

Proper Display of Faculty Titles

Titles may also carry with them a description of the major program area to which the agent is assigned. Using the Family and Consumer Science program as an example, titles would appear as follows:

- Program Leader, Family and Consumer Science
- Agent II, Family and Consumer Science
- Program County Extension Agent I, Family and Consumer Science
- County Extension Director, Horticulture

This same process applies for all Extension program areas. Using the "Agent" title as an example, the following descriptions would apply:

- Agent I, Agriculture (Ag)
- Agent II, 4-H Youth Development (4-H)
- Agent IV, Horticulture

The County Extension Director (CED)

The major responsibilities of the County Extension Director are:

1. to maintain an active role in the delivery of educational programs in a specific program area,
2. to provide leadership and coordination for the total county Extension educational effort,
3. to manage the administrative affairs of the county Extension office, and
4. to provide leadership and assume responsibility for all aspects of affirmative action programs (EEO, ADA, the University of Florida's diversity plan, etc.).

The CED is appointed by the Dean for Extension and the UF/IFAS Vice-President with the approval of the appropriate Board of County Commissioners. Permanent status is not attached to the administrative title of CED. The CED is required to hold a Master's degree.

As the administrative leader of the county Extension staff, the CED is responsible to the District Extension Director for all program and administrative matters in the assigned county. Administrative responsibilities include securing, organizing and allocating resources; preparing budgetary requests and administering the budget; maintaining administrative relationships; interpreting and communicating operating policy; evaluating programs; reporting; and supporting affirmative action programs.

The CED is also responsible for establishing and maintaining effective working relationships with the Board of County Commissioners or appropriate county officials and the overall County Extension Advisory Committee. He/she is expected to keep these groups apprised of the county

program and to seek their counsel and advice within the limits established by the county administrative organization.

The Dean for Extension in consultation with the District Extension Director and the CED determine the amount of time the CED devotes to a specific program area. The amount of time is usually affected by the size of the county staff. For example, a CED in a county with a large staff could have as little as 10% of his/her time allocated to a specific program area, whereas a CED in a county with a small staff could have up to 80% allocated to a program area. The remainder of the time is devoted to the *overall* program management and administrative responsibilities mentioned earlier.

Program Leader (PL)

The major responsibilities of the Program Leader are

1. To provide leadership and coordination for the development and implementation of the total county educational effort in the specific program area.
2. The Program Leader is expected to
 - Facilitate Teamwork
 - Develop programmatic long and short term goals
 - Coordinate reporting in program area
 - Leadership in development and maintenance of advisory committee
 - Provide informal input in faculty appraisals to CED
 - Input into the hiring process for new positions
 - preparing budgetary requests and operating budgets and securing and allocating resources
 - preparing program reports; and supporting EEO, ADA, and other affirmative action programs

The Program Leader position does not carry with it any supervisory responsibility for other county faculty members. Courtesy Agents are eligible for program leader responsibilities and should receive the appropriate raise from county government when the title is awarded.

The Program Leader, who must have a Master's degree and Rank II, is appointed by the District Extension Director with the concurrence of the CED and the appropriate Program Dean. Permanent status is not attached to the title or the position. The Program Leader is administratively responsible to the CED.

A Program Leader position is authorized in a county where there is a total of three FTEs of agents with major program responsibility.

County Extension Agent (including Program County Extension Agents & Program Extension Agent)

The County Extension Agent, Program County Extension Agent and the Program Agent are responsible for developing and implementing an educational program in a designated subject matter area to help people acquire knowledge and develop problem-solving skills to meet their needs. Developing and implementing an educational program include working with advisory committees, following a sound programming process, developing and executing a plan of work, recruiting and training leaders, utilizing appropriate program delivery methods, reporting program accomplishments, and supporting affirmative action programs.

The County Extension Agent, the Program County Extension Agent and the Program Agent work cooperatively with the appropriate Program Leader or Agent/Coordinator to develop an integrated county program in the area of responsibility. Such programs, when implemented, are an integral part of the total County Extension effort. The County Extension Agent, the Program County Extension Agent and the Program Agent are administratively responsible to the CED.

Regional Specialized Agent

The Regional Specialized agent is an employee of UF IFAS Extension. The Regional Specialized agent has primary responsibility for planning, executing and evaluating **multi-counties'** extension programs within the assigned area of program responsibility and is 100% salary state funded as of August 2005. This position typically covers three to seven counties but could be more depending on need. The Regional Specialized agent should work closely with other CEDs and County Agents whenever appropriate.

Multi-county

The Multi-county agent is an employee of UF/IFAS Extension. The Multi-county agent has primary responsibility for planning, executing and evaluating multi-counties' extension programs within the assigned area of program responsibility. This position typically covers more than one county depending on need. The area specialized agent should work closely with other county agents whenever appropriate.

Program County Extension Agents

The "Program County Extension Agents" title is applied to persons with the appropriate professional qualifications who are appointed without compensation to a department, center, or unit faculty (6C1-7.003). County faculty members whose salaries are entirely paid by the local Board of County Commissioners or a special grant from a cooperating agency and who meet all the state line entry level requirements may hold the title of Courtesy Agent. The Program County Extension Agent title is granted to county-funded faculty by the District Extension Director with the agreement of the County Extension Director and the appropriate Program Dean(s) and the approval of county government. The responsibilities of Program County Extension Agents are the same as those of all other county Extension faculty members. Program County Extension Agents are eligible for promotion but not permanent status.

Faculty status w/ rights and privileges of UF faculty

- Gator One Card - your UF ID provides access to libraries, sporting events, parking, other amenities
- Contribution to UF/IFAS data bank - annual report of accomplishment validates program impact
- University business cards
- Promotion - county recognized promotion system with raise potential (specific to counties with a Memorandum of Understanding stipulation)
- Professional development: eight days (dependent) of UF paid training and development annually to strengthen and heighten your knowledge base
- Professional societies: access to land grant university professional societies providing professional development statewide, regionally and nationally
- Direct access to over 500 State Specialists in all program areas of Ag, FCS, 4H, NR and Energy
- Peer network with other agents across the state

Program Extension Agents

The "program" title is applied to persons with the appropriate professional qualifications who are funded through non-appropriated sources. The appointment is not eligible for permanent status.

Assistant In, Associate In & Senior Associate In at the County Level

County Faculty with one of these titles are state funded specialty faculty positions. The "In" agents are eligible for promotion based on additional qualifying education and/or experience but not permanent status.