



Faculty Annual Workload Expectations

Approved by Provost's Office - April 26, 2022

Transformational Goal: In partnership with communities and using an interdisciplinary approach, WVU Extension works to help prevent, alleviate, and/or eliminate West Virginia issues in education, health, and prosperity to improve lives and livelihoods.

Unit Purpose:

The reason WVU Extension exists is to put knowledge to work.

Vision:

We envision a West Virginia where all its people can reach their fullest potential.

Mission:

We do this by improving the lives and livelihoods of all West Virginians.

Mechanism:

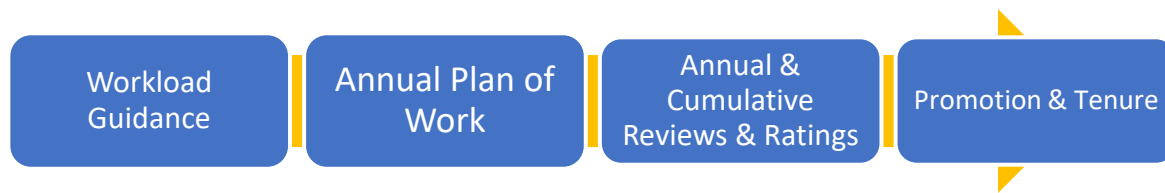
WVU Extension employs faculty and staff to carry out its mission and effect positive outcomes in every county in West Virginia.

Mission Impacts: Standard Measures of Faculty Workload and Achievement:

Documented improvements in lives and livelihoods as measured by behavioral and/or community outcomes resulting from the Extension faculty member's service, teaching, and research. All Extension programs should reflect a commitment to diversity, inclusion, and belonging. Israel et. al. (2011) defines an Extension Program as a comprehensive set of activities [i.e., teaching, research and or service activities] that includes an educational component that is intended to bring about a sequence of outcomes among targeted clients. The key elements of an Extension program include: multiple activities that build on and reinforce each other; a focus on the needs of the target audience; an intent to create change in a sequence of outcomes; and ongoing monitoring to assess progress and a final evaluation to measure outcomes.

Annual Workload Guidelines: Purpose

An Extension faculty workload document incorporates a combination of service, teaching, and research. This document guides workload standard expectations of the Extension faculty time and effort (FTE) as reflected in the annual plan of work. This annual plan of work and workload pathway is agreed upon between the unit director and the faculty member. Annual/Cumulative reviews assess the outcomes of the plan of work. It also serves to inform cumulative reviews and, ultimately, promotion and tenure reviews.



Annual Reviews: Basic Rating of Workload Performance

- Unsatisfactory* - no evidence of documented outcomes (Improvement plan required)
- Satisfactory* - Some evidence of documented outcomes (meets minimum requirements)
- Good* - Strong evidence of documented behavioral and/or community outcomes
- Excellent* - Documented outcomes and impact; outstanding results from best practices adoption. External national or regional peer recognition for this work.

Articulation of Workload Guidance

This workload document is complemented by criteria found on Appendix A & E and other pertinent information from the WVU Extension Promotion, Tenure and Peer Review guidelines.

Mission Areas: Definitions for Extension

Service: Facilitate and conduct civic, community, and university-related strategic processes and partnerships that lead to improvements in leadership, coalition development, asset mapping, resource development, etc. Liaison with stakeholders and provide services that enhance the target audience's ability to improve health, education, and prosperity behavioral and community outcomes. Community outcomes are critically important service activities as they may influence changes in policy, systems, and environment (PSE) which in turn can promote and remove barriers for the adoption of best practices and behaviors. See Appendixes A & E of WVU Extension Promotion and Tenure guidelines.

Teaching: Develop, plan, revise, adapt, update, and manage research-based Extension programs (i.e., face-to face and virtual classes, demonstrations, technical assistance, camp instruction, etc.) that promote the adoption of behavioral and/or community best practices in West Virginia and beyond. Train-the-Trainer activity where Extension educators and other audiences develop the skills to successfully implement extension programs. Teaching often includes service activities, recruitment, and retention of audiences. See Appendixes A & E of WVU Extension Promotion and Tenure guidelines.

Research, Creative Work, & Discovery: Conduct West Virginia-specific research/creative scholarly activity with the purpose of discovering new knowledge that could translate into best practices to attain a) positive behavioral outcomes and/or b) positive community outcomes that lead to improving lives and livelihoods. Develop evaluation tools to measure outcomes and impacts of programs, seek IRB approval and conduct program evaluation research. Contribute to impact reporting on extension programming. See Appendixes A & E of WVU Extension Promotion and Tenure guidelines.

