

**GUIDELINES FOR PROMOTION  
EXTENSION PROFESSOR SERIES / RESEARCH PROFESSOR SERIES  
SCHOOL OF FISHERIES, AQUACULTURE & AQUATIC SCIENCES  
AUBURN UNIVERSITY**

The purpose of this document is to outline the guidelines for the promotion in the School of Fisheries, Aquaculture & Aquatic Sciences for those non-tenure-track faculty members in the extension professor series. These guidelines apply to individuals with 100% extension appointments as well as those with split extension and research appointments. This document is meant to complement the policies described in the *Auburn University Faculty Handbook* (<http://www.auburn.edu/academic/provost/facultyHandbook/>). Faculty members interested in promotion are expected to be familiar with the appropriate and most up-to-date policies in the *Handbook*.

**Promotion to extension associate professor**

*(Normally, a candidate must serve at least five complete years on full-time appointment at the assistant professor level before they may be nominated for promotion to associate professor. A candidate who is especially meritorious may be recommended for early promotion by the department head/chair with majority support of the faculty who hold rank superior to that of the candidate.)*

- 1) **Faculty members with an extension appointment are expected to develop a strong in-state extension program (with any appropriate related regional activities) in their area of responsibility as evidenced by:**
  - Publication of extension materials appropriate to the area of responsibility (e.g., printed materials, videos, digital media, development and maintenance of social media or other internet sites and material)
  - Personal interactions with stakeholders (e.g., group or individual meetings, extension demonstrations, non-face to face contacts)
  - Evaluation letters from stakeholders and/or evaluation forms from training and information sessions
  - Providing training opportunities (when demand exists) for other extension personnel
  - A demonstrated impact on their area of responsibility
  - Procurement of extramural funding adequate to support a strong in-state or regional extension program
  - Publication of scholarly articles on extension topics

Note: The expected level of activity will depend heavily on the percentage of the extension appointment. As a guideline, an individual with a 100% extension appointment would be expected to publish extension materials, interact with stakeholders, and offer training opportunities as described above. The degree to which these activities should be carried out would depend on the nature of the activities and may be discussed with the School director in advance. Individuals with 100% extension appointments are also expected to publish at least one scholarly article per year on average in peer-reviewed extension outlets. Individuals with split extension and research appointments are also expected to publish extension materials, interact with stakeholders, and offer training opportunities as described above. The degree to which these activities should be carried out should be discussed with the School director in advance.

- 2) **Faculty members with a research appointment are expected to establish an active, extramurally funded, and independent research program as evidenced by:**
  - Consistent external funding adequate to support their research program and students
  - Publishing research articles regularly in regionally-, nationally-, or internationally-recognized peer-reviewed journals
  - Serving on thesis and dissertation committees

**Note: The expected level of funding and publishing will depend heavily on the percentage of the research appointment. As a guideline, an individual with a 50% research appointment would be expected to publish two papers, on average, each Year; however, the expectation may be less based on the discipline and quality of journals.**

- 3) **All faculty members are expected to:**
  - Provide service to the School as needed
  - Assist with the Land Grant mission of the University by interacting with stakeholders as needed
  - Comport themselves in a collegial manner

*The likelihood of continued and consistent excellence and productivity, based on the above four guidelines, will be a major consideration in the recommendation by the Tenure and Promotion Committee and the director of the School.*

### **Promotion to extension professor**

*(Normally, a candidate must serve at least four complete years on full-time appointment at the associate professor level before they may be nominated for promotion to professor. Only in exceptional and well-documented cases in which a faculty member has met requirements for promotion to professor in a shorter time should they be recommended for early promotion by the department head/chair, with majority support of the faculty members who hold rank superior to that of the candidate.)*

- 4) **Continue to meet the guidelines above for promotion to extension associate professor**
- 5) **Establish a regional or national reputation in their discipline as evidenced by:**
  - Publishing articles regularly in nationally-, or internationally-recognized peer-reviewed journals
  - Invitations to participate on review panels, committees, and/or other influential groups within their discipline
  - Invitations to be a plenary and/or keynote speaker at national or conferences
  - Invitations to serve on editorial boards of prestigious journals and/or write reviews, syntheses or perspectives
- 6) **Demonstrate leadership within the School, College, University, stakeholder organizations, professional societies, discipline, and/or government agencies as evidenced by:**
  - Holding elected office and/or appointed positions in professional societies
  - Chairing committees within the University
  - Serving on public- and/or private-sector advisory and/or steering committees and/or panels
  - Holding leadership positions within the Alabama Cooperative Extension System, regional extension organizations, and/or national extension organizations
  - Leading large, funded educational, extension, outreach, research, or development projects
- 7) **Faculty members with a research appointment are expected to chair or co-chair graduate student committees. The number of student committees chaired or co-chaired may vary based on degrees sought (MS vs PhD), the percent research appointment held by the faculty member, and the assigned work station of the faculty member. A target number of committees to be chaired or co-chaired will be determined in consultation with the faculty member, School director, and senior faculty.**

Note: The bulleted items in guidelines 5 and 6 are examples of evidence that can be offered. It is not necessary to have done them all, and other evidence may be offered.

*The likelihood of continued and consistent excellence and productivity, based on the above seven guidelines, will be a major consideration in the recommendation by the Tenure and Promotion Committee and the director of the School.*