

## **Appointment and Promotion: APM - 334 Specialist in Cooperative Extension Series**

### **334-4 Definition**

The Specialist in Cooperative Extension Series is used for academic appointees who are qualified by formal education and/or experience to conduct educational activities and mission oriented research in their area of specialty, and who have responsibility for the interpretation, adaption, and transmission of the results of relevant research. Teaching of regular undergraduate or graduate courses is not a responsibility of this series.

### **334-8 Types**

- a. Titles (and ranks) in this series are:
  - 1) Assistant Specialist in Cooperative Extension
  - 2) Associate Specialist in Cooperative Extension
  - 3) Specialist in Cooperative Extension
- b. An *appointment* occurs when an individual is employed in one of the ranks above if the individual's immediately previous status was:
  - 1) Not in the employ of the University; or
  - 2) In the employ of the University, but not with a title in this series.
- c. A *promotion* is an advancement from one rank to a higher rank within this series, usually the next rank as listed in APM - 334-8-a. A change from a title in another series to a title in this series (possibly involving an increase in salary) is not defined as a promotion or merit increase, but as an appointment.
- d. A *merit increase* is an advancement in salary step or to an above-scale salary rate without change of rank. (See APM - 615.)
- e. The term *reappointment* is used for the renewal of a previous appointment immediately following the ending of the previous appointment in this series. A reappointment may or may not be accompanied by a promotion or merit increase.

**334-10 Criteria**

- a. A candidate for appointment, merit increase, or promotion in this series shall be judged by the following criteria:
  - 1) Performance in extending knowledge and information
  - 2) Research, especially applied research, and creative work
  - 3) Professional competence and activity
  - 4) University and public service.

In addition, every appointee in this series is responsible for applying and furthering the affirmative action goals and objectives of the University and of the Division of Agriculture and Natural Resources.

Although reviewers shall be rigorous and objective in evaluating a candidate's qualifications within the established criteria, reviewers shall exercise reasonable flexibility in balancing, when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another area; however, this balance may not be achieved by an absence of performance in any of the specified areas.

- b. A merit increase or promotion is based on individual qualifications and meritorious performance and is not automatic after a stated number of years of service. Accelerated advancement is possible if achievement is exceptional.

**334-17 Terms of Service**

**a. Assistant Specialist in Cooperative Extension**

An Assistant Specialist in Cooperative Extension at any percentage of time is normally appointed for the maximum term of two years (24 months) as a fiscal-year appointment. The appointment may be made for a shorter term. Reappointment is normally considered at the time of the biennial merit review. The total University service with this title, either by itself or in combination with the following titles, may not exceed eight years (96 months):

Visiting Assistant Specialist in Cooperative Extension  
Assistant Cooperative Extension Advisor  
Assistant Professor  
Acting Assistant Professor  
Visiting Assistant Professor  
Junior Specialist in the Agricultural Experiment Station  
Assistant Specialist in the Agricultural Experiment Station

Junior Agronomist in the Agricultural Experiment Station  
Acting Junior Agronomist in the Agricultural Experiment Station  
Assistant Agronomist in the Agricultural Experiment Station  
Visiting Assistant Agronomist in the Agricultural Experiment Station  
Acting Assistant Agronomist in the Agricultural Experiment Station

For policies on computation of years of service in regard to periods of leave, temporary transfers, changes in status, and breaks in service, see [APM - 133](#). The Chancellor may grant exceptions to the eight-year limitation of service.

**b. Associate Specialist in Cooperative Extension and Specialist in Cooperative Extension**

- 1) All appointments to the ranks of Associate Specialist in Cooperative Extension and Specialist in Cooperative Extension are indefinite appointments with no ending date until terminated by layoff, retirement, demotion, dismissal, resignation, separation, or death.
- 2) The normal term of service as Associate Specialist in Cooperative Extension is six years, but there is no obligation on the part of the University to promote an Associate Specialist in Cooperative Extension to the rank of Specialist in Cooperative Extension solely on the basis of years of service at the lower rank. Accelerated promotion is possible if achievement is exceptional.

**334-18 Salary**

- a. An authorized salary scale established for this series is issued by the Office of the President.
- b. Normal Periods of Service
  - 1) Assistant Specialist in Cooperative Extension: The normal period of service at a given step is two years. (For the eight-year limitation of service in this title, see APM - 334-17-a.)
  - 2) Associate Specialist in Cooperative Extension: The normal period of service in any one of the first three steps is two years. For the last two steps, the normal period of service is three years.

