

December 16, 1964

Dean V. A. Seay
College of Agriculture
Campus

Dear Dean Seay:

Enclosed are drafts of title definitions for the Extension Professor, County and Home Demonstration Agent, Research Specialist and Area Specialist. I regard these as initial efforts only, to be criticized and refined. The problems and terminology are outside my area of special-competence, so I am particularly concerned that the drafts make sense and provide workable systems. These drafts have not been considered by the President, so the substantive terms do not necessarily reflect his thinking. Before taking the drafts to him I want to be sure they are acceptable from your standpoint.

I shall appreciate it if you will take these up with your associate directors and other interested persons as soon as it is conveniently possible and let me have your reactions.

We are ready to proceed toward final adoption of the adjunct series draft which I sent to you November 25 as soon as you return your comments on it.

Sincerely,

Thomas P. Lewis
Academic Assistant to
the President

TPL:sc

Dear Dean Leay,

Enclosed are drafts of title definitions for ^{the} Extension Professor, County and Home Demonstration Agent, Research Specialist and Area Specialist. I regard these as initial efforts only, to be criticized ^{and} refined. ~~from~~ The problems and terminology are outside my area of special competence, so I am particularly concerned ~~as to whether~~ ^{that} the drafts make sense and provide workable options. These drafts have not been considered by the President, so the substantive terms ~~are~~ ^{do} not necessarily reflect his thinking. Before taking the drafts to him I want to be sure they are acceptable from your standpoint.

I shall appreciate it if you will take these up with your associate deans and other interested persons as soon as is conveniently possible and let me have your reactions.

We are ready to proceed towards final adoption of the attached semi-draft which

1. Definition.

a) Titles in the ^{Extension} County Agent Series are used designate appointees in the Agricultural Extension Service who, as teachers and agricultural experts, represent the University to the farmers of Kentucky through personal contacts, bulletins and circulars, radio programs and local experiments. Appointment and promotion in this series may be in ~~this series~~ to the following ranks: Assistant ^{Extension} County Agent; Associate ^{Extension} County Agent; ^{Extension} County Agent

b) Titles in the Home Demonstration Agent Series designate appointees in the Agricultural Extension Service who, as teachers and home economics experts, represent the University to the housewives of ~~Kentucky~~ through personal contacts, bulletins and circulars, radio programs and local experiments. Appointment and promotion in this series may be made to the following ranks: Assistant Home Demonstration Agent; Associate Home Demonstration Agent; Home Demonstration Agent.

2. Term of Appointment

a) The appointments of an individual in the series defined in ~~is~~ shall be for one or two years, subject to renewal or other stated periods, subject to renewal.

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appointment record. Tenure is not cannot be gained by an appointee in these series.

3. Appointment and Promotion Procedures and Criteria

A) The Director of Responsibility for recommending appointments and promotions ~~at his~~ rests with the appropriate district leaders, Program Chairmen, the Associate Director and the Director of the Agricultural Extension Service.

B) The Director of the Agricultural Extension Service, ~~on~~ acting on recommendation of the Associate Director may approve appointment to the rank of Assistant County Extension Agent or Assistant Home Demonstration Agent. He shall report his action ~~to~~ directly to the President. Appointments and Promotions to ~~the ranks of~~ ranks in these series higher than Assistant ~~shall be~~ made by the President, upon recommendation of the Director of the Agricultural Extension Service.

C) A candidate for appointment to a title in these series must have the minimum of a B.S. degree in some phase of agriculture, home economics, or a particular specialty field from a standard college or university.

D) In judging a candidate for promotion the following criteria ~~should~~ be applicable:

- 1) Performance in extending knowledge and information on agricultural ~~series~~ scene and

RESEARCH SPECIALIST (AGRICULTURE)

1. Definition

The title Research Specialist (Agriculture) designates an individual in the Agricultural Experiment Station who is assigned the responsibilities of junior project leader.

