

Approved Language for Extension Professor of Practice Position Duties Ag Extension

2022

Instructions

Please use this approved language to define duties and responsibilities that suits the Extension position in your department/unit. Select appropriate text that defines your position's Extension teaching criteria and evaluation. Select other language that compliments and adds value to the other assignments that qualify and strengthen Extension teaching and research. It is recommended that you do not copy and paste all these duties into one PD, but rather use this document as a set of menus that you can choose from to meet the needs of your position. You may add other Extension unit specific metrics that supports the position's mission. Cumulative allocation of position duties should always equal to 100%.

XX% Extension Teaching and Related Assignments

(a) Extension Teaching Language

- Utilize Oregon State University's [six principles of teaching excellence](#) that include audience consideration, planning, enhanced engagement, teaching, assessment, and reflection to provide a high level of non-credit teaching for extension audiences.
- Conduct on-going needs-assessment activities to determine the educational needs specific to this position's audiences.
- Suggested audiences for this Extension program are [*insert audience types*].
- Following a prioritized needs assessment, develop, design, and deliver Extension educational programming in the [*insert specific discipline(s) of the position*].
- Utilize a variety of non-credit teaching and engagement opportunities (online and face-to-face) to convey useful information to Extension audiences.
- Create innovative educational materials and use effective Extension teaching methods that meet clientele needs, with materials, methods, and outcomes shared with peers in the state, region, and/or nation.
- Design Extension programs that can be offered centrally or online to maximize client participation across Oregon and beyond.
- Extension teaching methods may include but not be limited to: classroom teaching, workshops, seminars, online teaching, hybrid teaching, all PACE formats, etc.
- Meet the information needs of local and regional audiences by accessing information from a variety of sources and disseminating it through appropriate mechanisms (internet, newsletter, newspaper, radio, television, presentations, etc.).

- Design or adapt a clear evaluation protocol to evaluate and to report research and Extension program impacts locally, regionally and/or internationally.
- Use technology as a tool to increase the impact of program delivery for constituents including participating with Ask-Extension.
- Extension teaching may also involve providing one-on-one consultation and educational programs to target audiences depending on their needs.
- Participate in presenting guest lectures in [*insert disciplines(s)*] classes as needed to stakeholders.
- Engage and contribute to equity, inclusion, and diversity as part of teaching, educational delivery, advising, research, Extension, service, and/or scholarly outcomes. Outputs and impacts of efforts to promote equity, inclusion, and diversity should be included in promotion dossiers.
- This position is expected to solicit peer teaching evaluations and citizen evaluation of teaching.

(b) *Partnerships/Collaboration/Networking*

- Develop networks of formal and informal interest groups in subject matter areas where appropriate. Utilize partnerships with diverse interest groups to provide advisory support and to enhance program quality and delivery. This will likely include [*insert partners/interest groups here if applicable*].
- Organize and maintain program advisory and management committees to help identify program needs, make recommendations, assist in program implementation, and evaluate program effectiveness.
- Identify program needs and priorities by engaging [*insert stakeholders type here*]. Collaborate with other researchers and Extension faculty and agencies [*insert partners here if applicable*] to develop relevant science-based solutions to address prioritized challenges and opportunities.
- Engage with community-based and regional organizations to support innovation, entrepreneurship, and economic development within local, regional, or state boundaries as appropriate.
- Develop and maintain efficient methods for addressing high volumes of topically repetitive clientele inquiries through scholarly outputs like Extension publications, videos, and other electronic and media communication tools and strategies.

(c) Accountability

- Develop annual plans of work that address educational needs as well as evaluate the quality and impact of Extension educational and research programs.
- Regularly measure and report program impact in the Faculty Success online platform.
- Implement fee-based programming and cost-recovery practices to support and enhance program delivery.
- Serve as a team member of the *[insert name of group(s) if appropriate]* Extension working group.
- Keep records and provide necessary reports to Extension Administration, the department and/or college, including plans of work, narrative reports, impact statements, statistical reports, and reports of accomplishments.
- Report outputs and outcomes to Extension regional directors and elected officials (where applicable) in the areas served.
- Provide community and statewide opinion leaders and decision makers relevant, science-based topical information when requested.
- Utilize appropriate and effective methods of communication to promote Extension programs and market Extension across Oregon and nationally.
- Travel is required to provide these Extension educational programming and services.

