Extension Educator Promotion Procedures

for

Field and State Specialists

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A. Promotion in the Extension Educator Ranking System

The Extension Educator Ranking System for field and state specialists was approved by the USNH Board of Trustees in 1977. The Extension Educator Ranking System is parallel to the faculty ranking system; however, it has different criteria for promotion reflecting the specific job responsibilities of an Extension Educator. While it does not provide tenure, the Extension Educator Ranking System does provide a career-oriented promotion system based on demonstrated program accomplishments, subject matter competency, and professional leadership in one's field.

To maintain the integrity of the Extension Educator Ranking System, we have a responsibility to uphold standards for promotion from one rank to another. The promotion system is a career track ranking system based on cumulative excellence over time and not a system for recognition and reward. As an Extension Educator, it is important to view the criteria for promotion as standards to be met, both in cumulative excellence and in time, prior to being considered for promotion.

In 2002, the Extension faculty designation was approved for Extension state specialists formally affiliated with academic departments. While these individuals maintain a dual title as both Extension state specialists and Extension faculty, they are officially employees of Extension with classification within the Extension Educator Ranking System. As such, Extension faculty are governed by Extension educator promotion policies and standards as outlined in these procedures.

B. Composition of the Promotion Committee for Field and State Specialists

The promotion committee for field and state specialists shall be comprised of seven representatives. Membership will include four field specialists and three state specialists. Committee members will represent the four Extension program areas, with a maximum of two members representing the same program team, except when there are not sufficient eligible persons from a given program team as outlined below. The seven members must hold the rank of associate or full Extension educator and will be appointed by the director of Extension in collaboration with program team leaders. Three years of service with UNH Extension is required, regardless of rank, before election to the promotion committee. The members of the promotion committee will select a chairperson and recorder.

In a year when there are not at least two eligible persons from a program team holding associate or full Extension Educator rank, eligible associate or full Extension Educators from another program team can serve. If the committee cannot be filled with eligible associate or full Extension educators, the director of Extension will identify the remaining committee members.

Academic departments do not hold membership on the promotion committee. In cases where a state specialist with Extension faculty designation is under consideration for promotion, departmental input will be provided using the Extension Faculty Promotion Evaluation by Department Chair form. If a department chair expresses a desire for departmental representation on the promotion committee, they can request to have a representative meet with the promotion committee during discussions of the nominee's candidacy and qualifications. The departmental representative does not have voting privileges. A request for such participation should be made through the nominee's program team leader.

The term of service for promotion committee members is three years. Members may serve two consecutive three-year terms. Terms begin July 1. Returning members must sit out one full term (three years) prior to being considered again.

Extension administration has authority to make exceptions when there is a shortage of potential members who meet qualifications.

C. Promotion of Extension Educator Instructor to Assistant Extension Educator

This section pertains to Extension field specialists only. Under current UNH Extension Educator Promotion Policy, field specialists may be promoted by administrative action from Extension educator instructor to assistant Extension educator under the following criteria:

1. An individual with a master's degree but no relevant experience is initially appointed Extension educator instructor. They are eligible for promotion to assistant Extension educator by administrative action upon completion of two years of successful experience in Extension.
2. In cases where a suitable candidate with a master's degree cannot be recruited to fill a vacant position, an individual with a bachelor's degree related to the program discipline and at least three years of relevant experience will be considered. If hired, they are appointed as Extension educator instructor. Continued employment is contingent on obtaining a master's degree within seven years. When the master's degree is earned, these individuals are eligible for promotion to assistant Extension educator by administrative action.

Promotion from instructor to assistant does not involve a promotion committee. The individual will complete the Promotion Information Record for Instructor to Assistant form and submit it to their program team leader, who will sign and submit the form to the director of Extension and copy the project manager. The director informs the UNH provost and UNH president of the promotion in writing.

The effective date of this promotion is July 1 following the completion of the degree requirement or years of service.

D. Expectations of Nominee, Program Team Leader, and Committee

1. All individuals being considered for promotion must provide their program team leader detailed evidence of program accomplishments, subject matter competency, professional development, leadership, service, and professional achievements. It is the program team leader's responsibility to provide the program manager and state administrative coordinator with all promotion materials on or before October 30. If October 30 is a weekend, the portfolio will be due on or before the Friday immediately preceding October 30.

