

REGULATIONS OF THE  
UNIVERSITY OF FLORIDA

6.009 Extension Faculty Promotion Criteria; Tenure and Promotion of Faculty in a Research or Research and Education Center; IFAS Committee on Tenure, Promotion 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 7019, 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, 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 that are outlined with measurable objectives; (2) target definitive audiences through the use of a variety of educational methods; (3) reflect substantive progress, outcomes, and impacts; 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, District, or Statewide Extension program as assigned.
5. Evidence of effective working relationships with other Extension personnel.
6. Evidence of involvement in the actual teaching of clientele, e.g., presentation of subject matter content through workshops, short courses, use of information technology, clinics, meetings, webinars, video conferences, social media, etc.
7. Evidence of scholarly writing and developing educational materials in support of planned programs, e.g., fact sheets, pamphlets, news articles, exhibits, radio/TV, websites, podcasts as appropriate, etc.
8. Above standard performance evaluations. Faculty considered for Extension Agent IV would usually be rated consistently commendable or exemplary.
9. Faculty considered for promotion to Extension Agent IV must have at least regional 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 or counties, e.g., agriculture, horticulture, natural resources, family and consumer sciences, 4-H Youth Development, marine science, energy,

and/or community 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, program accountability, and marketing extension 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, County Extension Faculty member works with their County Extension Director and the District Extension Director (or other designated supervisor) to determine if the

incumbent is ready 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 (parallel to Assistant Professor at the state level) -- 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 (parallel to Associate Professor at the state level) -- 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, evaluated, and appropriately reported on creative works, scholarly writing, entrepreneurship, grantsmanship, or carried out Extension studies or research.

(h) Qualifications for Promotion to Rank, County Extension Agent IV (parallel to Professor at the state level) -- 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, evaluated, and appropriately reported on creative works, scholarly 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 7.019) at the center, make a recommendation on the nomination for tenure of the faculty member in accordance with University of Florida Regulation 7.019. 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 7.019) of the center, make a recommendation on the request for promotion in accordance with University of Florida Regulation 7.019.

(3) 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 (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.

Authority: BOG Regulation 1.001.

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 6-8-12, Amended 3-17-17.