Faculty Workload Pathways and FTE Distribution

Percentages per mission area are shown on the following tables for each pathway and can be adjusted up or down 10% by the unit director in consultation with the faculty member (adjustments above 10% require Dean's review and approval). The FTE % distribution should be reflected on the annual plan of work. The bulleted items under each mission area serve to guide the plan of work and it is meant to illustrate the items which are typical of an Extension-related workload. This flexibility in assignment serves to reflect unique circumstances of the faculty member, such as being engaged in multiple large grant-management responsibilities, serving in a single-agent county, holding County Program Coordinator responsibilities, or having many event planning responsibilities such as 4-H youth development, among others.

Professional and Competency Development and Extramural Funding Workload Requirements

Professional and competency development and extramural funding or grant activity is expected under teaching, service, and/or research areas to improve a faculty member's competency and resources to meet the mission of WVU Extension.

References

Israel, G. D., Harder, A., & Brodeur, C. (2011). What is an Extension Program? *EDIS*, 2011(5/6).

Appendixes A & E. WVU Extension and Promotion Guidelines

<https://westvirginiauniversity.sharepoint.com/:w:/s/ExtensionService/EY7aoyDj7pJKhykYEI35NMUBxJUsrni1T92Lxqm0IJU7IA?e=HbIDSb>

WVU Extension ANNUAL WORKLOAD GUIDELINES			
Pathway	Teaching	Service	Research
Pathway 1 Extension Traditional Focus	<p>County Faculty: (50%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 150 hours of Extension teaching (see definition of teaching p.1) <p>State Faculty (40%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 125 hours of Extension teaching (see definition of teaching p.1) 	<p>County Faculty: (40%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • Volunteer recruitment & management • County operations and stakeholder management • Student recruitment and/or retention • Service to the public • Service to profession • Service to the university • 3-5 Extension-related education events (planning and management) <p>State Faculty (20%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • Interdisciplinary Extension change outcome team leadership • Student recruitment and/or retention • Service to the public • Service to profession • Service to the university • 3-5 Extension-related education events (planning and management) 	<p>County Faculty: (10%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 1 Program/curricular outcomes and impact evaluation • 1 fact sheet, educational lessons, <i>and/or</i> curriculum (peer reviewed) • 1 state, regional, and/or national scholarly presentations • Needs assessment • Technical, research, or grant report <p>State Faculty (40%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 2 Program/curricular outcomes and impact evaluation • 2 articles, fact sheets, educational lessons, curricula, scholarly products (peer reviewed) • 2 state, regional, and/or national scholarly presentations • Technical, research, or grant report

Pathway	Teaching	Service	Research
<p>Pathway 2 Extension Service Focus</p>	<p>County Faculty: (30%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 100 hours of Extension teaching (see definition of teaching) <p>State Faculty (30%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 100 hours of Extension teaching (see definition of teaching, p.1) 	<p>County Faculty: (60%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • Volunteer recruitment & management • County operations and stakeholder management • Student recruitment and/or retention • Service to the public • Service to profession • Service to the university • 3-5 Extension-related education events (planning and management) <p>State Faculty (50%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • Interdisciplinary Extension change outcome team leadership • Student recruitment and/or retention • Service to the public • Service to profession • Service to the university • Program management 	<p>County Faculty: (10%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 1 fact sheet, educational lesson, and/or curriculum (peer reviewed) • 1 state, regional, and/or national scholarly presentations • Needs assessment • Technical, research or grant report <p>State Faculty (20%) Demonstrated impact or public value of (see Appendix E):</p> <ul style="list-style-type: none"> • 1 Program/curricular outcomes and impact evaluation • 1-2 fact sheets, educational lessons, and/or 1-2 curriculum (peer reviewed) • 1-2 state, regional, and/or national scholarly presentations • Technical, research or grant report

Pathway	Teaching	Service	Research
Pathway 3 Extension Administrative Service Focus	Admin Faculty: (20%) Demonstrated impact or public value of (see Appendix E): <ul style="list-style-type: none"> • 65 hours of Extension teaching (see definition of teaching, p.1) 	Admin Faculty: (70%) Demonstrated impact or public value of (see Appendix E): <ul style="list-style-type: none"> • Oversee all aspects of the unit (personnel, budget, programming, etc.) • Leadership to Extension/University and to profession on state/national level • 2 or more Extension, University, or professional committees • Program management 	Admin Faculty: (10%) Demonstrated impact or public value of (see Appendix E): <ul style="list-style-type: none"> • 1 state, regional, and/or national scholarly presentations • 1 Fact sheets, educational lesson, and/or curriculum, peer reviewed publications • Technical, research, or grant report

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