



**Tenure and Promotion Criteria
For
Extension Program Unit Faculty**

(Adopted May 2012 & Revised June 2014)

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OVERVIEW AND PURPOSE OF THE DOCUMENT

All WSU Extension faculty members and administrators should be familiar with this document. This document will be distributed to all Extension faculty, including tenure-track, tenured and non-tenured faculty.

This document provides the criteria, procedures, and policies that apply to WSU Extension faculty in Extension Program Units who are eligible for tenure consideration or promotion in rank. Criteria for advancement of promotion track faculty are slightly different from tenure-track faculty and are listed separately in this document. This document does not replace the *Washington State University Faculty Manual*, annual promotion and tenure instructions issued by the Provost and Executive Vice President or similar instructions issued by the Dean of CAHNRS. The *Washington State University Faculty Manual* (http://facsen.wsu.edu/faculty_manual/) provides a detailed overview of all policies and procedures governing tenure and promotion procedures. When conflict in interpretation of instructions occurs, the *Faculty Manual* and instructions from the Provost and the Dean have priority over this document.

This document is divided into three sections. Section 1 provides an overview of the rationale and criteria for granting tenure, the faculty ranks within WSU Extension, and the criteria used to determine the qualifications for advancement. This section also includes similar guidance for promotion track faculty. Section 2 describes the timetable for promotion and tenure-related processes. Finally, section 3 describes the roles and responsibilities of persons involved in the processes that result in granting or denying tenure and/or promotion.

SECTION 1: CRITERIA FOR TENURE AND PROMOTION

General Criteria for All Faculty

Extension faculty are responsible for extending the research and knowledge bases of Washington State University to communities of place and practice across the state. Primary criteria for evaluating all Extension faculty for possible advancement in rank and/or tenure are:

1. Program Effectiveness and Relevance in:
 - recognizing opportunities and analyzing the needs of individuals, groups and communities
 - translating these opportunities and needs into outreach programs that lead to measurable outcomes
 - synthesizing and communicating research findings
 - developing new applications,
 - undertaking collaborative outreach activities.

2. Ability to secure grants and extramural funding to advance their extension program.

3. Ability to draw upon the University, public agencies, non-profit and community organizations to develop partnerships and collaborations to efficiently deliver their program(s).
4. Contribution to the scholarship of Extension and scientific disciplines through peer-reviewed activities.
5. Demonstrated professional service to the institution, professional organizations, and the public.
6. Professional development resulting in personal growth and stronger outreach programs.
7. Attainment of professional recognition through professional achievement.

All WSU Extension faculty are expected to conform to a high standard of personal and professional ethics. The WSU Faculty Code of Professional Ethics is described in Section II of the WSU Faculty Manual. Failure to adhere to this code could result in disciplinary action and/or denial of tenure/promotion.

While all aspects of this code are important, all WSU Extension faculty are expected to make special efforts to eliminate:

- All discriminatory practices and language. This is especially important because faculty responsibilities require contact with students, volunteers, staff, and the public.
- Behavior that is or can be construed as sexual harassment and/or sexual misconduct.
- Behavior that can be construed as non-collegial or contributing to a hostile workplace environment.
- Unethical academic behavior including fabrication of data, plagiarism, misrepresentation of research findings, or other unacceptable practices.

Tenure-Track Faculty

Tenure is a major tenet of the American university system. While it is not a guarantee of lifetime employment, tenure provides faculty with proven credentials the assurance that they will not be dismissed without due cause. This provides tenured faculty with a degree of freedom to pursue ideas that may lack popular or political support.

Work undertaken by the candidate for tenure must be appropriate for a faculty position as outlined in their position description. Specifically the responsibilities for a tenure track position include expectations for engagement with stakeholders; establishing and maintaining close working relationships with other faculty; accessing the best available research-based information for use in educational programs, and developing and applying creative approaches to non-formal education. The successful candidate for tenure should be able to clearly demonstrate that her/his extension programming has effectively engaged appropriate target audiences and academic colleagues to carry out work that resulted in positive change in behavior, improvement of quality of life and/or economic situation of the target audiences, and/or contributed to the improved environmental

conditions as targeted by their program.

