



CRITERIA FOR PROMOTION AND TENURE for COUNTY AND AREA FACULTY (For External Reviewers)

PURPOSE

Promotion and tenure are important in an academic career. The decision to grant tenure or promotion to higher ranks is based upon the documented evidence of an individual's performance and potential, the recommendations of peer faculty and administrators, and evaluations by outside reviewers.

THE ROLE OF EXTENSION COUNTY-BASED FACULTY

Washington State University Extension county and area faculty are educators with a unique and fundamental role within the land grant university system. These faculty are usually located at educational centers in each of Washington's counties. Faculty work individually and as team members with professional peers sharing relevant knowledge and technology in community, county and state educational and developmental efforts. The faculty work with the people of the state to:

- Identify significant issues, community problems and opportunities.
- Act as a catalyst for community mobilization.
- Conduct educational and problem-solving activities.
- Evaluate the impact of their efforts.
- They are also expected to develop extramural support for conducting programs.

In a broad sense, Washington State University Extension faculty are expected to provide educational and developmental assistance to help people make decisions and gain the capacity to solve present and future problems.

TENURE CRITERIA

The institution is most interested in having county-based extension faculty address current issues facing individuals, organizations and communities using appropriate educational methods and practical research applications. Extension faculty have the responsibility to develop and deliver educational and developmental programs, which can include undertaking applied research and synthesizing research information. The work of tenure-track faculty members includes scholarly productivity, measured by the development of these programs and materials in an array of classroom, electronic and print formats. This scholarly output contributes to the overall impacts of extension county

faculty, in meeting the needs of the local community. Scholarly activity is defined as creative, intellectual work that is validated by peers and communicated.

Scholarly activity includes: original county publications; curriculum and/or educational program development; non-print material - video, slide presentations, computer programs, web-based education, satellite programs; mass media - substantive, program-specific articles published in newspapers, weekly/monthly newspaper columns, newsletters and programs on television and radio; bulletins; journal articles; on-farm testing - including data collection, analysis and reports; grant proposals funded; national and regional subject matter presentations - invited and refereed.

Candidacy for promotion and tenure is evaluated based on documented program outcomes, scholarly achievement, and professionalism consistent with the candidate's position description. Professionalism is evaluated in terms of leadership skills, high quality educational program design and implementation, effective communication and organizational skills, ongoing professional development, and a demonstrated commitment to diversity.

LEADERSHIP (effectiveness, development, and recognition). Leads and develops leadership in others. Recognized as an educational leader, and represents Washington State University effectively as a faculty member.

PROGRAM (knowledge base, planning, delivery, and evaluation). Both independently and as a team member, analyzes needs of individuals, families, groups and communities. Plans, conducts, and evaluates educational and developmental programs to meet these needs. Program content is based on current research and knowledge. Assesses opportunities to provide access for the people of the state to the resources of the university.

COMMUNICATION (oral and written communication). Speaks and writes effectively. Conducts educational and developmental experiences proficiently, including creative and effective methods, high quality materials, and appropriate techniques. Conducts scholarly work, as described above.

ORGANIZATION. Organizes and utilizes the resources of the people, the university, and government agencies to carry out planned program.

PROFESSIONAL DEVELOPMENT AND INVOLVEMENT. Maintains and improves professional competencies through personal professional improvement. Participates in appropriate professional groups and is recognized for professional competence.

DIVERSITY. Carries out intent of the federal, state, and county Civil Rights and Equal Opportunity Plan. Actively promotes a positive work environment. Evidence that the candidate has met these criteria is documented in the curriculum vitae and a contribution statement.

PROMOTION CRITERIA

Promotion to E-3 (Associate Professor Equivalent) usually occurs with tenure. In the case that a faculty member is not on a tenure track, the criteria for promotion to E-3 is the same as that for tenure.

Advancement in rank from E-3 (Associate Professor Equivalent) to E-4 (Full Professor Equivalent) is not automatic nor is consideration guaranteed upon completion of a given term of service. It is rare for a faculty member to attain the level of distinction expected for promotion to E-4 before the sixth year in rank at E-3. Continued demonstration of excellence in program, leadership, communication, organization, professional development, and involvement, and affirmative action is expected. Demonstrated merit and service with distinction, not actual years of service, are the guiding factors.

The elements of service with distinction are:

1. Significant impact on the people of Washington.
2. Individual and team accomplishment which enhances the public appreciation of Washington State University.
3. Educational or developmental program quality as reflected in the adoption of locally developed programs or practices by other counties, states, regions, or nationally.
4. Innovative programs.
5. Active national engagement such as regional or national committee work, task force participation, conference organization, presentation of scholarly or creative work.