

**Penn State Cooperative Extension
Hiring and Promotion Criteria Grid
(Effective July 1, 2006)**

Minimum Qualifying Education and Experience			Core Competency Area Guidelines										
Rank	Education	Experience/ Time in Rank**	Community and Social Action	Civil Rights & Diversity	Engagement	Education Program	Education Delivery	Leadership	Organization and Management	Knowledge of & Service to the Organization	Scholarship	Inter- Personal Relations	Professionalism
Assistant Extension Educator	Bachelor's Degree*	New hires are expected to have 1 to 2 years of effective experience and formalized training which provides comparable knowledge of the principle methods, techniques and processes required to transfer knowledge to clientele groups. See Associate Extension Educator for time at rank needed for promotion.	Evidence of ability to conduct needs assessment and set program priorities.	Show effort to accomplish the four goals in the Penn State Cooperative Extension Civil Rights Performance Plan . Awareness of diverse cultures and the need for sensitivity in programming.	Ability to recognize, understand and facilitate opportunities to meet needs of individuals and communities.	Ability to plan, design, implement, evaluate, account for, and market Extension education programs.	Effective communication skills (written and verbal).	Ability to relate well to people, think creatively and critically, examine situations and frame questions, reflect, and assimilate new materials and methods and act on them. Evidence of ability to guide and direct, with positive influence, a collaborative team resulting in the achievement of the team's objectives.	Possesses basic skills management of time, resources, and volunteers. Evidence of managing the extension reporting system.	Knowledge of the Extension organization, the Land-grant system, Extension methodology and office citizenship.	Evidence of competence in subject matter and teaching methods.	Ability to interact with groups and individuals in a positive manner. Ability to function as an effective team member or leader.	Evidence of professional behavior and performance in all aspects of the job.
Associate Extension Educator	Master's Degree	<i>Hiring</i> – See description of minimal requirements for Grade 21 Associate Extension Educator. (job code #9991) <i>Promotion</i> - Minimum of 2 years at Assistant Extension Educator.	Evidence of originality and creative ability in conducting needs assessment and establishing program priorities. Understand community's demographic, cultural, historical, and economic factors.	Show effort to accomplish the four goals in the Penn State Cooperative Extension Civil Rights Performance Plan. Awareness of diverse cultures and the need for sensitivity in programming. Knowledgeable of diverse cultures with ability to design programs that are culturally sensitive and relevant. Evidence of some outreach to under-represented audiences through public notification and all reasonable efforts.	Ability to recognize, understand and facilitate opportunities and obtain some of the necessary resources that best respond to meeting the needs of individuals and communities.	Ability to plan, design, implement, evaluate, account for, and market significant Extension education programs that demonstrate impact at KASA or above. Attract external financial support for program	Effective communication skills (written and verbal). Application of technology and demonstration of varied delivery methods.	Same as for Assistant Extension Educator plus the ability to see the relationship of the past to the present with an eye toward the future. Evidence of ability to guide and direct, with positive influence, collaborative teams comprised of a wide range of diverse individuals, resulting in the achievement of the team's objectives.	Demonstrate proficiency in management of time, resources, and volunteers. Evidence of managing the extension reporting system.	All of above plus evidence of ability to apply Extension methodology in local programming. Evidence of service to the organization at the county regional & state level and an understanding of policies and procedures.	Evidence of growing competence in subject matter and teaching ability.	Ability to positively interact with groups and individuals and create networks, partnerships, and teams.	Evidence of behaviors that reflect high levels of performance, strong work ethic, and commitment to extension education and to the mission, vision, and goals. A record of professional development

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Extension Educator	Master's Degree	<p><i>Hiring</i> – See description of minimal requirements for Grade 23, Extension Educator (job code #9992).</p> <p><i>Promotion</i> - Minimum of 3 years at Associate Extension Educator</p>	<p>Evidence of originality and a <i>high level</i> of creative ability to conduct needs assessment and focus program priorities on those needs.</p> <p>Demonstrate <i>high level</i> of understanding of community's demographic, cultural, historical, and economic factors.</p>	<p>Show effort to accomplish the four goals in the Penn State Cooperative Extension Civil Rights Performance Plan .</p> <p>Awareness of diverse cultures and the need for sensitivity in programming.</p> <p>Knowledgeable of diverse cultures with <i>outstanding</i> ability to design programs that are culturally sensitive and relevant.</p> <p>Evidence of program impact with underrepresented audiences.</p>	<p>Ability to recognize, understand and facilitate opportunities and broker the necessary resources that best respond to meeting the needs of individuals and communities.</p>	<p><i>High level</i> of ability to plan, design, implement, evaluate, account for, and market Extension education programs that demonstrate impact at KASA or above.</p> <p>Participation in the design and execution of applied research.</p> <p>Attract external financial support for program.</p>	<p>Highly effective communication skills (written and verbal).</p> <p>Application of technology and effective and varied delivery methods appropriate for audience.</p>	<p>Same expectation as Associate Extension Educator.</p> <p>Evidence of a <i>high</i> level of ability to guide and direct, with positive influence, collaborative teams comprised of a wide range of diverse individuals, resulting in the achievement of the team's objectives.</p>	<p>Demonstrate proficiency in management of time, resources, volunteers and staff.</p> <p>Evidence of managing the extension reporting system.</p>	<p>Evidence of ability to successfully apply Extension methodology in local programming.</p> <p>Evidence of service to the organization at the county, regional , state, and national levels</p>	<p>Evidence of <i>high level</i> of competence in subject matter and teaching ability which results in enhanced contributions to the extension organization.</p> <p>Evidence of peer recognition at the state or regional level.</p>	<p>Demonstrates <i>high level</i> of ability to interact with groups and individuals and create partnerships, networks, and teams.</p> <p>Evidence of efforts to promote teamwork and empower peers.</p>	<p><i>Strong</i> evidence of behaviors that reflect high levels of performance, strong work ethic, and commitment to extension education and its mission, vision, and goals.</p> <p>An increasing record of professional development</p>