2. Term of Employment

Appointments to the Research Specialist title may be for one year or other stated periods, subject to renewal. The term of an appointment shall be noted in the employment record. Tenure may be gained by an appointee to this title following appropriate review periods in accordance with the Governing Regulations on Tenure.

3. Appointment and Promotion Procedure and Criteria

- a.) For purposes of salary promotions, Research Specialists shall be designated the step one, step two, or step three as follows: Research Specialist (step one), etc. The responsibility for recommending appointments, salary promotions, and merit increases shall rest with the appropriate department chairman, associate director of the Agricultural Experiment Station and Dean of the college. Appointments, promotions and merit increases involving salaries below \$7,000 may be approved by the Dean on recommendations from the department chairman and associate director. Appointments, promotions and merit increases involving salaries in excess of \$7,000 shall be approved by the President, on recommendation of the Dean. The advice of an Area Academic Personnel Committee shall be obtained before tenure is granted.
- b.) A candidate for appointment to the Research Specialist title must have the minimum of a Master's degree in some phase of agriculture, ~~have~~ economics, or a particular speciality filled from a standard college or university.

c.) In judging a candidate for promotion the following criteria are appropriate:

1. Performance in applied and basic research
2. Professional competence and activity
3. University and public service

Promotion should be granted only upon a showing by the individual of a capacity for growth and improvement in professional competence and of continuous improvement in his total contribution.

4. Conditions of Employment

- a.) A Research Specialist is not eligible for membership in the University Faculty.
- b.) A Research Specialist is eligible for sabbatical leave if provisions therefor is available in the fund sources from which their salaries are paid.
- c.) Appointees to this title who are employed full-time in the University, and who are not eligible to participate in a separate retirement system (other than Social Security), are included in the University Retirement System.

2. Research Specialist (Agriculture)

1. Definition.

The title Research Specialist (Agriculture) designates an individual in the Agricultural Experiment Station who is assigned the responsibilities of junior project leader.

2. Term of Employment.

The appointments to the Research Specialist title may be for one year or other stated periods, subject to renewal. The terms of an appointment shall be noted in the employment record. Tenure may be gained by an appointee to this title following appropriate review periods in accordance with the Governing Regulations on Tenure.

3. Appointment and Promotion Procedure and Criteria

a) For purposes of salary promotions, Research Specialists shall be designated step one, step two, or step three, as follows: Research Specialist (step one), etc. The responsibility for recommending appointments, salary promotions, and merit

increases shall rest with the appropriate Department Chairman, Associate ~~Dean~~ ^{Director} ~~Dean~~ of the Agricultural Experiment Station and Dean of the college. Appointments, promotions and merit increases involving salaries below \$7,000 may be approved by the Director, Dean or recommendations from the Department Chairman and Associate Director. Appointments, promotions and merit increases involving salaries in excess of \$7,000 shall be approved by the President, on recommendation of the Dean. The advice of an Area Academic Program Committee shall be obtained before tenure is granted.

b) A candidate for appointment to the Research Specialist title must have the minimum of a Master's degree ~~in~~ in some phase of agriculture, home economics, or a particular specialty field from a standard college or university.

c) In judging a candidate for promotion the following criteria are appropriate:

1) Performance in applied and basic research.

2) Professional competence and ^{activity} stability.

3) University and Public service.

promotion should be granted only upon a showing by the individual of a capacity for growth and improvement in professional competence and of continuous improvement in his total contribution.

4) Conditions of Employment

a) A Research Specialist is not eligible for membership in the Community Faculty.

b) A Research Specialist is eligible for additional leave if provision ^{therefor} is available in the fund sources from which their salaries are paid.

c) Appointees ~~in this~~ to this title who are employed full time in the Community, and who are not eligible to participate in a separate retirement system (other than Social Security), are included in the Community Retirement System.

