College of Agriculture and Life Sciences
Guidelines for Promotion of Extension Associate
To Senior Extension Associate

This document outlines the process through which Extension Associates appointed in the College of Agriculture and Life Sciences may be considered for promotion. Such appointments are reviewed by the Senior Associate Dean and the Associate Dean and Director of the Cornell Cooperative Extension. Please submit materials for review in a PDF format using tabs/bookmarks in the navigation panel, labeled as is indicated below in parentheses, via Cornell Drop Box https://dropbox.cornell.edu/login at least two months in advance of the term date for the position to your Executive Dean’s/Senior Associate Dean’s Assistant.

The general university criteria for promotion are “excellence in performance of the responsibilities of the position and unusual promise for continued achievement.”

Normally, eligibility for promotion from Extension Associate to Senior Extension Associate is based on the completion of at least five years as Extension Associate.

The promotion of an Extension Associate to Senior rank assumes:
- The Extension Associate has met the terms of his/her previous appointment at a consistently high level of performance
- The Extension Associate has surpassed the original requirements for the position and currently functions at the level of a Senior Extension Associate
- The specifics of the individual’s work performance document activity at the Senior rank

Senior Extension Associates must possess a demonstrated ability to conduct a substantively unique and independent outreach program. Senior Extension Associates should have demonstrated the ability to assume sole responsibility for developing, evaluating and planning programs with a state and/or national focus. Senior Extension Associates typically collaborate with other extension systems, the USDA and other agencies and often hold leadership roles in national organizations.

In assembling materials for consideration for promotion, the individual and the Chair of the Department should provide documentation that describes the duties and responsibilities of the individual’s position. It is particularly helpful to detail the following: differences in scope, and impact; differences in level of accountability between the Extension Associate position and the Senior Extension Associate position; and specifics of the individual’s work performance that illustrate professional activity at the level required for Senior Extension Associates.

Prior to submission to the Senior Associate Dean, each member of the department tenure-track and Senior Extension Associate faculty should review the documentation, and it should be discussed in a department meeting. After such a review, the faculty should vote to support or not support the request for promotion.
Materials needed:

From the Department:

1. The current position responsibilities, along with the initial position description for the individual and any subsequent changes. This is required to show the progression of the position and the changes to the requirements of the work performed by the individual. (Current Position Responsibilities, Initial Position Description, and Subsequent Changes)
2. The proposed new position description. (New Position Description)
3. A letter from the Department Chair to the Senior Associate Dean that includes (Chair’s Letter):
   - Evaluation of the candidate’s performance as an Extension Associate
   - Evaluation of publications, paper presentations, program workshops, and the like
   - Date of meeting and results of faculty vote, giving reasons for support and for any objections, reservations, or abstentions
4. Documentation of annual performance reviews and/or annual reports. (Annual Performance Reviews)
5. Draft letter of notification of promotion.
6. Letters or e-mail (two to four) of evaluation of the individual from peers or appropriate leaders in a related discipline at Cornell, at least one of whom has not been closely associated with nor selected by the candidate, and at least two letters from stakeholders outside of Cornell, at least one of whom has not been closely associated with nor selected by the candidate. (Peer Letters)

From the Candidate:

1. Updated curriculum vita, including a list of programs, presentations and publications. (CV)
2. Recent publications or program materials (no more than three). (Publications with a sub-tab for each publication with the name of the publication)
3. Documentation of a demonstrated ability to conduct a substantively unique and independent extension program. (Extension Program)
4. A statement (maximum of five pages) that includes the following:
   - Self-analysis of programs and future development plans. (Self-Analysis)
   - Description of constructive interaction with faculty, colleagues, organizations, agencies, industry groups and/or businesses. (Description of Constructive Interaction)
5. A list of grants since last appointment. (Grants)

College Response

The College Administration will review the file and notify the department of the decision. Notification of promotion of the candidate will be conveyed by a letter from the Department Chair to the candidate.

If a negative decision is reached at the department level, it is essential that the Chair discuss the situation with the Senior Associate Dean before any official notification is sent either to the Dean or the candidate.