The normal total period of service in the Associate rank is six years.

- 3) Specialist in Cooperative Extension: The normal period of service at step is three years in each of the first four steps. Service at Step V may be of indefinite duration.

Advancement to Step VI usually will not occur after less than three years of service at Step V and will be granted on evidence of 1) excellent performance in extending

knowledge and information, 2) highly distinguished scholarship, especially applied scholarship, and/or creative work, 3) excellence in professional competence and activity, and 4) highly meritorious University and public service.

In interpreting these criteria for advancement to Step VI, reviewers should require evidence of excellence and high merit in performance in extending knowledge and information; in scholarship, especially applied scholarship, and/or creative achievement; in professional competence and activity; and in service. In addition, there should be great distinction, recognized nationally or internationally in the performance 1) of extending knowledge and information or 2) in scholarly and creative achievement.

Service at Step VI or higher may be of indefinite duration. Advancement from Step VI to Step VII, and from Step VII to Step VIII, from Step VIII to Step IX, usually will not occur after less than three years of service at the lower step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.

Advancement to an above-scale salary is reserved for Specialists of the highest distinction whose performance in the extension of knowledge is excellent and whose work has been internationally recognized and acknowledged. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step IX is not a justification for further salary advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based.

### **334-20 Conditions of Employment**

The following conditions of employment apply to appointment to a title in this series:

- a. Neither tenure nor security of employment is acquired by appointment to any title in this series.
- b. Continued appointment must be justified by a high level of achievement and performance. (See also APM - 334-20-f)
- c. An appointee accrues sick leave credit and vacation credit in accordance with the provisions of [APM - 710](#) and [APM -730](#), respectively.
- d. See [APM - 740](#) for eligibility for sabbatical leave privileges.
- e. For eligibility for reimbursement for certain expenses, see [APM - 550](#) (moving expenses for change of assignment or headquarters) and [APM - 560](#) (removal expenses).

- f. When an appointment is to be terminated, written notice by the appropriate administrative authority shall be given in advance of the termination date in accordance with the following schedule:
  - 1) In the event of unsatisfactory job performance: See [APM - 150](#).
  - 2) In the event of discontinuance of the program, function, or position in the organization for programmatic reasons: not less than a three-month notice will be given appointees with less than three years' service; and not less than a four-month notice will be given to appointees with service of three years or more. Appropriate pay in lieu of notice may be given.
  - 3) In the event funding is no longer available: not less than a one-month notice will be given whenever feasible.
  - 4) In case of dismissal for serious misconduct, termination may be made with no advance notice.
  - 5) For non-reappointment for academic reasons of an Assistant Specialist in Cooperative Extension as a result of academic personnel review, see APM - 334-84.
- g. In the event of termination of an appointment in this series because of lack of work, lack of funds, or programmatic change, the provisions of the University Academic Non-Senate Layoff Policy ([APM - 145](#)) apply.
- h. The provisions of [APM - 140](#) concerning the University Grievance Policy for academic non-Senate appointees are applicable to appointees in this series.
- i. The provisions of [APM - 150](#) regarding corrective action and dismissal for non-Senate academic appointees are applicable to appointees in this series.

**334-24 Authority\***

- a. On behalf of the Vice President—Agriculture and Natural Resources, the Chancellor may approve appointments, reappointments, merit increases, promotions, and terminations in this series, except that an appointment or advancement to an above-scale salary beyond the Regental compensation threshold is subject to Regental approval upon recommendation by the President. See Section 101.2(a)(2) of the Standing Orders of The

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\* The authority for personnel actions in this section lies with the Vice President—Agriculture and Natural Resources. The Vice President—Agriculture and Natural Resources and the Chancellors of the Berkeley, Davis, and Riverside campuses have entered into Memoranda of Understanding whereby these Chancellors may execute these personnel actions on behalf of the Vice President—Agriculture and Natural Resources.

Regents and APM - 334-85-d.

- b. Merit increases and promotions having effective dates other than July 1, and the retroactive approval of appointments, merit increases, and promotions are subject to the preceding provisions of APM - 334-24-a, and each such approval must be on an exceptional basis and with suitable justification.