2. The administrative coordinator and project manager verify all portfolios (e.g., all sections are complete, length restrictions are met, links work and are correct, etc.), compile the materials and update the table of contents. The candidate and program team leader are notified of any issues so they can be resolved. Final, compiled portfolios are made available to the promotion committee on November 1. If November 1 is a weekend, the portfolio is provided to the committee on the Monday immediately following November 1.

3. Completing the portfolio requires a substantial amount of work by the nominee, supervisor, and program team leader. For this reason, the nominee and program team leader should agree to a timeline with due dates for each section of the portfolio, so the program team leader has adequate time to review materials, and the nominee has adequate time to respond to the program team leader's constructive critique. It is the responsibility of both the nominee and program team leader to work together to establish a timeline with due dates and meet all deadlines. See the Promotion Timeline and Checklist on the intranet for a template to create the timeline (Timeline-Promo-FS-SS.docx).

4. If the nominee is not meeting their deadlines and/or the program team leader deems that the material provided is not of satisfactory quality after feedback has been received and revisions made, the program team leader may recommend that the nominee withdraw from promotion consideration and re-apply in the future.

5. If the program team leader is not meeting their deadlines and/or the nominee believes they are not receiving sufficient guidance and the situation does not improve after the nominee addresses their concerns with the program team leader, the nominee may contact the project manager with their concerns.

6. The names of the candidates and all proceedings and recommendations of the promotion committee are confidential. At no time should individuals applying for promotion contact individual members of the promotion committee or be referred to individual promotion committee members for additional information regarding promotion. At no time should members of the promotion committee contact anyone other than the project manager regarding promotion materials, proceedings, etc.

7. If clarification is needed on any component of the portfolio during committee deliberation, the promotion committee chair will contact the project manager in writing, describing the committee's question(s)/concern(s) and requesting a written response to share with the committee. No promotion committee member other than the chair will contact the project manager regarding the portfolio or candidate.

8. If the candidate is Extension faculty, the department chair may request through the program team leader that a representative of the department meet with the promotion committee. If such a request is made, the promotion committee must include the department representative during its discussion of the candidate's candidacy and qualifications. The department representative does not have voting privileges.

E. Chronological Sequence of Promotion Process with Deadlines

NOTE: See also Promotion Process Timeline and Checklist for Field and State Specialists on the Intranet for a more comprehensive timeline with a tracking checklist that should be filled out by the program team leader and candidate together at the beginning of the process. Creating a mutually agreeable timeline for the entire process up front ensures that you allow time for preparation and review of all portfolio components, schedule around busy periods and vacations, and hold each other accountable.

Date	Item
Spring	Program team leaders notify staff who are eligible to be nominated for promotion, and in conjunction with the staff member determine who to nominate.
July 1	Program team leaders submit nominations to the project manager. Minimum time in rank by July 1 is verified and the Promotion Nomination Form is signed by the program team leader, nominee, and director of Extension. The only exceptions to minimum time in rank are documented at the time of hire and the documentation is included in the portfolio. The nominee's supervisor, if different from the program team leader, is notified of the nomination. Program team leaders must also notify any promotion-eligible staff who are not recommended and include reason(s).
July 15	Promotion-eligible staff who were not nominated by their program team leader may self-nominate by submitting a Promotion Nomination Form to the director and project manager by July 15. The project manager notifies the program team leader.

