**Role Statement for XXXXXXX, Professional Practice Extension Assistant Professor**

**Department: XXXXXXX**

**Location: XXXXXXX**

**USU Extension**

**Utah State University**

**Appointment: xx FTE AY or FY base**

**Date of Appointment: xx/xx/xxxx**

**Relative weights assigned to domains of responsibility:**

**Extension: xx%**

# Service: xx%

Utah State University (USU) is proud that you have decided to join its faculty. As a land-grant university, USU is committed to continuing a rich tradition of excellence in teaching, research, extension, and service. As your career evolves and matures, we look forward to your becoming an important contributor to this intellectual environment.

Role Statements

A role statement is a document that broadly describes the multiple responsibilities of a faculty member at USU and outlines the performance expectations that the University has of faculty members. The role statement establishes general parameters and principles for the employment of faculty at USU.

Role statements should not be confused with annual work plans. An annual work plan describes in detail the specific duties that a faculty member will perform (such as specific courses to be taught or precise research to be undertaken). An annual work plan also may outline the goals for a faculty member for a given academic year in each of their domains of responsibility. While annual work plans may be modified from year to year, role statements are relatively stable and change infrequently. Annual work plans, however, should strive to be consistent with, and reflective of, the general parameters and principles outlined in the role statement.

The USU Faculty Code requires that a role statement “be prepared by the department head or supervisor, agreed upon between the department head or supervisor and the faculty member at the time they accept an appointment, and approved by the academic dean and the provost and, where applicable, the chancellor, vice president for extension or regional campus dean” (Section 405.11.1)*.* Initial role statements can be changed or modified using the procedures described in the Faculty Code (see Section 405.11.1).

The Faculty Code indicates that role statements “provide the medium by which assigned duties of the faculty member are described” (Section 405.11.1). The areas of professional service refer to the traditional domains of faculty responsibility at land-grant universities like USU (i.e., [1] ***teaching*** – including classroom instruction, clinical instruction and the advising and mentoring of both undergraduate and graduate students; [2] ***research or creative endeavors***; [3] ***extension*** – sponsored by Utah State University Extension; and [4] ***service*** – including academic unit operations, campus governance, service to professional organizations, and professional involvement with community-based agencies and organizations). The percentages reflect the relative weight or value that will be allocated to each professional service area when you are evaluated for promotion. You should carefully consider the amount of time you allocate to each area, as it is your responsibility to ensure that your efforts produce outcomes that are commensurate with the relative weights reflected in the role statement for each professional area. If you do not have an assigned effort in a domain, you will still be expected to participate in a collegial manner that helps the University achieve its missions. Your participation in such a fashion may be considered as service to the university.

While USU is committed to creating an environment in which all faculty members can succeed, faculty members must demonstrate to their USU peers that they can manage the multiple responsibilities of a faculty member at a land-grant university. Indeed, the Faculty Code states that a primary function of the role statement is to “provide the medium by which the assigned duties of the faculty member are described and by which administrators and promotion evaluation committees can judge a faculty member with regard to their performance”. (Section 405.11.1).

Finally, the USU Faculty Code indicates that promotion is awarded “on the basis by which a faculty member performs their responsibilities as defined by the role statement” (Section 405.10.1). Specifically, the Code states that “Each candidate must present evidence of *effectiveness* in all of the professional domains in which they perform, and must present evidence of *excellence in the major emphasis* of their role statement” (Section 405.10.1; italics added for emphasis). Thus, all role statements must state explicitly which domain of responsibility is the major emphasis for the faculty member and, thus, in which area the faculty member will be expected to perform with excellence.

As indicated previously, faculty members are expected to contribute to the service mission of the University. However, the Faculty Code states that: “Although such activities are vital to the mission of the University, they are not expected to constitute a major emphasis in the role statement” (Section 405.10.1(3)). The major emphasis will be in the domain of *Extension*.

Performance Evaluations

Throughout your appointment at Utah State, you will be expected to perform to expectations in all domains of your faculty responsibilities. In order to be promoted, you will be expected to perform with *excellence* in your major area of emphasis and with *effectiveness* in the other domain which you have an assigned role. Failure to reach expectations in any domain is cause for non-renewal. Indeed, as your appointment continues, USU expectations will increase. That is, as you progress in your career and become more proficient at balancing your multiple responsibilities, your productivity should increase and expectations of your performance will change concomitantly.

**Expectations for Extension (Relative weight = xx%)**

The Cooperative Extension System is a public-funded, non-formal, educational system that links education and research resources of USDA, land-grant universities, and county administrative units. The basic mission of Extension is to enable people to improve their lives and communities through learning partnerships that put knowledge to work (Extension Committee on Organization and Policy, 1995).

Extension activity represents the major emphasis of your role statement; therefore, you are expected to perform with excellence in this domain in order to be promoted to Professional Practice Extension Associate Professor. As a Professional Practice Extension Assistant Professor, you will provide the public, primarily within the state, with research-based information and other university resources. You are expected to provide high-quality leadership to the Extension activities and areas you are assigned, serve as a liaison between your clients and the University, and collaborate with other Extension personnel.

