

The Extension Associate Track

Current Write-Up¹	Proposed Write-Up
<p>Qualifications and Hiring</p> <p>The titles reflect salaried positions that are subject to affirmative action regulations.</p> <p>A Senior Extension Associate has significant professional qualifications. Appointment as a Senior Extension Associate in Cornell Cooperative Extension requires the Ph.D. and the Ph.D. is preferred for other appointments as Senior Extension Associate; otherwise an advanced professional degree (such as a D.V.M. or M.D.) or master’s degree in a pertinent discipline is required. A Senior Extension Associate is expected to have six or more years of related work experience (eight or more if the qualifying degree is a master’s degree that is non-terminal for the field.)</p> <p>An Extension Associate has qualifications for independent extension programming or administration and is required to hold a master’s degree in a pertinent discipline (or an advanced professional degree, i.e., D.V.M. or M.D. (and to have two or more years of related work experience. Cornell Cooperative Extension and ILR Extension may specify additional or more stringent requirements.</p> <p>Appointment as Senior Extension Associate or Extension Associate is not restricted to such units as Cornell Cooperative Extension or ILR Extension, although the relevant colleges and the school govern appointments to the titles in their units.</p>	<p>Qualifications and Hiring</p> <p>The titles reflect salaried positions that are subject to affirmative action regulations.</p> <p>A Senior Extension Associate has significant professional qualifications. Appointment as a Senior Extension Associate in Cornell Cooperative Extension requires the Ph.D. and the Ph.D. is preferred for other appointments as Senior Extension Associate; otherwise an advanced professional degree (such as a D.V.M. or M.D.) or master’s degree in a pertinent discipline is required. A Senior Extension Associate is expected to have six or more years of related work experience (eight or more if the qualifying degree is a master’s degree that is non-terminal for the field.)</p> <p>An Extension Associate has qualifications for independent extension programming or administration and is required to hold a master’s degree in a pertinent discipline (or an advanced professional degree, i.e., D.V.M. or M.D. (and to have two or more years of related work experience. The hiring unit may specify additional or more stringent requirements.</p> <p>Clarity is important at the time of hire. The following should be detailed in the appointment letter: expectations for service on committees; opportunities for professional development; level of administrative support; annual performance reviews, mentors, supervisors, and other feedback mechanisms; participation in departmental meetings; and promotion and reappointment procedures and timelines. A link to the information in this document should also be provided.</p>
<p>Appointment Length and Renewability</p> <p>Appointments of Extension Associates are for periods of no more than three years and are renewable. Appointments of Senior Research Associates are for periods of no more than five years and are renewable.</p>	<p>Appointment Length and Renewability</p> <p>Appointments of extension associates are for periods of no more than three years and are renewable. Appointments of senior extension associates are for periods of no more than five years and are renewable.</p>

¹ To facilitate comparison with what is being proposed, the [actual title description](#) that exists in the Faculty Handbook has been chopped into sections, given section names, and reordered. That’s what you see in the first column.