Date	Item
September 1	• Three (3) professional colleague letters of recommendation: by September 1, the nominee submits to their program team leader the name and contact information (mailing address, email address, and telephone number) of at least three professional colleagues familiar with their work. These can include Extension coworkers or colleagues outside Extension. The nominee should confirm each reference's willingness and ability to write a letter of recommendation prior to providing their name. There is no restriction on a letter from a colleague who serves on the promotion committee. The program team leader will request these letters using the template on the intranet, if desired, and submit them to the promotion committee. • Six (6) clientele letters of recommendation: by September 1, the nominee submits to their program team leader the name and contact information (mailing address, email address, and telephone number) of at least six clients with whom they have worked. Nominees applying for promotion to full Extension educator must submit at least one name from outside the state. The nominee should confirm each reference's willingness and ability to write a letter of recommendation prior to providing their name. The program team leader will request these letters using the template on the intranet, if desired, and submit them to the promotion committee. • For Extension faculty, the program team leader asks the department chair to complete the Extension Faculty Promotion Evaluation by Department Chair. The department chair must also ask the college dean or director of the institute/unit with which the Extension faculty is affiliated to review and sign the evaluation. • For Extension faculty with graduate faculty status, the program team leader will request a letter of recommendation from the dean of the Graduate School.
October 1	• Program team leader completes the Promotion Evaluation by Program Team Leader or Supervisor. • Program team leader verifies that all letters of recommendation have been received. • If applicable, program team leader verifies that department chair and graduate school dean evaluations have been received.
October 30	Program team leader submits all portfolio elements to the project manager and administrative coordinator for compilation on or before October 30. If October 30 is a weekend, the portfolio will be due on or before Friday immediately preceding October 30. The promotion committee will only review complete portfolios. All hyperlinks must be verified to be in working order prior to submission.
November 1	Project manager submits completed portfolio to promotion committee. No edits to the promotion portfolio are allowed after November 1.
December 31	Promotion committee submits written recommendations with justification, vote counts, and documentation to the Extension director.
February	Director of Extension submits recommendations and portfolios to the UNH provost for review and notifies nominee of the recommendations.
March-April	Provost makes a recommendation to the UNH president.

Date	Item
June	Provost notifies the director of Extension of the final recommendations. The Extension director notifies the candidate, program team leader, project manager, and supervisor, if applicable.
July 1	Promotions become effective at the start of the UNH fiscal year, July 1. Salary increases match those of the equivalent tenure-track faculty promotion increases (e.g., assistant to associate) in the AAUP-TT Collective Bargaining Agreement in effect at the time of promotion.

F. Notification Procedure

The director of Extension is responsible for notifying candidates of their promotion status. A nominee whose application for promotion is denied is eligible for re-nomination the following year. A copy of this notification (positive or negative) will be given to:

- Promotion committee
- Program team leader (and supervisor if different from program team leader)
- Department chair and dean if candidate is Extension faculty
- Dean of the Graduate School if candidate is graduate faculty

G. Appeal Procedure

At the time of official notification of promotion, nominees not approved for promotion will be informed in writing of the appeal process by the director of Extension. A copy of this notification will be sent to the chair of the promotion committee.

The nominee may request reconsideration of the recommendation made by the promotion committee, department chair, or dean (if the candidate is Extension faculty), dean of the Graduate School (if the candidate is graduate faculty), director of Extension, and provost.

The candidate must request a review in writing within ten (10) calendar days of the date on which the director notifies them that they may request a review. The request for review must explicitly state the grounds for the request and should be addressed to the Extension director. The director will designate an appropriate promotion review panel following procedures established by Extension and consisting of members who did not participate in the original review. The review panel should consist of three members, preferably who have served recently on the specialist promotion committee. The review panel cannot discuss the case with the director or original promotion committee. Based on the case presented by the candidate and all material associated with the promotion package to date, the promotion review panel will decide if a review is justified. The appealer will be given an opportunity to respond to questions and comments but not to revise the portfolio.

If a review is deemed to be justified, the promotion review panel shall consider all promotion materials in the case, including all previous recommendations made by the parties who considered the case. Upon completing its review, the promotion review panel shall promptly submit its recommendation to the Extension director. The Extension director will submit the recommendation of the promotion review panel to the UNH provost with the rest of the promotion materials.

After the provost's review, the Extension director will notify the candidate, graduate dean (when the candidate is a member of the graduate faculty), department chairperson (when the candidate is a faculty member) and program team leader of the decision. There is no provision for further review. A nominee whose application for promotion is denied is eligible for re-nomination the following year.

It is the responsibility of the Extension director to keep the candidate, graduate dean (if applicable), promotion committee, review panel, department chair (if applicable) and supervisor informed of the outcome at each level of the review. The review procedure should be completed within one month of the candidate's submission of the request for review, or as soon as the University is able to complete it.