Criteria for Tenure-Track Extension Program Unit Faculty

1. Effective Extension / Outreach Program

A. Extension program planning:

- 1) Identifies the desired outcomes using a comprehensive outcome planning approach to develop the program(s) that will deliver those outcomes with the clear identification of the purpose, need, inputs, and outputs that lead to the desired outcomes.
- 2) Demonstrates the capacity to identify significant problems or issues faced by target audiences, and utilizes the research capacity of WSU and other institutions to address these problems.
- 3) Employs an appropriate program design and methods to effectively reach intended and diverse audiences.
- 4) Actively engages with stakeholders (e.g.: industry groups, commodity groups, consumers, private firms, agencies) and others (e.g., county-based faculty, researchers) in this planning process.

B. Extension program delivery:

- 1) Programs should make major contributions in addressing relevant issues and problems facing target audiences, and should demonstrate value for the public good.
- 2) Outreach education should be research-based and adhere to the high standards of reliability and accuracy.
- 3) Extension programs should use progressive methods for outreach and new technologies as appropriate to effectively reach target audiences.
- 4) Programs should be highly visible and utilize all available means to increase awareness and interest among target audiences, and when appropriate, the public.

C. Program outcomes and assessment:

- 1) Extension programs should include a rigorous assessment of outcomes, including behavioral change of participants and industry, economic impacts, environmental impacts, etc.
- 2) Program outcomes (not to be confused with program outputs) should qualitatively and/or quantitatively report the impact of a faculty member's work.

2. Documented Body of Work in Scholarship and Creative Products:

Tenure-track faculty members are expected to engage in scholarly activities that are appropriate for their position. Scholarship in a broad sense is defined as the development and implementation of creative concepts that are broadly communicated and validated by appropriate peer-review in a formal process. Within this context, scholarship for Extension tenure-track faculty is divided

into the following categories.

- 1) **Peer reviewed Extension Publications**, which include factsheets, manuals, technical bulletins, and curricula that are published by WSU Extension or another institutional publisher. Such work is validated through a formal, blind peer review process, and formally published. Creative products that are self-published do not meet the criteria of this form of scholarship.
- 2) **Peer reviewed Professional Articles** include works published in professional journals that subject submissions to blind, peer review process to qualify for acceptance.
- 3) **Creative Scholarship in Juried Events** includes abstracts, posters, and papers published within the proceedings of a professional meetings or conferences. These are generally not formally peer reviewed, but may be peer approved or selected through a process.
- 4) **Educational Digital Media** include videos, computer programs, mobile aps, dynamic web-pages, social media, blogs, online modules, decision aids, email list-serves, etc. When a product received formal peer-review, it must be so designated and indicate the entity managing the review.
- 5) **Other Publications and Creative Works** include products that did not receive formal peer review, and include popular press articles, newsletters, and other written works)

All tenure-track faculty members are expected to document a body of work inclusive of these forms of scholarly work.

3. Acquisition of Grants and Extramural Funding

- 1) Success in securing grants and other sources of funding to support one's program is an expectation of all Extension faculty members.
- 2) Sources of extramural funding include (but are not limited to): competitive grants from federal agencies, state agencies, not-for-profit groups, foundations, etc.; contracts from public agencies and private firms; and gifts from private donors.

4. Teamwork, Leadership, and Professional Conduct

- 1) Demonstrates teamwork and leadership in convening and guiding a coordinated outreach program that fully utilizes the statewide network of Extension, research faculty, and other educational resources.
- 2) Engages internal colleagues and external partners (e.g., federal and state agencies, private firms, community partners) in developing and delivering educational programs.
- 3) Demonstrates conduct and collegiality consistent with the WSU Faculty Code of Professional Ethics, and a positive work environment.

5. Professional Service

- 1) Actively participates in internal and external service roles such as committees, editorial boards, publication reviews, professional societies, community and professional organizations, or other professional service assignments.

6. Professional Development

- 1) Actively engages in efforts to increase personal capability, skills, and knowledge that improve effectiveness as an Extension Faculty member.

Rank and General Criteria for Advancement for Tenure-Track Faculty

At Washington State University, tenure-track and tenured faculty fall into three ranks. Policies that govern advancement in these ranks are designed to encourage superior performance and service.

