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## APPENDIX B

### Criteria For Rank Designation And Changes in Rank DEPARTMENT OF AGRICULTURE/AGRIBUSINESS

Membership and rank designations and minimum credential requirements in the department shall be based on accepted subject matter areas in agriculture, agribusiness, natural resources or other closely related fields of study.

(1) Academic Staff

Persons employed by Cooperative Extension in an agricultural or related field as academic staff are eligible for department membership, but it does not carry faculty or tenure status. A rank of "academic staff" is determined outside the department but may be recognized within the department membership if the person has been granted departmental faculty status (see "Granting Departmental Faculty Status to Academic Staff, Department of Agriculture/Agribusiness," Appendix G).

(2) Instructor

- (a) An M.S., M.A., and/or Terminal degree in an agricultural related field.
- (b) Less than three years of experience relevant to the job responsibilities of the Extension position.
- (c) This rank does not carry tenure.

(3) Assistant Professor

- (a) An M.S., M.A., and/or terminal degree in an agricultural related field.
- (b) Three years or more experience relevant to the job responsibilities of the Extension position.
- (c) Additional criteria to be used to determine eligibility for this rank may include:
  - evidence of professional competence
  - evidence of successful teaching ability
  - evidence of continual graduate or non-credit work
- (d) This rank does not carry tenure.
- (e) Candidates submitting promotional materials should follow department guidelines.

(4) Associate Professor

- (a) An M.S., M.A., and/or terminal degree in an agricultural related field.
  - (b) Four years or more experience relevant to the job responsibilities of the Extension position.
  - (c) A minimum of 4 years as a faculty member in this department as determined by the date of entry into the department and the effective date of promotion to the rank of Associate Professor with Tenure.
  - (d) Additional criteria to be used to determine eligibility for this rank may include:
    - evidence of leadership in program development
    - evidence of successful teaching ability
    - evidence of effective working relationships with colleagues and clientele
    - evidence of research and publications
    - probability of positive future contributions to the department
    - contributions to the profession
  - (e) This rank carries tenure. A candidate who requests this rank in the department must prepare and submit promotional materials. Candidates submitting promotional materials shall follow criteria as set forth in UW-Extension Articles of Faculty Governance, Appendices I and II, "Tenure Portfolio Contents, Department of Agriculture/Agribusiness" Appendix C and "Guidelines for Preparation of Promotional materials - Vita, Department of Agriculture/Agribusiness," Appendix D.
  - (f) The promotional materials shall be reviewed by the Standards, Rank and Promotion Committee and a recommendation shall be forwarded through the department Chair to the Dean/Director.
- (5) Professor
- (a) In addition to all stipulations set forth in the Associate Professor criteria, course work beyond an M.S. or M.A. degree or a continuing professional improvement plan is required.
  - (b) Ten years or more experience relevant to the job responsibilities of the Extension position.
  - (c) A minimum of five years at the rank of Associate Professor, as determined by the expected date of promotion to the rank of Professor.
  - (d) Additional criteria to be used to determine eligibility for this rank may

include:

- evidence of leadership and involvement in program development
- evidence of exemplary teaching ability
- evidence of successful working relationships with colleagues, community leaders, agencies, organizations and clientele
- evidence of significant research and publication
- demonstrated leadership in academic affairs

(e) A candidate who requests this rank in the department must prepare and submit a brief with promotional materials. Candidates submitting promotional materials shall follow criteria as set forth in UW-Extension Articles of Faculty Governance, Appendix I and “Guidelines for Promotion to Professor, Department of Agriculture/Agribusiness,” Appendix F.

(6) Emeritus Professor

A retired faculty member may request the rank of “emeritus professor” in the department. This request shall be forwarded to the department Chair and may be approved at any meeting of the executive committee and forwarded on for approval through the Dean to the Chancellor of UW-Extension.

(7) Changes in Rank

Department members who wish to pursue a rank change shall notify the department Chair in writing and copy the letter to the chair of the Standards, Rank and Promotion committee.

Procedures for rank change will follow department documents and guidelines consistent with the desired rank change. Current procedures and written guidelines are available from the department Chair.

Approved by department on April 4, 2002.