

Supplemental Promotion Guidelines for Non-tenure Track Extension Faculty

Department of Horticulture, Auburn University

The purpose of this document is to outline the guidelines for promotion of Non-tenure Track (NTT) Extension Faculty in the Department of Horticulture. These guidelines are to supplement those outlined in the Auburn University Faculty Handbook at <http://www.auburn.edu/academic/provost/faculty-handbook/>. Horticulture Extension Faculty members are expected to be familiar with the appropriate and most up-to-date policies in the handbook.

Progressively higher professional competency and accomplishments are expected for upward movement of Horticulture NTT Extension Faculty members.

Promotion to NTT Associate Extension Professor

In general, a faculty member to be considered for promotion to NTT Associate Extension Professor is expected to develop a strong, independent in-state Extension program with appropriate regional and/or national activities in their area of responsibility.

- An independent Extension program should be:
 - focused, innovative, impactful, and serve the industry
 - proactive as well as responsive to client requests
 - impactful in their area of responsibility

Further, the NTT Extension faculty must develop a comprehensive and sustainable program that effectively impacts and transfers knowledge, methods and standards via Extension educational activities as evidenced by but is not limited to:

- Document needs assessment in program area and develop their Extension program based on these results. This may include the following:
 - Literature reviews
 - Discussions with Regional/County Extension Agents and specialists, industry, and producers in Alabama and/or the southeastern US
 - Surveys of industry, producers, and growers
 - Surveys of workshop participants
- Demonstrate impact through program evaluations and demonstrate how evaluations were employed to improve and direct future works (e.g., evidence of adoption of technology or practices or program materials at the state, regional and/or national/international level)
- Develop and deliver relevant, new, and creative programming that includes workshops, short-courses, curriculum, webinars, and/or field days. Note: This must be above and beyond applied research activities, which do not count as Extension products/programs.
- Demonstrate personal interactions with industry stakeholders to inform program development (e.g., group or individual meetings, Extension demonstrations and research, non-face-to-face contacts)
- Demonstrate Extension program quality (e.g., evaluation letters from stakeholders and/or evaluation letters/data from training and information sessions)
- Provide training opportunities for Extension personnel (e.g., REAs)
- Demonstrate invited presentations at state, regional, and/or national level
- Secure extramural funding to support in-state or regional Extension program

- Develop and publish peer-reviewed Extension materials appropriate to their area of responsibility (e.g., web-based/print/digital media information, videos and decision support tools, books, numbered Extension publications, Journal or Extension, etc.)
- Publish scholarly articles related to their programs in appropriate scientific journals (e.g., HortTechnology, HortScience, Journal of the American Pomological Society, Journal of Environmental Horticulture, Horticulturae, etc.)

Note: The expected level of activity will depend heavily on the percentage of Extension appointment. As a guideline, an individual with a 100% Extension appointment is expected to publish Extension materials, interact with stakeholders, and offer training opportunities as described above. The degree to which these activities should be carried out will depend on the nature of the activities and must be discussed with the Department Head in advance. In addition, individuals with 100% Extension appointment are expected to publish at least one scholarly scientific article per year on average in prominent outlets appropriate to their area of discipline as noted above.

Activities may have multi-state and/or national reach and recognition but these activities must not sacrifice work that will have state-wide impacts. Global activities are not counted as Extension programming but rather viewed as outreach.

Faculty Members with a Split Extension/Research Appointment:

Faculty members with a split Extension/Research appointment are expected to establish an active, extramurally funded, and independent research program as evidenced by:

- Developing external funding adequate to support their research program and students
- Publish scholarly research articles regularly in discipline-specific, peer-reviewed scientific journals (as noted above)
- Serve on thesis and dissertation graduate committees as a chair/co-chair or committee member (note: faculty must obtain the proper Graduate Faculty Status)

Note: The expected level of funding and publishing will depend heavily on the percentage of the research appointment. As a guideline, an individual with a 50% research appointment would be expected to publish two papers, on average, each year; however, the expectation may be less based on the discipline and quality of journals.

All Horticulture NTT Extension Faculty members are expected to:

- Provide service to their department, college, ACES, and university, and/or professional societies
- Contribute to the Land Grant mission of the University by interacting with stakeholders as needed
- Comport themselves in a profession manner

The likelihood of continued and consistent excellence and productivity, based on the above guidelines, will be a major consideration in the recommendation of promotion of an NTT Assistant Extension Professor to NTT Associate Extension Professor.