The rank of Assistant Professor is generally entry level for tenure-track WSU Extension faculty.

The Associate Professor rank usually occurs at the time tenure is conferred in the sixth year of employment, unless other provisions are approved by the Dean. Successful candidates must demonstrate achievement of the criteria set forth in the previous sections and have established a reputation for expertise at the state level among their professional peers and the tenured faculty of their assigned Extension Program Unit.

The rank of Professor is the highest rank afforded to Extension Program Unit Faculty, and one does not become eligible for consideration until after holding the rank of Associate Professor for at least five years (conferred in sixth year). Successful candidates for the promotion to Professor must demonstrate a sustained record of high-quality accomplishments and positive impacts consistent with the criteria for tenure. In addition, it is required that successful candidates for Professor have achieved a national and/or international reputation for their work. This reputation must be documented by a substantial body of scholarly work recognized and validated by peers. There must be clear evidence of leadership and programming excellence leading to compelling impacts emanating from the candidate's work. Early career professionals should identify areas of expertise for which they hope to be known. Over a period of years, deliberate actions and patterns of work focused on the areas of expertise can lead to this reputation for excellence and professional stature at the national level and beyond.

Advancement of Promotion Track Faculty

Promotion-track faculty (those not on tenure tracks) are also eligible for promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor as previously described, but the criteria for this advancement is most heavily influenced by meeting the program delivery obligations as outlined in their position description. Scholarly work is required of promotion track faculty. Scholarly outputs should include (but is not limited to) peer-reviewed Extension publications, juried posters, educational

media, and other creative works. Although peer reviewed professional journal publications are not a requirement for successful advancement, such work will be additive and valued as an important component of a body of scholarly work. The criteria below provide guidance for promotion track faculty in seeking advancement in rank.

The rank of Assistant Professor is generally entry level for non-tenure-track WSU Extension faculty and is analogous to that of Clinical Assistant Professor. The Master's Degree is the minimum academic credential required to hold this rank.

Promotion to Associate Professor may occur any time after a candidate's fifth year of employment at the Assistant Professor rank. Successful candidates for the rank of Associate Professor must demonstrate the ability to develop and deliver extension programs that result in positive change in behavior of target audiences in areas consistent with their individual position description. In addition, their work should exhibit the potential to improve the social, economic and/or environmental status of the target audience(s) or society in general. The successful candidate will have a record of high quality educational products and activities consistent with the position description, and a record of scholarly work as described above. Often these products may be defined by specific deliverables of grants or contracts. The candidate's program will adhere to the basic tenants of extension program planning, delivery, and assessment described above. Promotion of non-tenure-track faculty is largely dependent on documented evidence of Extension publications and creative work; achieving programmatic outcomes; and demonstrating professional conduct similar to tenure-track faculty; but without the expectation of *peer reviewed* professional journal scholarship associated with tenure-track positions.

Promotion to Professor may not occur until the candidate has held the rank of Associate Professor for at least five years (conferred in sixth year). It is important to note that time-in-service alone does not justify promotion to Professor. Successful candidates for this senior rank must demonstrate a sustained, high-quality record of accomplishment including clear documentation of the social, economic and/or environmental impacts of her/his work. In addition, it is expected that successful candidates for Professor have achieved a national and/or international reputation for their application of creative concepts in their area of expertise. This reputation must be documented by a well-established body of high-quality work and creative Extension scholarship, with clear evidence of leadership, and programming excellence leading to compelling impacts that resulted from their work.

SECTION 2: TIMELINE FOR PROMOTION AND TENURE

Processes associated with advancement in rank and/ or tenure should not be viewed simply as hurdles or individual points in time. Candidates for tenure and/or promotion must maintain appropriate records and update their vitae annually. However, there are critical milestones related to tenure and promotion processes for WSU Extension faculty. These are described below.

Annual Review

For tenured and non-tenured faculty, an annual assessment is necessary to provide feedback on their program and overall career trajectory. Therefore, every WSU Extension faculty member will receive a yearly performance review. The annual performance review is usually conducted by the immediate supervisor (usually the Program Unit Director).

