

**GUIDELINES FOR PROMOTION
NON-TENURE TRACK EXTENSION FACULTY
DEPARTMENT OF CROP, SOIL and ENVIRONMENTAL SCIENCES
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 Crop, Soil and Environmental Sciences (CSES). This document is developed to complement the policies described in the Auburn University Faculty Handbook.

(<http://www.auburn.edu/academic/provost/facultyHandbook/index.php>)

Non-Tenure Track 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 CSES NTT faculty members.

Promotion to NTT Extension Associate Professor

In general, a faculty member to be considered for promotion to 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 member must develop a comprehensive program that effectively transfers knowledge and generates positive impact via Extension education activities as evidenced by, but not limited to:

- a) Publication of Extension materials appropriate to the area of responsibility (e.g. articles in referred Extension journals, peer-reviewed Extension publications, numbered Extension publications, web-based/print/digital media information, videos and decision support tools, books, etc.).
- b) Personal interactions with stakeholders (e.g. group or individual meetings, Extension demonstrations, face-to-face and 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, survey data, etc.).
- d) Providing in-service training opportunities 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 department head in advance. In addition,

individuals with 100% Extension appointment are expected to publish, as a minimum, at least one scholarly article (peer-reviewed) per year on average in prominent outlets appropriate to the crop, soil or environmental science discipline.

All CSES Non-Tenure Track Extension faculty members are expected to:

- a) Provide service at the ACES, 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.
- d) Non-Tenure Track faculty members with an earned Ph.D. degree are encouraged to participate in graduate student committees and direct graduate students.

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 Non-Tenure Track 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:
 - o Proven record of developing impactful and effective Extension education programs.
 - o Assuming sole responsibility for developing, evaluating and planning programs with a state and/or national focus.
 - o Conducting a substantially unique and independent Extension program.
 - o Publishing articles regularly in nationally-, or internationally-recognized peer-reviewed outlets appropriate to the crop, soil and environmental sciences disciplines. The expectation is one peer-reviewed publication per 25% appointment per year.
 - o Collaborating with other Extension systems, USDA and other agencies.
- c) Demonstrate leadership
 - o Participating in funded Extension and outreach projects.
 - o Serving on public- and/or private-sector advisory and/or steering committees and/or panels.
 - o Receiving regional or national awards from professional organizations.
 - o 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.