XX% Applied Research

- Conduct applied research activities that supports Extension programming as well as demonstration projects in areas of specific need and clientele interest in *[insert applied research areas specific to the position]* that emphasize multi-tactic practices, management, and novel technologies. Collaboration is expected with colleagues in other supporting disciplines *[include disciplines as appropriate to support this position]*.
- Evaluate and document applied research and Extension impacts of programs and communicate the results to target audiences.
- Collaborate with professional colleagues, industry members, and field representatives *[delete and/or add others as appropriate to meet position needs]* to develop and implement applied research programs in *[insert discipline or subject matter area]*.
- Communicate applied research progress and results to stakeholders and provide educational opportunities using peer reviewed publications, professional meetings, commodity group presentations, extension events and electronic communication (i.e., web sites, publications, video conferencing and other online methods).
- Design or adapt a clear evaluation protocol to evaluate and report research and Extension program impacts.
- Supervise *[insert classification categories that the position will supervise]* program support personnel. These could include Faculty Research Assistants, Post-docs and Bio

Science Research Technicians etc. to expand staff capacity within the program to serve broader needs and reach more people.

- Individually and as part of teams, secure outside grants, and contracts and/or service fees to support and enhance position-appropriate educational and applied research programs and service activities. The faculty member will be expected to meet all reporting requirements of the funding sources, department, college, and university.
- Keep abreast of, and interpret scientific, technological and industry developments and trends at state, regional, national, and international levels.

XX% Scholarship

See section V of the OSU faculty P&T handbook:

<https://facultyaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines#Practice>

Discover new knowledge and develop creative solutions and applications for problems related to aspects of [insert specific disciplines here if appropriate].

Research discoveries should be communicated to the scientific community, Extension audiences, and practitioners using innovative and contemporary tools in both oral and written venues, including web-based formats. Communication may include refereed journal articles, Extension publications, presentations to state, regional, and national commodity and professional groups, media, and other outlets as appropriate.

Scholarly and creative work is intellectual work whose significance is validated by peers and that is communicated. Emphasis in scholarship should be placed on outcomes that recognize activities as a professional practitioner in community settings as defined by the incumbent's position description.

To achieve promotion, scholarship for this position must include peer reviewed materials that are durable and findable in the web environment. These are typically of the two types shown below but as our communication worlds change, other types of scholarship may fit these durability and findable criteria:

- Publications in peer-reviewed journals which might encompass description and evaluation of novel community-based professional practice or research application, program development and innovation, outcomes of innovative programs and/or services, definitive professional practice reviews, or case reports among others.
- Authorship of extension publications, local or regional "practice" publications, book chapters, other educational materials, and electronic information delivery media if it is either peer reviewed before dissemination or if there is evidence of its adoption and use by peers.

To achieve promotion, there must be an on-going record that both of these types of scholarship are being done though each does not need to be present in every year of record.

Documentation must also be provided that shows these scholarly outputs have had impact.

These durable, web-findable materials may be augmented by other forms of peer validation such as the following:

- Invited presentations, poster and podium presentations, and published abstracts and/or proceedings at state, regional and national levels, provided that evidence of peer validation is provided.
- Documented impact due to local or regional adoption of improved practices, methods, or programs.
- Secured competitive grants and contracts appropriate for the scope and focus of the faculty member's position.
- Named inventor of a protected intellectual property in the faculty member's field.
- Recognition as a professional practitioner in community settings as demonstrated by
 - honorary degrees
 - awards recognizing community, professional and/or scientific achievements
 - fellowships in national professional and/or scientific organizations
- Requests to serve as a technical advisor to government agencies, industry, or professional groups

Best practice is to ensure an inclusive scholarship:

- Including diverse perspectives on the research team, particularly among co-principal investigators.
- Emphasizing diversity to address broadening participation in grant proposals.
- Writing articles and books that address issues of diversity/social justice.
- Presenting conference papers on issues of diversity/social justice.
- Increasing the diversity of students who serve as research assistants.

XX% Service

- Serve as a liaison to area organizations that serve the position's target audiences.
- Participate in departmental and faculty meetings and committees, and serve on departmental, Extension, College and University committees that are consistent with the duties of this position. There is an expectation to balance service at multiple levels within the institution with service to the profession (e.g. professional societies).
- Become involved in community service through cooperation with other agencies and organizations. Contribute to the common goals and needs of Extension.
- Serve on industry boards such as *[insert appropriate boards specific to the position]*.
- Develop and maintain year-round public relations connections to *[insert industry or community groups if appropriate]*.

- Participate in professional development opportunities including in-service training, international volunteer technical consultancies, and active involvement in professional domestic and international societies and associations as appropriate.
- Service on local, state, regional, and national advisory committees, and task forces, as appropriate to position responsibilities.
- Assists with the maintenance of the OSU Extension system on a statewide level. Cooperates with agencies and organizations statewide and other relevant locations.
- Serve as a safe space point of contact for diverse students, faculty, and staff in *[insert unit or department or school]*.
- Assist in cohesive marketing of Extension locally, regionally, and statewide.
- Contribute to a welcoming and respectful workplace environment.
- Provide mentorship for newer faculty and students where applicable.
- Participate in appropriate professional and scientific organizations specific to the position discipline.
- Maintain active membership in appropriate professional organizations such as *[insert examples of professional organizations]*.