MU Extension NTT Eligibility Guidelines

Key Points

- This guideline applies to off-campus Extension faculty and campus faculty who are NOT in an academic unit (College, Division or School) with an NTT faculty promotion process in place.

- The NTT faculty member’s primary department should be fully engaged in defining the nature of the NTT academic appointments.

- Those campus-based Extension faculty in an academic unit with an established NTT faculty promotion process will be subject to that academic unit’s process/guidelines.

- The guideline applies to full time ranked non-tenure track faculty (for subsequent promotion) or full time unranked non-regular faculty (for eligibility for initial promotion).

- This guideline applies to all newly-hired NTT faculty members and to those non-regular faculty who are reappointed into NTT faculty positions at the time of such reappointment.

- Faculty member’s primary responsibility and academic appointment must be in Extension.

- Titles awarded through the Extension NTT system are 1) Assistant Extension Professional, 2) Associate Extension Professional or 3) Extension Professional.

- Titles awarded to Extension employees through other academic units on campus who are Extension faculty are 1) Assistant Extension Professor, 2) Associate Extension Professor, or 3) Extension Professor. This process is not a part of the Extension NTT process.

- The position must require a Master’s degree.

- The faculty member is required to have at least a Master’s degree.

- All processes within this system are aligned with Collected Rules http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310.035.shtml.

Attributes of the Assistant Extension Professional

- The candidate for the Non-Tenure Track academic position and the rank of Assistant Extension Professional should, at the time of application, hold an earned doctoral degree. If no doctoral degree is held, the candidate must have an appropriate terminal degree, OR a master’s degree and normally at least five years of Extension and/or equivalent full-time academic experience. This decision will be guided by the criteria set forth for each level of Extension Professional. See “Criteria and Documentation for Assistant, Associate and Extension Professionals.” (Appendices A.1-3, Appendix A.1)

Attributes of the Associate Extension Professional
- **Attributes of the Extension Professional**

  - Individuals who wish to apply for the title of Extension Professional will, at the time of application, hold an earned doctoral degree and normally at least ten years of Extension and/or equivalent academic experience. If a doctorate is not held, the candidate must hold the appropriate terminal degree, OR a master’s degree, and must have completed typically 15 years of Extension and/or equivalent full-time academic experience. The candidate must demonstrate sustained excellence in Extension scholarship as well as local, statewide and national participation in professional activities and services. (Appendix A.3)

- Not all positions are eligible for promotion through the NTT promotion process. The position must be academic in nature and must require a minimum of a Master’s degree. There are a few positions that may require a Master’s degree but may still not be eligible for rank. These titles include, but are not limited to, instructor, senior lecturer, visiting professor, adjunct professor, adjunct instructor, extension associate, research associate, etc.

- NTT Committee members are not eligible to apply for promotion.