

## Approved Language for Extension Tenure Track 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%.

### 1.0 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.
- Recommended audiences for this Extension program are [*insert audience types*].
- Develop, design, and deliver statewide Extension educational programming in the [*insert specific discipline(s) of the position*].
- Subject matter areas include ....
- Utilize a variety of 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 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 Professional and Continuing Education (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.
- This position is expected to solicit peer teaching evaluations and citizen evaluation of teaching.
- Participate in presenting guest lectures in [*insert disciplines(s)*] classes as needed to stakeholders.
- Use technology as a tool to increase the impact of program delivery for constituents including participating in Ask-Extension.
- Extension teaching may also involve providing one-on-one consultation and educational programs to target audiences depending on their needs.
- 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.

**(b) Partnerships/Collaboration/Networking**

- The program should be developed and implemented in collaboration with industry, research, Extension, and academic teaching colleagues to achieve national and international recognition by keeping abreast of, interpreting, and presenting results from Oregon, regional, national, and international sources to Extension audiences.
- 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*].
- Identify program needs and priorities by engaging [*insert stakeholders type here*].
- Develop annual plans of work that address educational needs as well as evaluate the quality and impact of educational and research programs.
- 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, and national organizations to support innovation, entrepreneurship, and economic development within local, regional, state, or national boundaries as appropriate.
- Participate in presenting guest lectures in [*insert disciplines(s)*] classes as needed to stakeholders.
- Travel is required to provide these Extension educational programming and services.

### **(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.
- 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.
- 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.

### **YY% 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).
- 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.
- Serve as major professor or co-advise or participate as a committee member for graduate students committees as appropriate.

- 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.
- Create, review, edit, and update appropriate Extension publications that serve the needs of the clientele served.
- Keep abreast of, and interpret scientific, technological and industry developments and trends at state, regional, national, and international levels.

### **XX% Scholarship**

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.

Assigned duties for this position are expected to result in scholarly outcomes. 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 in this position description.

Appropriate types of scholarship for this position include, but are not limited to:

- Teaching, discovery, engagement, creativity, integration, research, and application that are communicated and validated through regional, statewide, and/or national publications, as appropriate, and/or through presentations at professional meetings.
- Innovative educational materials and effective teaching methods that meet clientele needs, with materials, methods, and outcomes shared with peers in state, region, and/or the nation.
- Solicitation of private and public support for Extension programs and the Oregon State University Extension Service.

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).
- Serve on Department, College, Extension, and University committees as appropriate. 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*].
- Market and promote the Extension Service and Oregon State University. Solicit private and public support for OSU programs.
- 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.
- The faculty member is expected to provide service to the department, college, university, and community through committee service or serving on boards, leadership, and liaison roles as appropriate and as requested by unit and university administrations.
- Service on local, state, regional, and national advisory committees, and task forces, as appropriate to position responsibilities is expected.
- 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.
- Participate in appropriate professional and scientific organizations specific to the position discipline.

- Participate in professional development opportunities that enhance the educational programming capacities that support this position.
- Maintain active membership in appropriate professional organizations such as *[insert examples of professional organizations]*.
- Utilize appropriate and effective methods of communication to promote programs and market Extension across Oregon and nationally.