Prior to the review, the faculty member is required to submit a position description, updated vitae, list of significant accomplishments during the past year, a plan of work (including professional development plans) for the coming year, and a comprehensive report of their work for the year (WORQS reporting system is currently used). It is critical that feedback provided to faculty by the supervisor be consistent with the expectations for strong program delivery and the achievement of tenure and/or promotion.

Progress-Toward-Tenure Review

For those on tenure-track, a review of cumulative progress toward tenure is conducted each year. The progress-toward-tenure review is directed by the Program Unit Director with involvement of the Career Guidance Committee and all tenured faculty in the Extension Program Unit. The Career Guidance Committee will discuss the candidate's progress toward tenure with all tenured faculty members in the program unit to ensure that tenured faculty members are fully informed about the progress of the tenure-track faculty member. The Program Unit Director completes a pre-tenure analysis that provides recommendations and a summary to confirm progress toward tenure. The Program Unit Director's summary must be reviewed by the tenured faculty within the unit prior to it being provided to the faculty member. The Program Unit Director must meet with the tenure-track faculty member to review the summary report. The summary report is then signed by the tenure-track faculty member and the Program Unit Director. If the tenure-track faculty member desires, she/he may add a statement to the pre-tenure analysis.

Third Year Review

During the third year of employment, a formal tenure progress review is conducted for tenure-track faculty members. However, this timing may be altered at the time of hire for experienced faculty members who desire an accelerated time-frame and such modifications will be documented in the letter of offer. While third year review is not required for promotion track faculty, they may request such a review if they desire to receive feedback on their progress toward promotion.

The third year review for tenure-track faculty is conducted by tenured faculty in each Extension Program Unit and follows procedures similar to those used in final tenure consideration, except that external professional evaluations are not required. The purpose of this review is to identify any deficiencies regarding progress toward tenure.

Notification of the results of third year review will be made by the Provost and the Dean of CAHNRS prior to the conclusion of the spring semester. Written results of the third year review will be provided to the faculty member during a follow-up discussion with their Program Unit Director. Any deficiencies will be documented and an action plan will be developed and incorporated into the annual pre-tenure analysis. When the results are judged unsatisfactory, the third-year tenure progress review (or any annual review of progress toward tenure) can lead to non-reappointment as described in section III.D.3.e. of the *Washington State University Faculty Manual* (http://facsen.wsu.edu/faculty_manual/). In this event, the faculty member may, within thirty calendar days after notification of non-reappointment, petition the Faculty Status Committee to review the decision upon an allegation of inadequate consideration, an allegation of violation of academic freedom, or an allegation of substantial procedural irregularity.

Final Tenure Review

Final tenure review for WSU Extension faculty members initially appointed full time at the rank of Assistant Professor normally begins in the fifth year of employment and results in a decision no later than the sixth year of appointment unless there is a documented and approved exception. In the case of extraordinary circumstances, such as catastrophic illness or similar family emergency, a tenure-track faculty member may petition the Provost and Executive Vice President through his/her Program Unit Director, the Director of Extension, and the Dean of CAHNRS for an extension of the tenure probationary period. Under normal circumstances, this will not exceed one year. Final tenure review may occur outside of the timeline discussed above in especially meritorious cases when requested by the Dean of CAHNRS and Director of Extension and approved by the Provost and Executive Vice President, Program Director, and the faculty member. Additionally, persons with professional experience prior to appointment to a tenure-track position at WSU may negotiate at the time of hire to be considered for tenure before the sixth year of employment.

The compiled dossier for promotion and/or tenure shall conform to the guidelines issued annually by the Provost and the Dean of CAHNRS. These guidelines will be provided to all faculty members at the time of issuance, and will also be posted annually on Extension's policies and procedures website under the promotion and tenure section.

