

University of New Hampshire

Appointment of Extension Faculty Policy and Procedures

Definition

Extension Faculty have specialized training and experience in an academic discipline. These individuals are responsible for providing disciplinary expertise and educational curriculum for Cooperative Extension outreach programs. In addition to disciplinary expertise, Extension Faculty have proficiency in program development and evaluation, group process and facilitation and leadership development.

Appointment Procedure

Individuals are eligible for appointments in the extension faculty track when the appointment is within an academic department/program. Appointments are made at four faculty levels: Extension Instructor and Extension Specialist, Extension Assistant Professor and Extension Specialist, Extension Associate Professor and Extension Specialist, and Extension Professor and Extension Specialist. Appointments without an academic affiliation will be classified as Extension Specialists.

UNH advertising and Affirmative Action policies are consistently followed in the appointment of Extension Faculty. Appointments may be full-time or part-time and are always made to an existing academic department or program. Appointments require approval based on the by-laws in that department or program and a positive recommendation from the appropriate dean and the Dean and Director of Cooperative Extension. Such individuals are granted academic rank within the department or program by the Provost. Appointments are for a one to five year term, renewable. All appointments will follow an extensive search and interview process led by a search committee. Search committee membership and candidate interviews include department chairs and faculty as appropriate.

The Dean and Director of Cooperative Extension will forward the following materials to the Provost when recommending an appointment:

- a) a letter signed by the department chairperson or program director indicating that the candidate meets the criteria outlined below and favor the appointment at the rank specified, and appointment period;
- b) a written recommendation by the appropriate college dean;
- c) a written recommendation by the Dean and Director of Cooperative Extension.

Criteria

A master's degree and extensive training and experience are minimum requirements for Extension Faculty. A doctorate is preferred. Also required is evidence of

a high level of ability to identify needs, establish program priorities and educational objectives, and to design, conduct and evaluate both disciplinary and interdisciplinary programs. Extension Faculty must also have acquired recognition for their disciplinary leadership and competence, and maintain expertise through appropriate professional development and professional association activities.

Responsibilities and Privileges

Extension Faculty are responsible for providing the disciplinary expertise and statewide leadership for educational outreach programs conducted by Cooperative Extension staff located in all ten New Hampshire counties. Some have direct contact with clientele through group teaching or individual consultation to address specific needs or problems. Other responsibilities include conducting training for both paid and volunteer staff; producing educational curricula, publications and teaching materials; and working collaboratively with colleagues in other states to address problems or needs of the region.

Extension Faculty are not eligible for sabbatical leave¹ or tenure. Voting rights of Extension Faculty in a department or program are determined by the by-laws of the department/program. Extension Faculty otherwise have ordinary faculty privileges (library, parking, etc.) They are eligible for benefits in keeping with established Board of Trustees policy.

Promotion recommendations and procedures for Extension Faculty follow the Extension Educator Ranking System promotion guidelines, overseen by the Extension Educator Promotion Committee. Promotion is based on program planning and implementation accomplishments, disciplinary competence, professional development, and leadership achievements.

Review

Annual written performance reviews are conducted annually by the appropriate Cooperative Extension Program Leader and the Dean and Director of Cooperative Extension. This is done in consultation with the appropriate department chair and college/school dean. These annual reviews highlight strengths and accomplishments, justification for reappointment, and performance enhancement or professional development.

¹ Extension faculty are eligible for professional development leaves.