

## FINAL DRAFT

### College of Agriculture and Life Sciences **Guidelines for Reappointing Extension Associates and Senior Extension Associates**

This document discusses the process through which Extension and Senior Extension Associates appointed in the College of Agriculture and Life Sciences may be considered for reappointment. Typically reappointments are reviewed every 3 years for the associate level and every 5 years for senior level associates.

Approximately six months prior to the expiration of an appointment the department chair should review the status of the appointment. If there is a preliminary determination that funding is available for the upcoming appointment period, the department chair should gather the following materials:

#### **From the Department**

1. Letter from department chair to the Senior Associate Dean including:
  - Chair's evaluation of candidate's extension/applied research program and performance.
  - Chair's indication of support from department or faculty sponsor.
2. Documentation of annual performance reviews and/or annual reports.
3. Draft letter of notification of reappointment & updated job description to the incumbent.
4. **For Senior Associates only**
  - Letters or email indicating support for the reappointment from peers or appropriate leaders in a related discipline at Cornell and from outside sources at the local, state or national levels.

#### **From the Candidate**

1. Updated curriculum vita.
2. A statement from the candidate that includes the following:
  - Accomplishments for previous appointment period.
  - Goals for upcoming appointment period.
3. Evaluation of extension programs (if available).
4. **For Senior Associates only**
  - Funding applied for as well as received to support program.

Department/Department Chair will review the materials and submit them to College Administration with department recommendation if the recommendation is to reappoint.

If a negative decision is reached at the department level, it is essential that the Chair discuss the situation with the Senior Associate Dean, Director of Cornell Cooperative Extension and other appropriate administrators before any official notification is sent either to the Dean/Senior Associate Dean or the candidate.

The College Administration, including the Director of Cornell Cooperative Extension will review and notify department of decision.

Notification of reappointment to the incumbent will be conveyed by a letter from the department Chair.

*Reappointment should be based on a full and realistic appraisal of consistently demonstrated competence of the individual and an evaluation of his or her capability and prospects in respect to the position description. Questions to consider include:*

1. *Does the performance of the individual meet requirements of the position?*
2. *What is the standing of the individual in his or her discipline and extension program area as viewed by other Cornell departments and at the local, regional, state, and national levels?*
3. *What does the evidence reveal about the performance of the candidate since the initial and/or last appointment?*
4. *What does the evidence reveal about the promise of the candidate over the reappointment period proposed?*