Tenure review results in either the granting of tenure or denial of tenure. If tenure is granted, it becomes effective at the beginning of the fiscal year following the year in which the tenure review is conducted

Promotion

Generally, the granting of tenure and promotion to Associate Professor occurs simultaneously, but this is not required by WSU policies and procedures. In rare occasions, individuals may be granted tenure without promotion. Faculty members that are on non-tenure track appointments are also eligible for promotion. The process is similar to that of tenure track faculty, but does not involve awarding of tenure. The review for promotion, whether for tenure-track or promotion-track faculty, is a comprehensive review. External review of a promotion-track faculty member's dossier is

optional; however, WSU Extension has elected to seek external reviews of promotion-track faculty. A faculty member is eligible for awarding promotion from Associate Professor to Professor after six years in rank. However, promotion may be considered in less than six years in especially meritorious cases.

SECTION 3: ROLES AND RESPONSIBILITIES RELATED TO TENURE AND PROMOTION

The evaluation process for candidates for promotion and/or tenure involves several persons and groups with unique responsibilities. It is important that each tenure-track faculty member, each tenured faculty member, and all persons in leadership roles clearly understand their roles and responsibilities in this process.

The Candidate for Promotion and/or Tenure

It is ultimately the responsibility of the candidate for tenure and/or promotion to compile the necessary documents that outline his/her accomplishments. It is the responsibility of tenured candidates desirous of promotion to professor and non-tenure track faculty interested in promotion, to communicate this desire to their Program Unit Director. The principal vehicle for communicating accomplishments is the vitae. This is an ‘additive’ document that should be progressively constructed beginning with the date of initial appointment.

Program Unit Director

Extension Program Units are the tenure units for WSU Extension Faculty. Therefore, the Program Unit Director serves many critical roles in the promotion and tenure process. The following outlines these roles and indicates an approximate timeline for each. These roles are segregated into four categories: first year of appointment, yearly tenure review processes, third-year review processes, and final review processes.

First Year of Appointment (All Faculty)

- Within six months of the initial appointment date, the Program Unit Director appoints a Career Guidance Committee for each untenured faculty member in a tenure-track position. Committees for tenure-track faculty must have at least two tenured faculty members from the Program Unit, with one serving as chair of the committee. Committees are frequently composed of three to four tenured faculty members. Within six months of the initial appointment date, the Program Unit Director assigns a mentor to assist non-tenure-track faculty with possible promotion.
- Program Unit Director assures that all new faculty receive the necessary orientation materials and attend a new faculty orientation session (if available).

Progress Toward Tenure Review (Candidates for Tenure; conducted in addition to annual performance review)

- Program Director receives an annual summary report from each Career Guidance Committee.
- Program Unit Director calls a meeting of all tenured faculty in the unit (usually in June-July).
 - Program Unit Director makes faculty member's vitae available to all tenured faculty in the unit.
 - Chair of each Career Guidance Committee reports on the progress of the tenure-track faculty member to the tenured faculty.
 - Tenured faculty discusses the candidate's progress toward tenure.
 - Program Unit Director summarizes input from the tenured faculty and checks the summary for accuracy with the tenured faculty. This document should contain benchmarks for measuring progress toward tenure.
- Program Unit Director meets with tenure-track faculty member to discuss the assessment of progress toward tenure (includes input from tenured faculty and the Career Guidance Committee).
- Program Unit Director and the tenure-track faculty member each sign and date the pre-tenure analysis signifying that the discussion took place.
- Program Unit Director must inform the tenure-track faculty member that she/he has the right to permanently attach a statement to the pre-tenure analysis. If this occurs, the statement will be distributed to members of the Career Guidance Committee by the Program Director.
- Program Unit Director distributes the original and copies of the pre-tenure analysis and any attachments as follows.
 - The original signed copy will be placed in the tenure-track faculty member's official personnel file.
 - Copies will be sent to the tenure-track faculty member, the Career Guidance Committee members, the program unit personnel file, the Dean, and the Director of Extension.

Third Year Review Processes (Candidates for Tenure)

- Program Unit Director schedules a meeting of tenured faculty to discuss progress toward tenure. This meeting usually occurs in February of the third year in tenure track.
- Before the meeting, the Program Unit Director provides all tenured faculty in the program unit a current vitae and position descriptions for all candidates.
- Program Unit Director will record the names of tenured faculty in attendance at the meeting.

