

**GUIDELINES FOR PROMOTION  
NON-TENURE TRACK EXTENSION FACULTY  
DEPARTMENT OF BIOSYSTEMS ENGINEERING  
AUBURN UNIVERSITY**

The purpose of this document is to outline the guidelines for promotion of non-tenure track (NTT) Extension faculty members in the Department of Biosystems Engineering (BSEN). This document is developed to complement the policies described in the Auburn University Faculty Handbook (<http://www.auburn.edu/academic/provost/facultyHandbook/index.php>). NTT Extension faculty members are expected to be familiar with the appropriate and most up-to-date policies in the handbook. Progressively higher professional competence and accomplishment is expected for upward movement of BSEN NTT faculty members.

**Promotion to NTT Extension Associate Professor**

In general, a faculty member to be considered for promotion to NTT Extension Associate Professor is expected to develop a strong in-state extension program (with appropriate regional activities) in their area of responsibility. The developed extension program should demonstrate innovation and creativity. Furthermore, the faculty must develop a comprehensive program that effectively impacts and transfers knowledge, methods and standards via Extension education activities as evidenced by but not limited to:

- a) Publication of extension materials appropriate to the area of responsibility (e.g. extension journals, web-based/print/digital media information, videos and decision support tools, books, numbered extension publication etc.).
- b) Personal interactions with stakeholders (e.g. group or individual meetings, extension demonstrations, non-face to face contacts).
- c) Demonstration of extension program quality (e.g. evaluation letters from stakeholders and/or evaluation letters from training and information sessions).
- d) Providing training opportunities (when demand exists) for other extension personnel.
- e) A demonstrated impact on their area of responsibility (e.g. evidence of adoption of technology or practices or program materials by others at the state, regional and/or national levels).
- f) Securing extramural funding that support a strong in-state or regional extension program.
- g) Invited presentations at state, regional, or national levels.
- h) Publication of scholarly articles on extension topics.

Note: The expected level of activity will depend heavily on the percentage of extension appointment. As a guideline, an individual with 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 would depend on the nature of the activities and may be discussed with the departmental head in advance. In addition, individuals with 100% extension appointment are expected to publish at least one scholarly article per year on average in prominent outlets appropriate to the biosystems engineering discipline.

All BSEN NTT extension faculty members are expected to:

- a) Provide service to ACES, at the department, college and university levels, and/or professional societies.

- b) Contribute to the Land Grant mission of the University by interacting with stakeholders as needed.
- c) Comport themselves in a collegial 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 Extension Assistant Professor to NTT Extension Associate Professor.*

### **Promotion to NTT Extension Professor**

- a) Continue to meet the guidelines for promotion to NTT Extension Associate Professor.
- b) Establish and maintain a national reputation for excellence and accomplishments in extension program that includes:
  - Proven record of developing impactful and effective extension education programs.
  - Assuming sole responsibility for developing, evaluating and planning program with a state and/or national focus.
  - Conducting a substantially unique and independent extension program.
  - Publishing articles regularly in nationally-, or internationally-recognized peer-reviewed outlets appropriate to the biosystems engineering discipline.
  - Collaborating with other extension systems, USDA and other agencies.
- c) Demonstrate leadership
  - Participating in large, funded extension and outreach projects.
  - Serving on public- and/or private-sector advisory and/or steering committees and/or panels.
  - Receiving regional or national awards from professional organizations.
  - Holding leadership positions on committees within Auburn University, ACES, and/or professional societies.

*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 Full Professor.*

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