Senior Extension Educator	Master's Degree	<p><i>Hiring</i> – See description of minimal requirements for Grade 25, Senior Extension Educator (job code #9993).</p> <p><i>Promotion</i> - Minimum of 7 years at Extension Educator</p>	<p>Evidence of <i>outstanding</i> ability to conduct needs assessment, and focus program priorities on those needs.</p> <p>Evidence of ability to incorporate an <i>exceptional level</i> of understanding of community's demographic, cultural, and economic factors into program development.</p>	<p>Show effort to accomplish the four goals in the Penn State Cooperative Extension Civil Rights Performance Plan . Awareness of diverse cultures and the need for sensitivity in programming.</p> <p>Knowledgeable of diverse cultures with <i>outstanding</i> ability to design programs that are culturally sensitive and relevant.</p> <p>Evidence of program impact with underrepresented audiences.</p> <p><i>Strong</i> evidence of program impact with underrepresented audiences.</p>	<p><i>High level</i> ability to recognize, understand and facilitate opportunities and broker the necessary resources that best respond to meeting the needs of individuals and communities.</p> <p>Program continuation occurs with community leadership as appropriate.</p>	<p><i>Outstanding</i> proficiency to plan, design, implement, evaluate, account for, and market significant Extension education programs that demonstrate impact at KASA or above.</p> <p>Participation in the design and execution of applied research.</p> <p>Attract external financial support for program.</p>	<p><i>Mastery of</i> communication skills (written and verbal). Application of technology and <i>highly</i> effective and varied delivery methods appropriate for audience.</p>	<p>Same expectation as Extension Educator plus the ability to see the big picture and the relationship of the parts to the whole.</p> <p>Outstanding level of ability to guide and direct, with positive influence, collaborative teams comprised of a wide range of diverse individuals, resulting in the achievement of the team's objectives.</p> <p>The ability to develop strong collaborative teams.</p>	<p><i>High level</i> proficiency in management of time, resources, volunteers and staff.</p> <p>Evidence of managing the extension reporting system.</p>	<p>Same requirements as Extension Educator rank.</p> <p>Evidence of ability on national/inter national level.</p>	<p>Recognition of an outstanding level of competence in subject matter and teaching ability which results in major contributions to the extension organization.</p> <p>Evidence of peer recognition on the national or international level.</p>	<p>Demonstrates <i>outstanding</i> interaction with groups and individuals.</p> <p>Integration of partnerships, networks, and teams in programs.</p> <p>Evidence of <i>successful</i> efforts to promote teamwork and empower peers.</p>	<p><i>Outstanding</i> evidence of behaviors that reflect high levels of performance, strong work ethic, and commitment to extension education and to the mission, vision, and goals.</p> <p>Continuation of an increasing record of professional development</p>
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* All individuals applying for promotion to the rank of Associate Extension Educator must have completed all requirements of the Masters Degree by December 31 in order to be eligible for promotion in July of the following year. A letter from the Department of the academic unit where the candidate will receive the degree, stating that all degree requirements have been met for graduation, must be submitted to the Regional Director and Director of Cooperative Extension to be eligible for promotion.

** Beginning with new hires on or after July 1, 2006, a Masters Degree will be required for appointment to the rank of Associate Extension Educator. Educators already in the system can still apply for promotion in 2006, 07, 08 without meeting the Master's degree requirement, but by 2009 all educators will need to meet the Master's degree requirement to apply for promotion to Associate Extension Educator in 2010. By December 31, 2009 all candidates hired on or before July 1, 2006 must have received a Master's degree to apply for July 2010 promotion to Associate Extension Educator.

*** If the individual's performance is exceptional within their current rank and they possesses the educational requirements for the rank being applied for, the Regional Director can submit a letter requesting exemption to time in rank to the Associate Director of Cooperative Extension by July 1 of the year before promotion is requested . Approval from the Associate Director is required before a dossier can be submitted.

The time in rank is time from the date of hire to July 1 of the year promotion will be awarded.