. Have established a reputation as being outstanding in his or her field of

specialization.

3. Have produced creative work, professional writing, or carried out Extension studies or research of high quality.

(2) Tenure and Promotion of Faculty in a Research or Research and Education Center -- For a faculty member administratively assigned to a research or a research and education center, the chair of the appropriate discipline or commodity department in which the faculty member is accruing time towards tenure, shall, after receiving the recommendation of the center director responsible for the center to which the faculty member is administratively assigned and the vote of the eligible faculty (as defined in [University of Florida Regulation ~~Rule 6C1~~-7.019](#)) at the

center, make a recommendation on the nomination for tenure of the faculty member in accordance with [University of Florida Regulation Rule 6C1-7.019, F.A.C.](#) Tenure is only granted in an academic department. In the case of the promotion of a faculty member administratively assigned to a research or research and education center, the department chair shall, after receiving the recommendation of the center director and the vote of the eligible faculty (as defined in [University of Florida Regulation Rule 6C1-7.019](#)) of the center, make a recommendation on the request for promotion in accordance with [University of Florida Regulation Rule 6C1-7.019](#).

~~(3) — Permanent Status.~~

~~—(a) — Permanent status insures the county extension faculty member of certain commitments by the Florida Cooperative Extension Service should the county terminate without cause the faculty member's position in the county. In the event a county extension faculty member with permanent status is terminated without cause by the county:~~

~~—1. — The Florida Cooperative Extension Service shall reassign the faculty member to a temporary position at the University of Florida for the next contract year of the faculty member, with the understanding that the county extension faculty member will first apply for each similar county position that is or becomes vacant during the contract year. The temporary employment of the faculty member will be terminated at the end of the contract year. The faculty member's permanent status shall likewise be terminated at the end of the contract year in the event the faculty member has not previously secured another position with a county.~~

~~—2. — Such reassignment shall not decrease the annual salary of the county extension faculty member.~~

~~—(b) — Permanent status is with the Florida Cooperative Extension Service, not the county.~~

~~——(c)——Permanent status is not granted for county extension administrative positions but only for the equivalent county extension faculty rank held by the member. Permanent status shall not be awarded to those holding the rank County Extension Agent I.~~

~~(d)——A county extension faculty member of the Florida Cooperative Extension Service, whose overall performance is worthy and who is serving in a permanent status accruing rank, shall be considered and recommended for permanent status or given a notice of non-renewal by the end of the “permanent status probationary period.” The “permanent status probationary period” shall be six years unless extended under the same provisions that allow for the extension of the tenure probationary period under Rule 6C1-7.019(3)(c). The performance of a faculty member and progress toward permanent status is evaluated each year prior to being granted permanent status and a letter is written by the county extension director to the supervising district extension director either recommending that the faculty member “be continued in a permanent status accruing position” or “not be continued in a permanent status accruing position”.~~

~~——(e)——County extension faculty members being considered for permanent status prior to the last year of the permanent status probationary period may withdraw from consideration without prejudice by written mutual agreement between the faculty member and the District Extension Director. Faculty members being considered for promotion may withdraw from consideration; this withdrawal from consideration for promotion or for permanent status must be made prior to a decision by the President.~~

~~——(f)——Annually the district extension director supplies each county extension director under his or her supervision with a list of those faculty members on the county staff who do not have permanent status.~~

~~——(g)——Annually a letter is sent by the district extension director to each faculty member in a permanent status accruing position under his or her supervision clearly stating:~~

~~——1.——his or her level of performance;~~

~~——2.——the strengths and the weaknesses of the faculty member; and~~

~~3. whether or not the faculty member will be recommended to be continued in a permanent status accruing position.~~

~~(h) The procedure for recommendation and approval of permanent status is the same as for tenure.~~

(34) The Senior Vice President for Agriculture and Natural Resources convenes annually a committee composed of a representative cross section of the total faculty in Institute of Food and Agricultural Sciences (IFAS). One-half of the committee is appointed by the Senior Vice President for Agriculture and Natural Resources and one-half elected by the tenured and permanent status faculty members of IFAS. The committee serves in a fact-finding and consultative role to the IFAS deans, pursuant to [subparagraphs Rule 6C1-7.019\(6\)\(b\)2.](#) and [\(6\)\(c\)2. of University of Florida Regulation 7.019,](#) and the Senior Vice President for Agriculture and Natural Resources concerning nominations for tenure, promotion, and permanent status.

~~Specific Authority: BOG Regulation 1.001-1001.74(4) FS.~~

~~Law Implemented 1001.74(19), 1004.37 FS.~~

History--New 9-29-75, Amended 8-15-78, 2-12-82, 8-12-82, 9-15-83, Formerly 6C1-6.09, Amended 5-19-93, 7-27-98, 3-2-03, 6-3-03, 7-19-05, [Formerly 6C1-6.009, Amended \\_\\_\\_\\_\\_.](#)