

335-4 **Definitions**

Titles in this series are used primarily for academic appointees in Cooperative Extension whose main roles are to make available to the public the latest in knowledge and practices in agricultural and related sciences and in family and consumer sciences in a manner that benefits the general public.

Cooperative Extension Advisors are county-based and have responsibilities for programs at the county level.

335-6 **Responsibility**

Responsibility for recommending appointments, reappointments, merit increases, and promotions rests with the appropriate County Directors, Assistant Directors, the Cooperative Extension Service Administrative Committee, the Vice President—Agriculture and Natural Resources, or other appropriate administrative personnel designated by the Vice President.

Any use of titles in these series for appointments outside Cooperative Extension shall be made only with the approval of the President, on recommendation of the Vice President—Agriculture and Natural Resources. (See APM - 335-24 concerning authority.)

335-8 **Types**

a. Titles (and ranks) for this series are:

- (1) Junior Cooperative Extension Advisor
- (2) Assistant Cooperative Extension Advisor
- (3) Associate Cooperative Extension Advisor
- (4) Cooperative Extension Advisor

b. An *appointment* (as distinguished from a promotion) occurs when a person is employed in one of the four ranks above, if the individual's immediately previous status was:

- (1) not in the employ of the University; or

- (2) in the employ of the University but not with a title in either of these series.
- c. A *promotion* is an advancement from one rank to a higher rank within either of these series, usually the next rank as listed above. A change from a title in another series to a title in either of these series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.
- d. A *merit increase* is an advancement in salary step or to an above-scale salary rate without change of rank and is dealt with in [APM - 615](#).
- e. The term *reappointment* is used for the renewal of a previous appointment immediately following the ending of the previous appointment in either of these series. A reappointment may or may not be accompanied by a promotion or merit increase.

335-10 **Criteria**

- a. A candidate for appointment, promotion, or merit increase in these series shall be judged by the following criteria:
 - (1) Performance in extending knowledge and information in disciplines related to the programs of Cooperative Extension.
 - (2) Performance in applied research and creative activity.
 - (3) Professional competence and activity.
 - (4) University and public service.
- b. In evaluating an individual's qualifications within the areas mentioned above, reasonable flexibility should be used to balance, where the case requires it, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another.
- c. Use of the top step in the salary scale for this series shall be restricted to those for whom there is, in at least three of the criteria mentioned above, documented evidence of exceptional or outstanding achievement or unusual

qualifications in terms of education and experience. When it is feasible, such documentation by sources outside the University of California should include written testimony to and evaluation of an individual's achievements.

- d. A merit increase or promotion based on individual qualifications and meritorious performance is not automatic after a stated number of years of service. The University is under no obligation to advance an appointee by merit increase or promotion solely on the basis of years of service.

335-17 Terms of Service

- a. The appointment of one who holds a title in these series is not guaranteed for nor limited to a specific period of time.
- b. Rules concerning effective dates of appointments shall be as stipulated in [APM - 200-17](#). The effective date of merit increases and promotions will normally be July 1, although exceptions may be approved in accordance with the provisions of [APM - 335-24-c](#).

335-18 Salary

- a. An authorized salary scale established for this series is issued by the Office of the President.
- b. Normal periods of service for the ranks in these series are shown in the published salary scale.

335-20 Conditions of Employment

The following conditions of employment apply to appointment to a title in these series:

- a. Each appointee shall be informed that continued appointment must be justified by a high standard of achievement and performance.
- b. An appointee accrues sick leave and vacation credit in accordance with the provisions of [APM - 710](#) and [730](#), respectively.
- c. See [APM - 740](#) for eligibility for sabbatical leave privileges.

- d. For eligibility for reimbursement for certain expenses, see [APM - 550](#) (moving expenses for change of assignment or headquarters), [560](#) (removal expenses), and [570](#) (travel expenses).
- e. An appointee may initiate a proposal for a training or training-related research contract or grant, provided approval is obtained from the Vice President—Agriculture and Natural Resources. (See the Policy and Procedure Manual for Contract and Grant Administration.)
- f. When an appointment is to be terminated, written notice shall be given in advance of the termination date in accordance with the following schedule:
 - (1) In the event of unsatisfactory performance: not less than a one-month notice will be given.
 - (2) In the event of discontinuance of the program, function, or position in the organization: not less than a three-month notice will be given appointees with less than three years' service; and not less than a three- to six-month notice will be given appointees with three years' or more service.
 - (3) In the event funding is no longer available: not less than a one-month notice will be given whenever feasible.
 - (4) For good cause, termination may be made with no advance notice.
- g. In the event of termination of an appointment to these series because of lack of work or lack of funds, the provisions of the University Academic Non-Senate Layoff Policy ([APM - 145](#)) shall apply.
- h. The provisions of [APM - 140](#) concerning the University's policy on Grievances—Non-Senate Academic Appointees shall be applicable to appointees to this series.

335-24 Authority

- a. Authority to approve appointments, reappointments, merit increases, promotions, and terminations in this series rests with the Vice President—Agriculture and Natural Resources, except that an appointment or advancement to a salary beyond the Regental compensation threshold is subject to Regental approval upon recommendation by the President. (See Section 101.2(a)(2) of the Standing Orders of The Regents.)

- b. Authority to approve an initial appointment or subsequent reappointment of a person following retirement rests with the Vice President—Agriculture and Natural Resources. See [APM - 200-22](#).
- c. The Vice President—Agriculture and Natural Resources may retroactively approve appointments, merit increases, and promotions, as well as merit increases and promotions having effective dates other than July 1, subject to the preceding provisions of APM - 335-24, and each such approval must be on an exceptional basis and with suitable justification.

335-80 **Procedures**

The Vice President—Agriculture and Natural Resources shall establish procedures which entail adequate stages of review of proposed appointments, reappointments, merit increases, and promotions to ensure proper evaluation of the individual candidates.

335-96 **Reports**

See [APM - 200-96](#).