Promotion to NTT Extension Professor

- Continue to meet the guidelines for promotion to NTT Associate Extension Professor
- Establish and maintain a national reputation for excellence and accomplishments in Extension program that includes:
 - Proven record of developing and delivering impactful and effective Extension educational programs
 - Assume sole responsibility for developing, and delivering evaluating, and planning programs with a state, regional, and/or national focus
 - Conduct a unique and independent Extension program
 - Publish articles regularly in recognized peer-reviewed journals as noted above
 - Collaborate with other Extension professionals, appropriate governmental agencies, professional/grower associations, NGO's, etc.
- Demonstrate leadership by:
 - Participating in large, extramurally funded Extension and outreach projects
 - Serve on public- and/or private-sector advisory and/or steering committees and/or panels
 - Receiving regional and national awards from professional associations and organizations acknowledging accomplishments and impact
 - Holding leadership positions on committees within Auburn University, ACES, and/or professional societies
- Split Extension/research appointment:
 - Faculty members are expected to continue with items noted above for promotion to Associate Extension professor
 - Faculty members are also expected to chair/co-chair graduate student committees. The number of student committees chaired/co-chaired may vary based on degrees sought (MS vs PhD), the percent research appointment held by the faculty member, and the assigned workstation of the faculty member

The likelihood of continued and consistent excellence and productivity, based on the above guidelines, will be a major consideration in the recommendation for promotion to NTT Extension Professor.

In general, the qualifications for promotion to Associate Extension Professor cannot be demonstrated fully in less than five years of service; and promotion to Extension Professor cannot be demonstrated fully in less than five years following full-time appointment at the Associate Extension Professor level.

Mentoring

Early in the NTT Extension Faculty's first year a mentor will be assigned who has a well-established Extension program. The NTT Extension Faculty can choose a different mentor over time. This mentor will be responsible for informing the NTT Extension Faculty of expectations, success strategies, and potential collaborative work. The mentor will be accessible to provide advice on program content and to review publications or other work products to assess quality and appropriateness relative to expectations. For NTT Extension Faculty interested in promotion, the mentor will assist the NTT Extension Faculty in developing their dossier to be submitted to the Departmental P&T committee for evaluation. Mentoring by senior faculty will count as part of the faculty member's service appointment.

Schedule of Events for the Promotion of NTT Extension Faculty

The following schedule of events will be implemented for the development, evaluation, and submission of dossiers as allowed by the Provost's published schedule within the Department of Horticulture on or before:

- **March 15** – Consultation meeting between NTT Extension Faculty to be considered for promotion to Associate Extension or Extension Professor and Department Head to initiate the process. This meeting may be initiated by either the NTT Extension Faculty or Department Head. Following the meeting the Department Head will begin the development of the material identified in the Faculty Handbook, Chapter 3, Section 11, Part C3 "Information to be Supplied by the Department Head."
- **June 1** – NTT Extension Faculty presents Department Head with completed dossier as per guidelines set forth in the Faculty Handbook, Chapter 3, Section 11, Part C2, "Information to be Supplied by the Candidate."
- **July 1** – Department Head solicits external reviewers for evaluation of the candidate as set forth in the Faculty Handbook, Chapter 3, Section 11, Part C3 "Information to be Supplied by the Department Head."
- **August 15** – Receipt of letters by external reviewers by the Department Head.
- **September 1** – Candidate's dossier is made available for review to department faculty at the same or higher rank at least two weeks prior to a meeting of eligible voting faculty.
- **September 15** – Departmental meeting of all eligible faculty to confidentially discuss candidate and vote by secret ballot. Immediately following the vote, the candidate's mentor will write a consensus report incorporating the discussion from the faculty meeting into the report. The consensus report will include the secret ballot faculty vote as outlined by the Faculty Handbook.
- **October 1** – Candidate's dossier finalized, copied, and submitted to the Dean of the College of Agriculture for subsequent action.
- **Note: these dates are approximate; the Provost's annual schedule takes precedence.**

Meeting Attendance and Voting Faculty:

The Department of Horticulture faculty participating in the discussion of a Candidate and voting for promotion from Associate Extension or Extension Professor will consist of the Department Head, Senior Lecturers, Associate Professors (if candidate is applying for Associate Extension Professor), and Professors. A vote to promote will be taken by a secret ballot.

Counseling procedures

If a candidate fails to achieve promotion, the Department Head and P&T committee will work with the NTT Extension Faculty and mentor to address the reasons for failure and to develop a plan for overcoming shortcomings.