- The Program Unit Director will lead the meeting and the candidate will present a seminar highlighting his/her progress toward tenure, including an overview of the impacts of his/her programs and scholarly activities.
- Program Unit Director issues and collects advisory recommendation forms from tenured faculty.
- Program Unit Director writes evaluative statement including the results of advisory recommendation forms.
- Program Unit Director submits the evaluative statement to the Dean and the Director of Extension.
- Dean and Director of Extension prepare evaluative statement and make recommendation to Provost.
- Provost and Dean of CAHNRS inform the candidate of the findings relative to her/his progress toward tenure.

Final Review Process (Candidates for Tenure and/or Promotion)

- Program Unit director fulfills the responsibilities of the unit chair in assisting in the development of tenure dossier, including solicitation of external letters of recommendation
- Program Unit Director oversees process at the summer meeting (June-July) of tenured faculty in the program unit where final dossiers of candidates seeking tenure and/or promotion in rank in the next year are reviewed and discussed.
- Program Unit Director leads the meeting and the candidate presents a seminar highlighting the impacts of their programs and scholarly activities.
- Program Unit Director distributes advisory recommendation forms to the tenured faculty in the program unit.
- The Program Unit Director writes an evaluative statement that summarizes how the faculty member has met the Extension criteria for tenure and promotion; the results of the advisory recommendation forms, and the external letters of recommendation.
- Program Unit Director submits the evaluative statement to the Dean and the Director of Extension.
- Dean and Director of Extension prepare evaluative statement and make recommendation to Provost.
- Provost and Dean of CAHNRS inform the candidate of the outcome relative to promotion and granting of tenure.

Career Guidance Committee

The Career Guidance Committee is expected to meet at least twice per year and is responsible for guiding and mentoring the tenure-track faculty member. The chair of the

committee is responsible for convening these meetings. In addition, the committee provides critical evaluation about progress of the untenured faculty member to the Program Unit Director and to all tenured faculty in the program unit during an annual meeting. A written guidance committee report to the Program Unit Director is also required.

The committee will consist of at least two tenured faculty members in the program unit with one serving as chair of the committee. One or more additional members (also tenured faculty) may come from another program unit or academic department. The committee must be established within six months of the untenured faculty member's appointment date.

Program Unit Faculty

Tenured faculty members in each unit will recommend whether to grant or deny tenure and/or promotion to each eligible candidate within the program unit. Therefore, each tenured faculty is responsible for reviewing appropriate materials and becoming familiar with the accomplishments of each candidate. At least five (5) tenured faculty in the unit must make a recommendation on the candidacy for tenure and/or promotion. If there are not five tenured faculty members in the unit, the tenured members shall recommend additional tenured faculty from other program units through the Program Director and Extension Director to the Provost, who determines which of these persons will complete the tenure ballot. Faculty with promotion-track appointments, who have received promotion, shall also make recommendations on all eligible promotion-track candidates.

Promotion and Tenure Advisory Committee

The WSU Extension Promotion and Tenure Advisory Committee are appointed by the Director of WSU Extension, and reviews materials submitted by all candidates for promotion and/or tenure. This committee submits written recommendations to the Director of WSU Extension. The Promotion and Tenure Advisory Committee is composed of seven tenured faculty members (Associate Professor, Professor or Regents Professor). The committee will be composed of tenured faculty from each Extension Program Unit. In addition, departmental faculty with an Extension appointment in senior ranks may serve on the Committee. Committee members at the Associate Professor rank do not make recommendations on promotions to Professor.

Director, WSU Extension

The Director of WSU Extension receives the candidates' dossiers from Program Unit Directors. The dossiers are then provided to the WSU Extension Promotion and Tenure Advisory Committee. After the Committee reviews dossiers and makes recommendations on candidates for promotion and/or tenure, all materials are returned to the Director. The Director will advise the Dean on whether to recommend a candidate for tenure and/or promotion to the Provost. All tenure cases must come forward to the Director of WSU Extension unless the candidate resigns.

