



# Appointment, Reappointment, Promotion, and the Granting of Tenure in the Extension Title Series

## Major Topics

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### [General Criteria for Ranks](#)

## I. Introduction

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The Extension Title Series consists of the following academic ranks and titles: (1) Assistant Extension Professor; (2) Associate Extension Professor; and (3) Extension Professor.

This title series and the associated criteria for ranks have been established to provide a system of evaluation for appointment, reappointment, promotion, and the granting of tenure applicable to University faculty whose primary assignment is to one of the University extension programs serving the citizens of the Commonwealth.

In matters of evaluation, the recommendation of the department chair, graduate center director, school director (when the school does not contain departments), or the dean in a college without departments or schools, and the complete supporting dossier shall be forwarded to the dean of the college in which the individual's position is funded.

## II. Criteria for Ranks

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### A. Assistant Extension Professor

In order to qualify for appointment as an Assistant Extension Professor, a candidate shall hold the terminal degree appropriate to the field of assignment and, where required, certification in the field. Further, a candidate shall possess the essential instructional and organizational skills prerequisite to successful development and administration of a University service program and show evidence of potential for future professional growth.

### B. Associate Extension Professor

In addition to meeting the criteria for Assistant Extension Professor, appointment or promotion to the rank of Associate Extension Professor shall be based on:

1. Evidence of professional development on a state and regional basis as indicated by factors such as:

- (a) Leadership;
  - (b) Participation in professional organizations;
  - (c) Requests to serve as consultant, advisor, or expert participant; and
  - (d) Recognition for outstanding service in the field of assignment.
2. Demonstration of substantial instructional and organizational skills in the field of assignment as evidenced by achievements such as:
    - (a) Development of training or extension education programs;
    - (b) Preparation of public information materials;
    - (c) Publication of useful and creative articles in appropriate professional journals;
    - (d) Generation and dissemination of new knowledge and data through activities such as evaluating and interpreting research and through conducting demonstrations, surveys, and other field activities; and
    - (e) Development of new concepts, designs, systems or procedures useful in the field of assignment.
  3. Demonstration of significant contribution of service to the University and community.

Application of the above criteria shall be weighted in terms of the individual's assignment.

#### C. Extension Professor

Appointment or promotion of an individual to the rank of Extension Professor is based, in addition to meeting criteria for the rank of Associate Extension Professor, on continued broad professional growth and distinguished achievements by the individual in the particular field of assignment. The required level of performance is defined by:

1. Outstanding leadership and service to the profession as evidenced by regional and national recognition;
2. Innovative and effective approaches to the problems in the individual's field;
3. National recognition in extension education and in planning and developing programs; and
4. Substantial achievement in the field of assignment as measured by modes of publication suitable to the individual's field and maintenance of contact with and development and application of new knowledge relevant to the individual's field.

### III. References and Related Materials

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Administrative Regulations: 2:1-1 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure; 2:1-2 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure; 3:8 Faculty Workload Policy Statement; 3:10 Policies for Faculty Performance Review, 3:11 Tenured Faculty Review and Development Policy

## Revision History

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For questions, contact: [Office of Legal Counsel](#)