<p>Extension Associate Responsibilities</p> <p>Extension associates are responsible, under the general supervision of faculty or senior extension associates, for planning and implementing educational extension programs. They collaborate with representatives from communities and with researchers in the college or school to plan, conduct, maintain, and/or evaluate innovative educational programs that address specific local, multi-county, or statewide needs. Although precise duties and responsibilities will vary from position to position, all extension associates are expected to conduct applied research, work effectively with colleagues or volunteers, act as community educators, and serve as liaisons – as project and/or area program team leaders – between the university and the public. An extension associate does not normally have responsibilities for graduate students.</p>	<p>Extension Associate Responsibilities</p> <p>Extension associates are responsible for planning and implementing educational extension programs. They collaborate with representatives from communities and with researchers in the college or school to plan, conduct, maintain, and/or evaluate innovative educational programs that address specific local, multi-county, or statewide needs. Although precise duties and responsibilities will vary from position to position, all extension associates are expected to conduct applied research, work effectively with colleagues or volunteers, act as community educators, and serve as liaisons – as project and/or area program team leaders – between the university and the public.</p>
<p>Senior Extension Associate Responsibilities</p> <p>Senior extension associates provide leadership in planning, developing, coordinating, implementing, and evaluating complex, state-of-the-art educational extension and outreach programs. Senior extension associates independently carry out innovative applied research programs, supervise professional and administrative staff, and work with faculty and clientele. They possess in-depth knowledge of relevant state or national extension systems, and they are recognized experts in their fields as demonstrated by extensive professional publications and contacts. Senior extension associates also apply advanced problem-solving and administrative skills that contribute to the financial and organizational aspects of program management. Although precise duties and responsibilities vary from position to position, senior extension associates are expected to work effectively with faculty, governmental officials, colleagues, and volunteers, and, in some instances, to serve as senior administrators.</p>	<p>Senior Extension Associate Responsibilities</p> <p>Senior extension associates provide leadership in planning, developing, coordinating, implementing, and evaluating complex, state-of-the-art educational extension and outreach programs. Senior extension associates independently carry out innovative applied research programs, supervise professional and administrative staff, and work with faculty and clientele. They possess in-depth knowledge of relevant state or national extension systems, and they are recognized experts in their fields as demonstrated by extensive professional publications and contacts. Senior extension associates also apply advanced problem-solving and administrative skills that contribute to the financial and organizational aspects of program management. Although precise duties and responsibilities vary from position to position, senior extension associates are expected to work effectively with colleagues, governmental officials, and volunteers, and, in some instances, to serve as senior administrators.</p>
<p>Annual Reviews</p> <p>[Nothing]</p>	<p>Annual Reviews</p> <p>An annual review or meeting with the unit head (or designee) should include a discussion of work accomplished during the year and suggestions for the following year. Any anticipated position changes or in the job description need to be discussed especially if the changes have the potential to impact compensation, renewal, and promotion. A brief written record of the review is recommended.</p>
<p>Renewal Process</p> <p>Senior extension associates are appointed for terms of up to five years and may be reappointed on the basis of recommendations by the department and the appropriate extension director and dean(s). Extension associates may be appointed to terms of up</p>	<p>Renewal Process</p> <p>Reappointments are based on the continuing need for the position, the quality of performance, and the availability of funds.</p>

<p>to three years, renewable. Reappointment is based on the continuing need for the position, the quality of performance, and the availability of funds.</p>	<p>Senior extension associate reappointments are on the basis of recommendations by the department and the appropriate extension director and dean(s).</p> <p>In the event of termination, these guidelines apply .</p>
<p>Promotion Process</p> <p>Promotion to the rank of senior extension associate is not automatic, but may be undertaken when a senior position becomes necessary or available and when an Extension Associate has demonstrated high levels of ability, independence, originality, and productivity. Promotions are based on the candidate’s past performance, prominence in the field, and ability to anticipate future programming needs. A formal review is required for promotion to Senior Extension Associate</p>	<p>Promotion Process</p> <p>Promotion to the rank of senior extension associate is inappropriate when an extension associate has demonstrated high levels of ability, independence, originality, and productivity. Promotions are based on the candidate’s past performance, prominence in the field, and ability to anticipate future programming needs. A formal review is required for promotion to senior extension associate. Details are for the colleges to determine and publish.</p> <p>Those in the candidate’s unit who vote on the case must include the tenured faculty and the senior extension associates. At the discretion of the unit, additional RTE titleholders can participate in the vote.</p>
<p>Rights, Restrictions, and Opportunities</p> <p>Senior Extension Associates and Extension Associates are not members of the University Faculty.</p> <p>Senior extension associates are nonvoting members of their college or school faculties unless given the right to vote by the particular faculty. For extension associates, voting or non-voting membership in college faculties may be granted at the discretion of those faculties.</p> <p>They normally do not have a role in training graduate students.</p> <p>Within certain limitations senior extension associates may be principal investigators on grants or contracts; extension associates may be principal investigators on an exception basis only. For more information, see the Office of the Vice Provost for Research website.</p>	<p>Rights, Restrictions, and Opportunities</p> <p>Senior extension associates and extension associates are members of the RTE Faculty. Senior extension associates have University Voting Rights. Details.</p> <p>Senior extension associates and extension associates are nonvoting members of their college or school faculties unless given the right to vote by the particular faculty.</p> <p>Individuals on this track normally do not have a role in training graduate students. However, with appropriate approval, Senior extension associates can serve on special committees for PhD students and certain Masters’ degree students. Details.</p> <p>With the approval of their unit head, senior extension associates may be authorized to serve as a principal investigator, co-principal investigator, or project director. Details.</p> <p>With the approval of their unit head and associate dean for research, extension associates may be authorized to serve as a principal investigator, co-principal investigator, or project director. Details.</p> <p>With appropriate approval, Extension Associates and Senior Extension Associates may be granted professional development leaves of absence. Details.</p>