General Timeline for Submission of Tenure and Promotion Materials

Approximate Date	Activity
Calendar Year 1	
April	Instructions and forms for tenure and promotion distributed
April	Names of persons eligible for tenure distributed
May	Draft materials submitted to Program Director
June	External letters requested by Program Director
August	Faculty dossier completed
June-August	Tenured unit faculty submit recommendations on tenure and promotion
End of August	Materials submitted to Dean and Director's office
October	Materials submitted to and reviewed by Promotion and Tenure Advisory Committee
Early November	Materials due to Provost
Calendar Year 2	
February – March	Final decision on tenure and/or promotion
Within 3 days after final decision	Candidate is notified about the decision
Within 30 days of notification of denial	Faculty may appeal to Faculty Status Committee No mention of tenure denial will appear in personnel file if faculty member resigns within 90 days of denial.
July 1	Tenure and/or promotion become effective



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into the following categories.

- 1) **Peer reviewed Extension Publications**, which include factsheets, manuals, technical bulletins, and curricula that are published by WSU Extension or another institutional publisher. Such work is validated through a formal, blind peer review process, and formally published. Creative products that are self-published do not meet the criteria of this form of scholarship.
- 2) **Peer reviewed Professional Articles** include works published in professional journals that subject submissions to blind, peer review process to qualify for acceptance.
- 3) **Creative Scholarship in Juried Events** includes abstracts, posters, and papers published within the proceedings of a professional meetings or conferences. These are generally not formally peer reviewed, but may be peer approved or selected through a process.
- 4) **Educational Digital Media** include videos, computer programs, mobile aps, dynamic web-pages, social media, blogs, online modules, decision aids, email list-serves, etc. When a product received formal peer-review, it must be so designated and indicate the entity managing the review.
- 5) **Other Publications and Creative Works** include products that did not receive formal peer review, and include popular press articles, newsletters, and other written works)

All tenure-track faculty members are expected to document a body of work inclusive of these forms of scholarly work.

3. Acquisition of Grants and Extramural Funding

- 1) Success in securing grants and other sources of funding to support one's program is an expectation of all Extension faculty members.
- 2) Sources of extramural funding include (but are not limited to): competitive grants from federal agencies, state agencies, not-for-profit groups, foundations, etc.; contracts from public agencies and private firms; and gifts from private donors.

4. Teamwork, Leadership, and Professional Conduct

- 1) Demonstrates teamwork and leadership in convening and guiding a coordinated outreach program that fully utilizes the statewide network of Extension, research faculty, and other educational resources.
- 2) Engages internal colleagues and external partners (e.g., federal and state agencies, private firms, community partners) in developing and delivering educational programs.
- 3) Demonstrates conduct and collegiality consistent with the WSU Faculty Code of Professional Ethics, and a positive work environment.

5. Professional Service

- 1) Actively participates in internal and external service roles such as committees, editorial boards, publication reviews, professional societies, community and professional organizations, or other professional service assignments.

6. Professional Development

- 1) Actively engages in efforts to increase personal capability, skills, and knowledge that improve effectiveness as an Extension Faculty member.

Rank and General Criteria for Advancement for Tenure-Track Faculty

At Washington State University, tenure-track and tenured faculty fall into three ranks. Policies that govern advancement in these ranks are designed to encourage superior performance and service.

The rank of Assistant Professor is generally entry level for tenure-track WSU Extension faculty.

The Associate Professor rank usually occurs at the time tenure is conferred in the sixth year of employment, unless other provisions are approved by the Dean. Successful candidates must demonstrate achievement of the criteria set forth in the previous sections and have established a reputation for expertise at the state level among their professional peers and the tenured faculty of their assigned Extension Program Unit.

The rank of Professor is the highest rank afforded to Extension Program Unit Faculty, and one does not become eligible for consideration until after holding the rank of Associate Professor for at least five years (conferred in sixth year). Successful candidates for the promotion to Professor must demonstrate a sustained record of high-quality accomplishments and positive impacts consistent with the criteria for tenure. In addition, it is required that successful candidates for Professor have achieved a national and/or international reputation for their work. This reputation must be documented by a substantial body of scholarly work recognized and validated by peers. There must be clear evidence of leadership and programming excellence leading to compelling impacts emanating from the candidate's work. Early career professionals should identify areas of expertise for which they hope to be known. Over a period of years, deliberate actions and patterns of work focused on the areas of expertise can lead to this reputation for excellence and professional stature at the national level and beyond.