

Appointment, Evaluation and Promotion Criteria for University of Maryland Extension

Agents Associates, Senior Agents Associates, Principal Agents Associates, Faculty Specialists, Senior Faculty Specialists, Principal Faculty Specialists and Emeritus Standing

This document provides guidance on promotion of University of Maryland Extension (UME) Professional Track faculty (PTK). The purpose of this university established process is to reward PTK faculty for their accomplishments and provides for two steps for promotion. This policy provides information on the eligibility and requirements, review criteria, promotion timeline, and submission details. PTK promotion is voluntary and there are no ramifications for an unsuccessful application and no limitations on re-applying. Specific details on the UMD policies guiding UME PTK faculty promotion can be found at:

https://faculty.umd.edu/policies/documents/UM_Guidelines_for_PTK_Appointments.pdf

As of July 1, 2016 all UME PTK faculty were assigned one of two university tracks, Agent Associate or Faculty Specialist, or to the title Faculty Assistant, as described in the UMD Policy and Procedures on Appointment, Promotion and Tenure of Faculty (<http://www.president.umd.edu/policies/2014-ii-100a.html>). The Agent Associate track applies to the majority of PTK faculty; while the Faculty Specialist track is for unique faculty roles that include administration and management, curriculum development, and supervising non-research activities. Three ranks within the two tracks are used. For the Agent Associate track these include: Agent Associate, Senior Agent Associate and Principal Agent Associate. For the Faculty Specialist Track, the ranks are: Faculty Specialist, Senior Faculty Specialist and Principal Faculty Specialist. In addition, PTK faculty will be mentored (see PTK mentoring plan).

Part-time PTK faculty are eligible to apply for promotion at the same time intervals as full-time PTK faculty. Evaluation expectations and salary increases will be proportional to the FTE percentage. Faculty Assistants and other hourly PTK faculty members are not eligible for promotion through the AEP process.

PTK promotion will be evaluated by committees of elected PTK faculty who hold higher ranks and the UME Associate Dean (refer to UME PTK Review Committee Guidelines). The review will be based on several measures including length of service and the criteria set below.

Appointments and promotions will undergo approval by the Dean and Provost per UMD policy.

Criteria for Promotion to Senior Agent Associate

Faculty have the opportunity to apply for promotion after three years of service as Agent Associate. Senior Agent Associates must excel in the Teaching dimension of academia. Senior Agents show evidence of superior ability in establishing the foundation of a successful University of Maryland Extension program through 1) the teaching of research-based subject matter from the University for community residents based on local issues and needs; 2) assuming leadership for educational development plans; and 3) delivering educational programs directly to clientele, peers, and/or volunteers through train-the-trainer or other similar venues.

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

- Assessing clientele and/or stakeholder/collaborator needs, developing prioritized goals and objectives for targeted audiences, and creating educational/collaborator plans with targeted outcomes and improvements in Knowledge, Attitude, Skills, and Aspirations (KASA) leading to positive changed behaviors and practices.
- Project, community club and/or collaborator management.
- Management and engagement of volunteers and trained trainers to expand the scope and capacity of UME and associated reach to clientele.
- Developing and delivering program resources and curricula including non-formal, formal, or continuing education unit (CEU) or certification courses, individual consultations, train the trainer programs, web pages, media work, demonstrations, newsletters, and popular press articles to deliver both direct and indirect education and to influence and change policies, systems and the environment.
- Achieving satisfactory clientele and peer evaluations.
- Establishing partnerships, and collaborations, with defined agreements that include stated plans, goals and outcomes.
- Mentoring and supervision of UME colleagues; staff; interns; work study undergraduate and graduate students;

Criteria for Promotion to Principal Agent Associate

Faculty have the opportunity to apply for promotion after five years of experience as a Senior Agent Associate. Candidates seeking promotion to Principal Agent must continue a successful UME education program and show evidence of excellence in establishing and expanding those programs through mentoring, scholarship, and service. This will result in significant achievement in program development that is evidenced by long-term outcomes/impacts including application of skills learned, behavior and practice changes, and ultimately improvements in environmental, production, lifestyle, health, economic, and/or social conditions.

Evidence used in evaluating the teaching dimension of a candidate are listed under the Senior Agent Associate criteria. Additionally, Principal Agent Associates must show evidence of

performance in the other two dimensions of academia, scholarship and service. Recognized activities under these dimensions may include, but are not limited to:

Scholarship

- 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 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.
- Awards or other recognition for scholarly work and program excellence can signify creative activities and peer validation and recognition

Service

- UME, including active participation with Focus Area/Action Teams;
- The College of Agriculture and Natural Resources;
- The University of Maryland College Park, and/or the University of Maryland Eastern Shore;
- Relevant professional associations and societies; and
- Relevant industry, community, state, and national organizations/agencies.

Criteria for Promotion to Senior Faculty Specialist

Faculty have the opportunity to apply for promotion after three years of service as Faculty Specialist. Senior Agent Specialists must excel in the Scholarship dimension of academia. Senior Faculty Specialist show evidence of superior ability to 1) administer and/or manage academic or research programs; 2) develop curriculum and/or innovative means for delivering curriculum; 3) supervise the non-research activities of others; 4) serve as grant writers or authors of other publications for an academic or research program; and 5) conducting specialized research duties or other such duties that would generate intellectual property to which the faculty member shall retain the rights.

Recognized UME activities under the scholarship dimension may 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 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.
- Awards or other recognition for scholarly work and program excellence can signify creative activities and peer validation and recognition

Criteria for Promotion to Principal Faculty Specialist

Faculty have the opportunity to apply for promotion after five years of experience as a Senior Faculty Specialist. Candidates seeking promotion to Principal Faculty Specialist must show a proven record of excellence in managing and directing an academic or research program. 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, health, economic, and/or social conditions. Through continuing these activities the candidate will have established a state, regional, 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.

PTK Emeritus Standing

Emeritus standing can only be awarded to those PTK faculty at Principal Agent Associate or Principal Faculty Specialist rank. The decision whether or not to award emeritus standing shall be based primarily on the candidate's record of significant accomplishment in any of the three dimensions of academia (1) Scholarship, (2) Teaching, or (3) service.

Approved by UME PTK faculty June 29, 2018