H. Portfolio Structure

NOTE: Nominees are evaluated for promotion solely on the contents of the portfolio. Worthy candidates have been denied promotion because their portfolio did not adequately demonstrate that their work met all criteria.

- It is important to become familiar with the Extension Educator Ranking Chart and ensure that the portfolio provides clear evidence addressing each of the criteria at the relevant level.
- It is also helpful to review the template the promotion committee uses to evaluate the portfolios to understand how your portfolio will be evaluated: Promo_Eval_Rec_Specialist.docx

NOTE: Candidates should use the portfolio template on the Intranet to create their portfolio. The state administrative coordinator will add the remainder of the portfolio material (e.g., evaluation, letters of recommendation) into the template upon completion. Specialist-Promotion-Template.docx

Portfolio Sections

Title Page

- Name
- Proposed rank
- Current rank and date of appointment
- Current job title, years in present position, campus, or county location

Table of Contents

- Include hyperlinks to each section of the portfolio.

Section I – Resume

- Include education, relevant experience, and accomplishments. *Maximum one page*.

Section II – Position Description

- Field or state specialist position description. This is the generic position description found on the Extension Intranet.
- Specific position description. This is the position description or addendum that details your specific job.
- If applicable, include the County Office Administrator and/or Area of Expertise chair position description(s). These are available on the Extension Intranet.

Section III – Major Program Accomplishments

A program is a collection of educational activities and resources you have built to achieve one or more specific outcomes. Choose three or four programs you have had a major role in developing, implementing, and evaluating. This should be the work you have spent most of your time on since your hire or last promotion, whichever is applicable.

NOTE: The major program accomplishments section should be no longer than 35 pages in length, using 11-point font. While writing 35 pages is perfectly OK, high-quality writing is valued more than reaching the maximum page limit.

For each major program accomplishment, provide evidence of:

- Ability to apply needs assessment, both informal (observations, materials you have read, information shared by clients and stakeholders, etc.) and formal (surveys, key informant interviews, pre- and post-session evaluations, etc.).
- How program priorities were established. How did you determine which educational needs should be addressed with programming?
- Program design. Describe how and why you designed the program as you did.
- Implementation of each program. Talk about the activities (hands-on training, workshops, demonstration, research, symposiums, writing grant proposals, etc.) and educational materials (new curriculum, publications, web content, blogs, fact sheets, bulletins, newsletters, etc.) that collectively make up the program. Include how the program was marketed/promoted to audience(s) and how you learned from mistakes and changed methods.
- Evaluation methods used to determine learning and action outcomes. Explain social, environmental, and/or economic impacts determined by the program evaluation. Explain how the program was adapted to better suit audience needs.

Important considerations:

- Describe your personal contributions and accomplishments if a major program accomplishment was a team effort. Explicitly tell the reviewers what your specific role was.
- Write about your work as if the reader knows nothing about your discipline (because they probably do not). Avoid jargon, technical terms, abbreviations, and acronyms.

- SHOW don't TELL. For example, don't just state that you performed a needs assessment or evaluated a program. Instead, explicitly describe what you did, why you did it, how you did it, what the results were, and what actions you took as a result. The committee must be able to assess the quality and depth of your work based on the information you include.
- Consult the Extension Educator Ranking Chart as you write. Be sure to provide evidence of achievement in all criteria associated with the rank you are working to achieve. The promotion committee refers to this ranking chart when reviewing portfolios and must clearly see evidence of each of the criteria to successfully evaluate a candidate's readiness for promotion.
- Reference appendices within the text using letters (e.g., Appendix A). At the top of each appendix, label it "Appendix A" and so on.
- Include hyperlinks to relevant websites, videos, or other resources. Verify hyperlinks are in working order in the final pdf format of the promotion portfolio.

Recommendation: Have someone who is outside your discipline/not overly familiar with your work review your major accomplishments narrative. This can provide helpful insight into how committee members may perceive this section.