To meet with success in this domain, you should:

* **Provide leadership to Extension activities**. There should be a focused and coherent theme in the body of your Extension work that establishes your professional reputation. It is expected you share your expertise and work in coordination and collaboration with others. Particularly if you have a statewide or regional assignment, it is essential you work closely and frequently with those that look to you for resources and leadership. Cooperative Extension is funded through federal, state and county sources which necessitates attention to the needs of each funding partner. Often Extension programs are directed towards broad national or statewide initiatives while serving the needs of local clientele.
* **Implement and direct programs that respond to clientele needs and issues**. Because of your Extension role and expertise, you will be contacted for information, assistance with specific problems, and for presentations at meetings. It is critically important to respond to these requests with relevant, research-based information. However, it is vital to balance the time you spend responding to information requests with the time necessary to effectively develop, implement, and evaluate major programs in order to have measurable impacts. Within each of your programs, you will be expected to:
  + **Employ innovative approaches.** Extension can provide educational opportunities to clientele in a wide variety of settings such as webinars, interactive video broadcasts, apps, workshops, short courses, seminars, demonstrations, and one-on-one consultations. Other educational methods include but are not limited to fact sheets, professional journal publications, news articles, newsletters, videos, social media, websites, computer assisted programs, radio, and TV. It is noteworthy when information from your program is utilized across other counties in Utah, or on a regional or national basis.
  + **Develop partnerships.** Partner with advisory groups, related agencies and organizations, Extension personnel, and other relevant groups and entities to identify and meet the needs of the local community they have engaged.
  + **Pursue internal and external funding opportunities**. Grant writing and generation of outside funds are important, and often essential, to the support and continuance of your major programs.
  + **Document impacts.** Impacts may occur in behavioral, financial, social, or environmental domains. In order to document the impacts of your program, obtain "benchmarks" early in program development which can be used later to monitor progress and impact. The impact may be described as results, actions, or changes that occurred because of your program.
* **Demonstrate scholarship in Extension.** This is broadly defined as creative activity in the development and/or application of extension materials. Scholarship will primarily be demonstrated through peer reviewed professional and Extension publications and curricular materials. Extension scholarship goes beyond the simple delivery of prepared extension materials, and involves a measure of needs assessment, either the development of new instructional material or the *significant* adaptation of existing instructional material, appropriate delivery, thorough evaluation, and continued revision as warranted.

It is important that your Extension information is disseminated and that its originality and quality is validated by your peers. This external validation can be accomplished in many ways, including (but not limited to):

* + Adoption by other extension personnel;
  + Publication of application programs, original research, or curricula in peer reviewed journals or in other peer reviewed outlets;
  + Presentation of programs or curricula to peers at professional meetings;
  + Receipt of awards from extension professional associations at the state, regional, or national level;
  + Outside funding that supports your major programs.
  + Review by external evaluators as part of the promotion/tenure processes.

* **Manage budgets and personnel**. Appropriate management of financial resources provided by Extension, local sources, and through grants and contracts is critical. In addition to managing staff, you should recruit, develop and utilize volunteers when necessary and appropriate to expand and strengthen your Extension efforts. You should provide useful educational materials and teach needed concepts to volunteers who have been enlisted to help you in your assigned areas.
* **Serve diverse audiences and support the civil rights mandate of University Extension.** It is a federal requirement that “all public programs which are planned, designed, developed, and offered through University Extension will serve all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran's status, and sexual orientation. When individuals with disabilities request accommodation, Extension employees will make every reasonable effort to accommodate and facilitate program participation for them. Extension programs will be designed to include minority and under-served groups”.   
    
  Annual performance reviews for Extension employees will measure efforts undertaken to ensure implementation of the Civil Rights Laws, USDA Civil Rights requirements, and USU Affirmative Action/Equal Opportunity Policy (USU Policy 303).

**Expectations for Service (Relative weight = xx%)**

Service activities are vital to the mission of the University. These activities include effective participation in the operation and shared governance of the University (as per 401.8.1(4)), and in the outreach mission of the University. Service activities also include effective participation in organizations relating to your academic profession. Service represents an important component of your role. Service is not expected in all of these areas but, rather, some combination that represents the relative weight that is equivalent to the percent that you have been assigned in this domain.

In judging your efforts in the service domain, your Utah State University colleagues will look for evidence of your contributions to a variety of significant and meaningful service. Examples of service activities are described in Faculty Code 405.10.1(3) and may include:

* Service that supports the academic mission of the university such as a member, advisor or leader of service and student clubs.
* Service as a member or leader of departmental, college and university committees such as curriculum, awards, search committees.
* Service as a member or leader of faculty organizations, including USU Faculty Senate.
* Service to regional or national professional societies and organizations in your field of expertise as evidenced by committee membership and/or holding elected or appointed office.
* Service as a consultant to local, regional, national or international organizations and agencies.
* Service on behalf of the outreach mission of Utah State University through public speaking and/or information dissemination involving your professional expertise.
* Service on local, regional, national or international advisory or governing boards that reflect your professional expertise.

The undersigned have reviewed and accepted the conditions that are stated or implied in this role statement.

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Signature of Director Date

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Signature of Vice President for Extension Date

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Signature of Faculty Member Date

**Annual Review of Role Statement:**

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