

Appointment and Promotion

Section UCD-334, Appointment and Promotion of Specialist in Cooperative Extension

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Exhibit A, Evaluating Split Appointments: Specialist in Cooperative Extension with a Professional Title

Exhibit B, Evaluating Split Appointments: Specialist in Cooperative Extension with an Agronomist (___ in the Agricultural Experiment Station) Title

334-4 Series description

The Specialist in Cooperative Extension (CE) series (and the Cooperative Extension Specialist title) is used for academic appointees in Cooperative Extension who conduct educational activities both on and off campus and mission-oriented research in their area of specialty, as well as performing service and other activities that demonstrate professional competence. The CE research should serve the educational mission. Specialist in CE appointees are evaluated for merits and promotions based on their ability to meet the criteria as outlined below considered in total as specified in individual job descriptions.

334-10 Criteria

- a. Appointment, merit increase, and promotion

A candidate for appointment or advancement in this series shall be judged by the criteria below. Although reviewers shall be rigorous and objective in evaluating a candidate's qualifications within each established criterion, reviewers shall exercise reasonable flexibility in balancing, when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another area; however, this balance may not be achieved by an absence of performance in any of the specified areas. The job description, revised periodically, is an understanding between the department chair and the appointee giving the general nature and percentage of activities in each of the four areas of activity noted below.

- 1) Performance in extending knowledge and information

Specialists in CE must develop and conduct an educational program aimed at appropriate clientele groups off campus. (Clientele are defined broadly as any constituency that makes use of disciplinary information from the appointee's expertise.) The program should extend knowledge and information of use to those groups by improving their abilities to understand and address problems and opportunities facing them. The educational program should serve the University's outreach mission. Outreach is defined as extending knowledge from the University's research base.

Educational activities might include, but are not limited to, interacting with other Specialists in CE, CE Advisors, workgroups, Agricultural Experiment Station (AES) personnel, teaching faculty, or outside clientele groups; developing and presenting educational materials; communicating to clientele through broadcast, print, or electronic media; preparing and distributing newsletters to clientele groups; participating in meetings with clientele; working with public or private schools; teaching University Extension courses or short courses; developing and presenting in-service training courses; organizing or participating in workshops, field tours, or symposia; and taking action to

ensure appropriate external input into the planning of research and educational programs by AES and CE.

Merits and promotions are based on quality and balance of performance. The list of activities in this section provides examples and is not inclusive. Appointees' choice of activities should be based on what is appropriate for their programs. Evidence of an extending knowledge program's effect (e.g., such as letters from clientele, reports of behavioral change) may be used to document program quality.

2) Research and creative work

Specialists in CE should have a program of primarily mission-oriented applied research or creative work that supports the efforts in extending knowledge, including outreach. The term "mission-oriented research" describes the complete research continuum that extends from basic research to applications of research results. This research is generally applied in nature and has, as a goal, the solution of a problem facing society related to the mission of the appointee's discipline and the CE mission. Specialists in CE are expected to publish the results of applied research. The publication outlets used should be appropriate for reaching the segments of society facing the problem dealt with, as well as other professionals. Output in a combination of research publication types, whether peer-reviewed or not, is expected, based on the relevant audiences served by the appointee's CE program. Merits and promotions are based on the quality and balance of research scholarship and/or creative work. Evidence of a research program's effect (e.g., letters from clientele or reports of behavioral change) may be used to document program success. Review by scientific peers of an appointee's program of research and creative work is necessary, and must be documented, for the maintenance of quality output, regardless of the publication outlets used.

3) Professional competence and activity

Specialists in CE are expected to engage in professional activities that are directly related to their professional expertise and achievement. The appointee's dossier should provide a list of professional activities, and the departmental letter should provide an analysis of the quality of this work.

4) University and public service

Specialists in CE are evaluated on both the amount and the quality of their service to the department, the college or school, the campus, the University, and the public, with particular attention to service that is directly related to their professional expertise and achievement. The appointee's dossier should provide a list of service activities and the departmental letter should provide an analysis of the quality of this work.

b. Ranks within series

Appointment and promotion in this series may be made to the following ranks:

- Assistant Specialist in Cooperative Extension
- Associate Specialist in Cooperative Extension
- Specialist in Cooperative Extension

334-20 Conditions of employment

Conditions of employment applying to appointment to a title in this series are described in Section APM-334-20. In addition, appointees in this series are members of the Academic Federation unless they hold a split appointment in a series that grants membership in the Academic Senate. See Standing Order 105.1(a) of The Regents.

334-24 Authority

- a. Authority to approve appointments, reappointments, merit increases, promotions, and terminations in the Specialist in CE series, following appropriate review, rests with the Chancellor. However, approvals for various actions have been redelegated.
- b. The department chair or administrative officer who serves or would serve as immediate supervisor of a Specialist in CE has the authority to recommend an appointment, merit increase, or promotion of an individual in the Specialist in CE series.

334-80 Review procedures for personnel actions

The provisions of Sections APM-334, APM-220-80, and UCD-220A apply to appointees in this series. In addition:

- a. Review committees
 - 1) For individuals whose appointment is entirely within the Specialist in CE series, or is split between this and any other series that is not within the Academic Senate, all personnel actions are reviewed by the Joint Academic Senate/Academic Federation Personnel Committee.
 - 2) For individuals whose appointment is split between the Specialist in CE series and any series within the Academic Senate, all personnel actions are reviewed first by the Joint Academic Senate/Academic Federation Personnel Committee and then by the Committee on Academic Personnel (CAP).
 - 3) For details on evaluating split appointments, consult Exhibit A or B, respectively, for CE split appointments with professorial (instruction & research [I&R]) or AES titles.
- b. Review procedures for Specialists in CE with split appointments in the Academic Senate
 - 1) The Joint Academic Senate/Academic Federation Personnel Committee is responsible for reviewing that portion of the appointment that falls under the Specialist in CE title. The committee should prepare its formal assessment of the candidate's performance with regard to the criteria in UCD-334-10. A report from the Joint Committee documenting its assessment of the candidate will be included in the dossier, which is then forwarded to the CAP for its review.
 - 2) The Committee on Academic Personnel is responsible for reviewing that portion of the appointment that falls under the Academic Senate title. After making its separate assessment of performance relative to the appropriate criteria for the Senate title portion of the appointment, the CAP makes an overall recommendation with regard to the proposed action. In reaching its overall recommendation on the personnel action, the CAP

should use the information and recommendations contained in the report from the Joint Committee.

- 3) The Committee on Academic Personnel may redelegate to the dean, college/school personnel committee, or some other review committee its responsibilities specified in this section with regard to all or any portion of the cases involving such an appointment.