AREA SPECIALIST SERIES

1. Definition

a.) The title, Area Specialist, designates an appointee in the Agricultural Extension Service who, as a teacher and agricultural expert in a specialized subject area, represents the University to the farmers of Kentucky through personal contacts, bulletins, and circulars, radio programs and local experiments. The Area Specialist is responsible for a specialized program of instruction on a regional basis, as distinguished from the generalized program on a local basis conducted by County Extension Agents. The subject matter in which the individual is a specialist shall constitute a part of the title; Sample: Area Swine Specialist.

b.) An Area Specialist who holds the doctorate degree and who meets the appropriate criteria may be considered for an appointment to a rank in the Extension Professor Series. This title shall be in addition to his title as an Area Specialist.

2. Term of Employment

a.) Appointments to the Area Specialist title may be for one year or other states periods, subject to renewal. The terms of an appointment shall be noted in the employment record.

b.) Tenure cannot be gained by an appointee to the Area Specialist title; however, an Area Specialist who receives an additional appointment to a rank in the Extension Professor Series may be granted tenure after an appropriate review period in accordance with the Governing Regulations on Tenure. Review periods shall be calculated from the date of the appointment to a rank in the Extension Professor Series.

3. Appointment and Promotion Procedure and Criteria

- a.) For purposes of salary promotions, Area Specialist shall be designated on official records as step one, step two, or step three as follows: Area Specialist (Step One) etc. The responsibility for recommending appointments, salary promotions, and merit increases, shall rest with the appropriate District Leader. Subject are a department chairman, program chairman, associate director, and director of the Agricultural Extension Service. Appointments, promotions, and merit increases involving salaries below \$7,000 may be approved by the Director, on recommendation from the Program Chairman and Associate Director. Appointments, promotions, and merit increases involving salaries in excess of \$7,000 shall be approved by the President, on recommendation of the Director.
- b.) A candidate for appointment to the Area Specialist title must have the minimum of a Master's degree in some phase of agriculture, ^{home} ~~have~~ economics or a particular specialty filled from a standard college or university.
- c.) In judging a candidate for promotion, the following criteria are appropriate:
1. Performance in extending knowledge and information in the agricultural specialty of the individual.
 2. Performance in applied and basic research.
 3. Professional competence and activity.
 4. University and public service.
- Promotions should be granted only upon a showing by the individual of a capacity for growth and improvement in professional competence and of continuous improvement in his contribution to his program.
- d.) An Area Specialist may be appointed or promoted to a rank in the Extension Professor Series only after compliance with the procedures and criteria established

for that series.

4. Conditions of Employment

a.) An Area Specialist is not eligible for membership in the University Faculty unless he holds an additional appointment as an Assistant Extension Professor or higher.

b.) An Area Specialist is eligible for sabbatical leave if provision therefor is available in the fund sources from which their salaries are paid.

c.) An Area Specialist is not included in the University Retirement System.

Area Specialist Series

1. Definition

- a) The title in the Area Specialist designates an appointee in the Agricultural Extension Service who, as teacher and agricultural expert in a specialized subject area, represents the University to the farmers of Kentucky through personal contacts, bulletins and circulars, radio programs and local experiments. The Area Specialist is responsible for a specialized program of instruction on a regional basis, as distinguished from the generalized program on a local basis conducted by County Extension Agents. The subject matter in which the individual is a specialist shall ~~appear~~ constitute a part of the title. Example: Area Swine Specialist.
- b) An Area Specialist who holds the doctorate degree and who meets the ^{appropriate} criteria may be considered for appointment to ~~the~~ a rank in the Extension Professor Series. This title shall be in addition to his title as an Area Specialist.

2. Term of Employment

- a) Appointments to the Area Specialist title shall may be for one year or other stated periods, subject to renewal. The terms of an appointment shall be noted in the employment record. ~~Term~~

1) Tenure cannot be gained by an appointment to the Area Specialist title; however, an Area Specialist who receives an additional appointment to a rank in the Extension Professor Series may gain tenure & be granted tenure after an appropriate review period in accordance with the governing legislation on Tenure. Review periods shall be calculated from the date of the appointment to a rank in the Extension Professor Series.