Remember: Nominees are evaluated for promotion solely on the contents of the portfolio. Worthy candidates have been denied promotion because their portfolio did not adequately demonstrate that their work met all criteria. It is important to become familiar with the Extension Educator Ranking Chart and be sure that the portfolio provides clear evidence addressing each of the criteria at the relevant level. It is also helpful to review the template the promotion committee uses to evaluate the portfolios to understand how your portfolio will be evaluated: Promo_Eval_Rec_Specialist.docx

Section III A – Programmatic Goals

- Programmatic goals should be copied from the nominee's Annual Employee Feedback Form for each year in the current rank (assistant or associate). Each year, the employee's supervisor sets the individual's programmatic goals after considering employee input and goals, team goals, and organizational priorities and initiatives.

Section III B – Annual Accomplishment Reports

- Submit all annual accomplishment reports for each year in your current rank (assistant or associate).

Section III C – Other Major Creative Efforts

NOTE: Do not write more than one page on any one major creative effort.

- List other major creative efforts from most to least significant. Give dates and indicate how the efforts relate to your programmatic and/or Area of Expertise (AoE) goals.
- Examples of creative efforts are videos, television appearances, feature stories, online courses, research projects, or anything that may not be part of one of your major program accomplishments but is worthy of featuring in your portfolio.

Section IV – Leadership and Service Responsibilities and Achievements

- List and describe leadership responsibilities you have been involved in as an Extension professional in your current rank (assistant or associate). How does/did your involvement benefit the organization, UNH, and/or serve your clientele?
- List committees and boards to which you have provided service in your role as an Extension Educator in your current rank (assistant or associate). Describe any leadership roles and achievements while in service.
- If you have been a County Office Administrator and/or Area of Expertise chair, describe your accomplishments in these roles.

Section V – Professional Competency and Development

- Use the Professional Competency and Development template to list areas of subject matter specialization important to your position. Indicate your level of competency: general working knowledge, competent, high level of competence, or recognized for outstanding leadership among Extension colleagues. Include professional development undertaken since hire or last promotion in alignment with your professional development plan. This form must be signed by the candidate and their program team leader.

Section VI – Administrative Forms

These forms will be inserted into the portfolio after the candidate has completed their work so they remain confidential. Forms must be signed by all parties. Digital signatures are acceptable.

- Promotion nomination
- Promotion evaluation by program team leader or supervisor
- Extension faculty promotion evaluation by department chair (Extension faculty only)

Section VII – Letters of Recommendation

The program team leader will provide letters for insertion into the portfolio after the candidate has completed their work so they remain confidential. Letters must be signed by the author. Digital signatures are acceptable.

NOTE: Program team leaders should clearly indicate which letters are colleague and which are clientele when providing letters for insertion into a portfolio.

- Three (3) professional colleague letters of recommendation
- Six (6) clientele letters of recommendation. For candidates applying for promotion to full Extension educator, at least one client recommendation must be from outside the state.
- Graduate School dean letter of recommendation (for graduate faculty only)

Section VIII – Appendices

NOTE: Limit the appendices to a few KEY supporting documents, 15 pages maximum.

- The table of contents must list all items in the appendices.
- Within the narrative, list appendices in order by letter (e.g., Appendix A, Appendix B, etc.).

- Make sure the appendices appear in order. Each should be labeled “Appendix A” (or B, C, etc.) at the top so the reader knows which appendix they are reading.
- Do not include whole surveys, lengthy publications, or entire reports. If you want the reader to have the option of reading something that is not a summary or concise, provide a hyperlink and verify that it works.
- Examples of relevant appendices include:
    - Course outlines and curricula
    - Non-peer-reviewed publications like fact sheets and research bulletins
    - Hyperlinks to peer-reviewed articles, videos, online courses, online resources
    - Feature article you wrote that appeared in news media
    - Analysis or summary of program evaluation
    - Creative marketing effort
- Examples of materials that should NOT be included in your appendices:
    - News release of a workshop you offered
    - Certificates of completion
    - Thank you letters or complimentary letters
    - Routine newsletters with an article you have written
    - Transcripts
    - Whole program evaluations (summaries are fine)
    - Anything that can be hyperlinked within the narrative