

## **Appointment, Promotion, and Tenure Criteria for University of Maryland Extension Agents, Senior Agents, Principal Agents, and Emeritus Standing**

The University of Maryland Extension (UME) offers tenure track commitment to Extension faculty through a ranking system of Agent (parallel to Assistant Professor), Senior Agent (parallel to Associate Professor) and Principal Agent (parallel to Full Professor). These faculty members generally consist of two types, Extension Educators and Extension Specialists.

**Extension Educators** are typically based in UME county/city offices within geographic clusters and teach research-based subject matter from the University for community residents based on local issues and needs. They assume leadership for the development and delivery of educational programs directed to clientele, peers and/or volunteers through train-the-trainer or other venues in order to extend programming efforts throughout the state.

**Extension Specialists** are typically based in University Research and Education Centers, and are generally more focused in an area of expertise where they may conduct/coordinate applied research that leads to design and execution of educational programs to support a focused area. These faculty lead and deliver statewide educational programs, and support and collaborate with Extension Educators. They are expected to provide statewide leadership for UME in at least one area of expertise. Some Extension Specialists have a partial research appointment and are expected to conduct/coordinate applied research that leads to designing educational programs to support a focused area.

Faculty in the Agent rank system must show evidence of academic teaching ability and leadership skills, demonstrate achievement in program development, show originality and creative ability in designing new programs, and produce creative and scholarly work. Teaching effectiveness and evidence of service to the community, institution, and profession are required. The appointee must have an established reputation, which is built upon a faculty member's strong work accomplishments.

### **Criteria for Promotion to Senior Agent**

Candidates for the rank of Senior Agent shall have established the foundation of a successful UME education program which includes the following categories: 1) Research, Scholarship, Creative and/or Professional Activity, 2) Teaching, Extension, Mentoring and Advising, and 3) Service and Outreach. Each category includes expectations for evaluation. Following each category, examples of activities are presented to illustrate the types that could be included in each area. It is not intended that a candidate have all activities in every area.

#### **1) Research, Scholarship, Creative and/or Professional Activity**

Extension faculty will show evidence of scholarly work through the creation, integration, and application of research-based knowledge, is validated by peers and communicated for the adoption and benefit of communities and residents.

Recognized activities under scholarly and creative activities include, but are not limited to:

- Development, synthesis, and dissemination of knowledge in the form of scholarly publications and products primarily designed to broadcast information directly to clientele and stakeholders. These include peer-reviewed UME or other Extension entity publications, eXtension/[www.extension.org](http://www.extension.org) articles (eXtension is a national interactive learning environment delivering peer reviewed, research-based knowledge from university and Extension subject matter experts), professional presentations, conference proceedings, posters, abstracts, web-based or other social media publications, videos, trade magazines, and may include articles in refereed journals, books, and chapters in books.
- Development and/or adaptation of educational curricula/materials, with a significant portion of those materials being original and peer-reviewed. Regardless of form, peer review and validation through our publication system and other editorial reviews related to publication venue, is the minimum requirement for scholarship. In most cases, UME peer-reviewed scholarship has been reviewed for relevance and accuracy by subject matter experts at the University of Maryland, other universities and/or recognized experts outside of the University. Behavioral and significant beneficial changes to clientele and the adoption by peers outside of the department are the ultimate goals of Extension scholarship.
- Generation of resources (e.g. grants, gifts, and in-kind donations) to fund research, and/or sustain programs.
- Conducting and/or participating in applied research which addresses needs at the county, area or state level. Applied research is encouraged of Extension Educators, but expected of Extension Specialists.
- Awards or other recognition for scholarly work and program excellence can signify creative activities and peer validation and recognition.

## **2) Teaching, Extension, Mentoring and Advising**

Extension faculty convey research-based information to clientele. Venues for program delivery can vary widely in diverse settings across the state. For example, development and delivery of programs may take place in classrooms, farm fields, campgrounds, community centers, and volunteer homes and yards. Faculty are expected to assess clientele needs and implement Extension programs designed to meet those needs. Clientele will include both direct learners and trainers. Examples of clientele include: Maryland residents, local and state government officials and agencies, non-governmental organizations, commodity and other associations, businesses, and entrepreneurs. Audiences may include but are not limited to racial and ethnic minorities, youth, elderly, recent immigrants, members of the military and their families as well as individuals of differing socio-economic status, educational and literacy levels, and physical and mental abilities.

Recognized activities under the teaching category may include, but are not limited to:

- Assessment of clientele and/or stakeholder needs, development of prioritized goals and objectives for targeted audiences, and creation of educational plans, and evidence of

outcomes and improvements in knowledge, attitude, skills, and aspirations leading to positive behaviors and practices.

- Development and delivery of program resources and curricula including non-formal, formal, or continuing education unit (CEU) courses, individual consultations, media work, online courses, online social media, web pages, demonstrations, newsletters, and popular press articles. Innovative programming venues are encouraged.
- Mentoring and supervision of UME colleagues, staff, interns, work study undergraduate and graduate students, and recruitment, training, management, and retention of volunteers.

Extension faculty are expected to be engaged in collaborative program planning, implementation and evaluation, matching program pursuits with UME's major organizational goals and recognized program delivery modes and mechanisms. Leadership in one or more program areas/action team is expected and considered significant Extension programming.

Extension faculty are expected to stay current in pedagogy and technical/subject matter and maintain appropriate certifications as specified in the position description. In addition, innovative and creative programs and delivery methods will be indicators of the candidate's fulfillment of the requirement to remain current in teaching/program delivery and technical subject matter. Extension faculty are required to demonstrate teaching effectiveness through documented clientele and peer evaluations.

### **3) Service and Outreach**

Extension faculty will actively support and participate in local, Department, College, University, and relevant professional national and/or international organizations on boards, commissions, and committees. This participation should include membership and active leadership roles. This participation widens the faculty member's breadth of understanding issues as well as establishes partnerships that direct the course of work.

Recognized activities under the service category include, but are not limited to participation in service areas of:

- University of Maryland Extension.
- The College of Agriculture and Natural Resources.
- The University of Maryland College Park, and/or the University of Maryland Eastern Shore.
- Professional collaborations, editorships, editorial boards and reviewing activities for journals and other learned publications.
- Relevant professional associations and societies.
- Relevant industry, community, state, and national organizations/agencies.

### **Criteria for Promotion to Principal Agent**

After appointment to the rank of Senior Agent, the candidate must continue a successful UME education program that includes a consistent and ongoing record of performance in each of the three areas mentioned above. This will result in significant achievement in program development that is evidenced by long-term impacts including application of skills learned, behavior and practice changes, and ultimately improvements in environmental, production, lifestyle, economic, and/or social conditions.

Through continuing these activities the candidate will have established a national or international reputation for his or her Extension work. This reputation may be confirmed by activities beyond the state which may include presentations, collaborations, awards, grants, distribution of printed or electronic publications authored by the candidate, adoption by others of educational programs developed by the candidate, acknowledgement of specific expertise of the candidate, and similar indicators of professional leadership. The candidate should have demonstrated significant leadership ability and service to the institution, profession, and community.

### **Emeritus Standing**

The decision whether or not to award emeritus standing shall be based primarily on the candidate's record of significant accomplishment at the rank at which they retire in any of the three areas of (1) Creative Activities and Scholarship, (2) Extension Education, Mentoring, and Teaching, and (3) service.

**Approved by faculty vote on November, 2017**