3. Appointment and Promotions Procedure and Criteria

a) For purposes of salary promotions, Area Specialists shall be designated on official records as Area Specialist grade step one, step two or step three as follows: Area Specialist (Step one), etc. The responsibility for recommending appointments, salary promotions, and merit increases shall rest with the appropriate District Leader, Dept subject Area Department Chairman, Program Chairman, Associate Director and Director of the Agricultural Extension Service. Promotions Appointments, promotions and merit increases reflecting total involving salaries below 7,000 may be approved by the Director, acting on recommendations of from the Program Chairman and Associate Director. Appointments, promotions and merit increases involving salaries in excess of 7,000 shall be approved by the President, on recommendation of the Director.

b) A candidate for appointment to a title the Area Specialist shall have the minimum of a Master's degree in some

field from a standard college or university.

In judging a candidate for promotion the following criteria are appropriate:-

1) Performance in extending knowledge and information in the agricultural specialty of the individual.

2) Performance in applied and basic research.

3) Professional competence and activity.

4) Community and public service.

Promotion should be granted only upon showing by the individual of a capacity for growth and improvement in professional competence and of continuous improvement in his contribution to his program.

① ~~The~~ An Area Specialist may be appointed to or promoted to a rank in the Extension Professor Series only after compliance with the procedures and criteria established for that series.

Conditions of Employment

- a) An Area Specialist is not eligible for membership in the University Faculty, unless he holds an additional appointment as an ^{Assistant} Extension Professor or higher.
- b) An Area Specialist is eligible for sabbatical leave provided, if provision therefor is available in the fund sources from which their salaries are paid.
- c) An Area Specialist is not included in the University Retirement System.

1. Definition.

a) Titles in the ^{Extension} County Agent Series are used designate appointees in the Agricultural Extension Service who, as teachers and agricultural experts, represent the University to the farmers of Kentucky through personal contacts, bulletins and circulars, radio programs and local experiments. Appointment and promotion in this series may be in ~~this series~~ to the following ranks: Assistant ^{Extension} County Agent; Associate ^{Extension} County Agent; ^{Extension} County Agent

b) Titles in the Home Demonstration Agent Series designate appointees in the Agricultural Extension Service who, as teachers and home economics experts, represent the University to the housewives of ~~Kentucky~~ through personal contacts, bulletins and circulars, radio programs and local experiments. Appointment and promotion in this series may be made to the following ranks: Assistant Home Demonstration Agent; Associate Home Demonstration Agent; Home Demonstration Agent.

2. Term of Appointment

a) The appointments of an individual in the series defined in ~~is~~ shall be for one or two years, subject to renewal or other stated periods, subject to renewal.

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appointment record. Tenure is not cannot be gained by an appointee in these series.

3. Appointment and Promotion Procedures and Criteria

A) The Director of Responsibility for recommending appointments and promotions ~~at his~~ rests with the appropriate district leaders, Program Chairmen, the Associate Director and the Director of the Agricultural Extension Service.

B) The Director of the Agricultural Extension Service, ~~on~~ acting on recommendation of the Associate Director may approve appointment to the rank of Assistant County Extension Agent or Assistant Home Demonstration Agent. He shall report his action ~~to~~ directly to the President. Appointments and Promotions to ~~the ranks of~~ ranks in these series higher than Assistant ~~shall be made~~ shall be made by the President, upon recommendation of the Director of the Agricultural Extension Service.

C) A candidate for appointment to a title in these series must have the minimum of a B.S. degree in some phase of agriculture, home economics, or a particular specialty field from a standard college or university.

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- 1) Performance in extending knowledge and information on agricultural ~~series~~ scene and