

Guidelines for Developing Extension Position Descriptions

Cover sheet with approval signatures:

As a cover sheet, use the "Oregon State University Extension Service Position Description" format with approval signatures on the front page or something similar. All position descriptions must be approved by the faculty member's immediate supervisor, academic home administrator, and Extension program leader(s). Add pages as needed for major duties and responsibilities.

General Purpose of the Position:

Begin the position description with a short statement which summarizes the primary purpose of the position. This statement should indicate geographic area of work, percent of split appointments, as well as general purpose. Also include the appropriate affirmative action statement (choosing from the attached list of approved statements).

Major Duties and Responsibilities:

The position description for all Extension faculty in the professorial ranks will include the following 3 sections: Extension teaching, scholarly activity, and service. Additional sections may be added when appropriate to the specific position (e.g., administration, for staff chairs and others with an administrative appointment). Identify percentage of work load for each major section.

The teaching section includes needs assessment, preparation, teaching, facilitation of teaching experiences, evaluation, impact assessment and reporting.

Scholarly activity is directly related to the teaching expectations of the job. Scholarship is a natural outcome of your assigned work. Expectation for scholarship is 15-20% for county Extension faculty, 25-30% for specialist faculty.

Service expectations are activities that relate to your position, profession, college and University.

Professional development is an expectation of all faculty and should be included in the position description.

Approved Affirmative Action Statements for Extension Faculty:

Extension Program Leader:

Provide overall program leadership for county and specialist staff to insure compliance with appropriate civil rights and affirmative action plans and practices. Insure that all people have equal employment opportunities and equal program participation opportunities regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability and disabled veteran or Vietnam-era veteran status--as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

County Staff Chair:

Provide overall supervision for county staff and programs to insure compliance with appropriate civil rights and affirmative action plans and practices. Insure that all people have equal employment opportunities and equal program participation opportunities regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability and disabled veteran or Vietnam-era veteran status--as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

County Civil Rights Coordinator:

Coordinate the county civil rights program and plans by informing other staff members of existing and new civil rights requirements, materials, and practices. Participate in civil rights training sessions and subsequently train other county staff members. Insure that the county civil rights file is current.

County Civil Rights Alternate:

Serve as backup to the county civil rights coordinator. Assist the coordinator as required, by coordinating the county civil rights program and plans, by informing other staff members of existing and new civil rights requirement, materials, and practices. Participate in civil rights training sessions and subsequently train other county staff members. Insure that the county civil rights file is current.

Specialist and County Extension Faculty Member:

Design, develop, maintain and/or carry out Extension programs to insure that all people have equal employment opportunities and equal program participation opportunities regardless of their race, religion, sex, sexual orientation, national origin, age, marital status, disability, and disabled veteran or Vietnam-era veteran status.