### **334-80 Procedures**

The Chancellor shall establish procedures which entail adequate stages of review of proposed appointments, reappointments, merit increases, and promotions to ensure proper evaluation of the individual candidates. Such procedures shall include appointment by the Chancellor of personnel committees which include peers and which will review, when appropriate, appointments, reappointments, merit increases, and promotions and which will also recommend, when appropriate, the composition of *ad hoc* review committees. *Ad hoc* review committees, appointed by the Chancellor, will normally include appointees from the Agricultural Experiment Station.

### **334-83 Procedure for the Formal Appraisal of Assistant Specialist in Cooperative Extension**

Formal appraisals of Assistant Specialists in Cooperative Extension shall be made in order to arrive at preliminary assessments of the prospects of candidates for eventual promotion to Associate rank as well as to identify appointees whose records of performance and achievement are below the level of excellence desired for continued employment in the Specialist in Cooperative Extension series. The general rules of [APM - 220-80](#) apply here. In addition:

- a. Normally each Assistant Specialist in Cooperative Extension shall be appraised well in advance of possible promotion to Associate rank (at least two and one-half years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, obviously calls for an exception to the general rule. Each Assistant Specialist in Cooperative Extension shall be appraised no later than the first half of the appointee's sixth year of service in the University with the title Assistant Specialist in Cooperative Extension or with this title in combination with other titles as defined in APM - 334-17-a.

Earlier appraisals are permissible. Subject to these procedures and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus.

No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Specialist in Cooperative Extension is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.

- b. The Chancellor shall promulgate appropriate procedures to conduct this appraisal.
- c. The Chancellor shall make the final determination concerning the outcome of an appraisal, taking into account all the available evidence and the recommendations made in the course of the appraisal.
- d. The Chancellor shall inform the chair, through the Dean or Provost, of any decision and of any information or advice resulting from the appraisal that the Chancellor thinks might be helpful to the chair or the appointee.
- e. If the appointee is to be given notice of non-reappointment or a terminal appointment, it is the responsibility of the Chancellor to ensure that written notice is given in accordance with the schedule specified in [APM - 220-20-c](#).

**334-84 Procedures for Non-Reappointment for Academic Reasons of an Assistant Specialist in Cooperative Extension**

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. If a proposal not to reappoint an Assistant Specialist in Cooperative Extension is a result of a departmental review during consideration of reappointment, the case shall be reviewed in accordance with the provisions of APM - 220-82.
- b. In a case of formal appraisal, reappointment, or promotion of an Assistant Specialist in Cooperative Extension, if the Academic Vice Chancellor's (or other appropriate officer's) preliminary assessment is to make a terminal appointment, is not to reappoint or promote, or is contrary to the departmental recommendation, see [APM - 220-84-b](#) for the appropriate procedures.
- c. The Chancellor is responsible for a decision not to reappoint or to make a terminal appointment of an Assistant Specialist in Cooperative Extension. The Chancellor shall inform the chair, through the Dean or Provost, of a decision not to reappoint. The Chancellor shall provide a written statement to the individual advising of the outcome of the personnel review. Provisions regarding notice requirements are stated in [APM - 220-20-c](#).

**334-85 Procedure for Appointment or Promotion to the Rank of Associate Specialist in Cooperative Extension or Specialist in Cooperative Extension**

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. With a recommendation for promotion, the following information shall be included in the chair's detailed statement:

- 1) The nature and extent of the Specialist in Cooperative Extension responsibilities in each of the four criteria over a specific period of years; and
  - 2) Current biographical and bibliographical information.
- b. An *ad hoc* committee may be appointed in accordance with the provisions of [APM - 220-80-g](#), and it shall carry out its duties as specified therein.
  - c. The Chancellor shall make the decision concerning appropriate action on the basis of the accumulated evidence and recommendations and in accordance with the provisions of [APM - 220-80-g, -h, -i, -j](#).
  - d. Specialist in Cooperative Extension at an above-scale salary:

The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold.

In a case involving initial appointment or advancement to above-scale salary beyond the Regental compensation threshold (See Section 101.2(a)(2) of the Standing Orders of The Regents), if the Chancellor supports the appointment or advancement, the recommendation shall be sent to the President, with supporting material. If the President endorses the proposal, the President will forward the proposal to The Regents. Upon Regental approval, the President will notify the Chancellor of The Regents' action and the Chancellor will notify the appointee.

### 334-96 Reports

See [APM - 200-96](#)