

**MEMORANDUM**

**DATE:** July 30, 2023

**TO:** Andrea Romero, UA Vice Provost for Faculty Affairs

**FROM:** Jean McLain, CALES Asst. Dean for Faculty Advancement; Edward C. Martin, Assoc. Vice President & Director, UArizona Cooperative Extension

**SUBJECT:** Proposed Criteria for Transfer from Continuing Status Track to Tenure-Track for CALES Specialists

In Fall 2023, Extension Specialist positions within CALES will be transitioned from Continuing Status/Continuing Eligible to Tenured/Tenure Eligible. Transitions will not include any change in rank, e.g., an Associate Extension Specialist with Continuing Status will transition to Associate Professor with Tenure. Upon approval of these transitions, promotion and tenure guidelines for all CALES Units will be revised to include specific criteria for Tenure Track faculty with primary Extension responsibilities; these revisions will be completed within six months.

Note that this transition will be offered only once and include all CALES Extension Specialists; thereafter, Extension Specialists will be hired into CALES only on the Tenure Track. Tenure-track faculty with primary Extension responsibilities will have a secondary title of Extension Specialist.

In our view, the proposed changes can only have beneficial results. The Continuing Track at the University of Arizona was established by ABOR (6-302) to include faculty positions that have the expectation that the President will renew their appointment for successive years. CALES Extension Specialists fall into this category but have reported to CALES Administration that the meaning of "Continuing Status" is less well-understood than the more traditional "Tenure Track," both within and beyond the University. Beyond the University of Arizona, peer universities (including Utah State, Colorado State, and Texas A&M) have recognized this dichotomy. They are in the process of moving Continuing Status Extension faculty to Tenure-Track positions. In addition to removing any confusion related to the "Continuing Track" title, the proposed transfer will reduce additional processes, such as the current need for special approval by the Graduate College before Continuing Status faculty can chair graduate student committees.

This proposed transition was discussed with all ten CALES Units in Zoom and live meetings conducted between May 4 and June 2, 2023. All unit faculty whose schedules allowed (including Tenure-Track, Continuing Track, and Career-Track) attended the meetings, and questions were addressed. The most common questions related to annual reviews, departmental criteria, and 9-month vs. 12-month contracts.

The process for transfer is proposed as follows:

- Submission of a brief summary from each Unit Head that includes: 1) names and ranks of faculty to be transitioned, 2) a draft offer letter for each position affected. 3) This will be sent to the CALES Asst. Dean for Faculty Affairs, who will compile and forward to 4) AVP/Director Martin for approval, followed by 5) forwarding to Dean Burgess for review and approval.
- A concurrence memo written by Dean Burgess, along with the unit summaries and draft offer letters, will be sent to the Vice Provost for Faculty Affairs for final approval.
- Concurrent with the above changes, Unit and College criteria for Annual Performance Reviews and Promotion will be edited to include expectations specific to Tenure-Track Extension Faculty no later than six months after transfers are approved at the Provost level.

Once approved by the Provost, a reasonable timeline will be determined to allow Continuing-Track faculty transitioning from a 12-month contract (vacation-eligible) to a 9-month contract (not eligible) to use vacation time accrued before the transfer.

I have reviewed the proposed process for transition of Continuing Track Specialists to Tenure Track. With this concurrence, I am relaying my support of this process.



Shane C. Burgess  
Charles-Sander Dean of the College of  
Agriculture, Life and Environmental Sciences; Vice  
President for the Division of Agriculture, Veterinary  
and Life Sciences and Cooperative Extension

Dated: October 10, 2023