



Role, Scope, Criteria, Standards and Procedures
of the
MSU College of Extension

Effective Date: January 1, 2026

APPROVALS	SIGNATURE	DATE
N/A		
Faculty	Chair, Primary Review Committee	
N/A		
Primary Administrative Reviewer	Department Head/Director	
<u>Sharla Sackman</u>	DocuSigned by: <i>Sharla Sackman</i> 207C6C033A4B455...	10/28/2025 9:17 AM MDT
Intermediate Review Committee	Chair, Intermediate Review Committee	
<u>Cody Stone</u>	DocuSigned by: <i>Cody Stone</i> 0F7E07347AAE480...	10/28/2025 9:33 AM MDT
Intermediate Administrative Reviewer	Executive Director	
<u>Durward Sobek</u>	Signed by: <i>Durward K. Sobek II</i> 012C669F1D9F4AD...	11/5/2025 3:06 PM MST
University Retention, Tenure and Promotion	Chair, University RTP Committee	
<u>Robert Mokwa</u>	DocuSigned by: <i>Robert Mokwa</i> 212A28411AC04BD...	11/6/2025 1:08 PM MST
Executive Vice President for Academic Affairs and Provost		

Role and Scope Document for the MSU College of Extension

Article I. Role and Scope of the Unit

The faculty, staff, and administrators in Extension (College) support the fulfillment of the Institution's teaching, scholarship, and service mission. The Role and Scope of Extension devolves from the mission:

MSU Extension improves the lives of Montana citizens by providing unbiased research-based education and information that integrates learning, discovery, and engagement to strengthen the social, economic and environmental well-being of individuals, families, and communities.

Engagement, integration, and off-campus education are essential obligations of land grant universities. At Montana State University, Extension is a primary provider of community-based engagement, issue- focused instruction and technical assistance for citizens across the state. Educational activities conducted by Extension do not lead toward degrees but serve people of all ages, races, genders, ethnicities and demographics.

Extension scholarship is the creation of partnerships, programs, and plans that leverage the knowledge and resources of the university and the public/private sector to enhance learning, discovery, and engagement; educate and engage citizens; strengthen communities; address locally identified issues and problems; apply and disseminate knowledge; and contribute to the public good.

Educational activities conducted by Extension are focused within four primary disciplines.

1. Agriculture, Natural Resources, and Horticulture
2. Family and Consumer Sciences
3. 4-H Youth Development
4. Community Vitality

Extension Faculty includes:

- Field Faculty (also referred to as county/reservation faculty, county/reservation agents, or Extension agents),
- 4-H Youth Development Faculty
- Extension Specialists

Field Faculty are accountable to the Executive Director of Extension through Regional Department Heads (Western, Central, Eastern). 4-H Youth Development faculty are organized within the 4-H Center for Youth Development and report to the Director of the 4-H Center for Youth Development (4-H Center Director), who is accountable to the Executive Director of Extension. Extension Specialists are faculty within campus-based academic units at Montana State University, accountable to their respective unit administrators and guided by their respective units' Role and Scope documents. Exceptions to departmentalized faculty are Extension Faculty who report directly to the Director of Extension (or their designee) and not attached to another MSU academic unit.

Article II. Appointment and Advancement of Research Faculty

Not applicable

Article III. Annual Reviews

Annual reviews of faculty are conducted at the department level. See the appropriate Department Role and Scope document.

Article IV. Primary Review Committee and Administrator

Section 4.01 Primary Review Committee – Composition and Appointment

See the appropriate Department Role and Scope document.

Section 4.02 Primary Review Administrator

The Regional Department Heads (RDHs) serve as the primary review administrators for respective Field Faculty and the 4-H Center Director serves as the primary review administrator for 4-H Center Faculty.

Section 4.03 Identification of Responsible Entities

The Primary Review Administrators are responsible for the following tasks:

1. Establish the Primary Review Committee by facilitating an election or appointing members.
2. Establish, select, and solicit internal and external peer reviews and obtain review letters.
3. Assure that the following materials are included in the dossier:
 - a. Internal and external reviewer letters of solicitation, letters from the reviewers and, in the case of external reviewers, a short bio-sketch of the reviewer.
 - b. Applicable Role and Scope Document.
 - c. Letter of hire, any percentages of effort changes, all annual reviews, and all Evaluation Letters from prior retention, tenure, and promotion reviews at MSU.
 - d. Candidate's teaching evaluations from the review period. If the evaluations are not in electronic format, the unit will provide evaluation summaries.

Upon request by review committees and review administrators, the unit will provide access to the original evaluations to review committees and administrators during the review.

- e. Copies of all evaluation letters from review committees and review administrators.

Section 4.04 Next Review Level

Following the Primary Review Committee and the Regional Department Heads/4-H Center Director, the next review level is the College of Extension Retention, Tenure, and Promotion Committee.

Article V. Intermediate Review Committee and Administrator

Section 5.01 Intermediate Review Committee – Composition and Appointment

The Extension Retention, Tenure, and Promotion Committee shall be composed only of tenured faculty. When possible, the majority of committee members will hold the rank of professor. Diversity on the committee will be prioritized. The committee will include three (3) members from Extension regions or the 4-H Center who are nominated and elected by tenured and tenure track peers from faculty not being considered for promotion. Faculty representatives will serve three-year staggered terms, with one faculty member being elected each year on a rotating basis.

In the event an emergent conflict of interest is identified, as per MSU Faculty Handbook policy, the Primary Review Administrators will work collaboratively to obtain an alternate Extension reviewer, and if no eligible faculty member is available, obtain a reviewer from another MSU department.

Section 5.02 Intermediate Review Administrator

The Executive Director of Extension serves as the Intermediate Review Administrator.

Section 5.03 Level of Review following Intermediate Review Administrator

The next level of review following the Intermediate Review Administrator is the University Retention, Tenure, and Promotion Committee (URTPC). The Extension Representative to URTPC will be nominated and elected from among the population of tenured Extension Field Faculty and will serve a three (3) year term.

Article VI. Review Materials

See the appropriate Department Role and Scope document.

Section 6.01 Materials submitted by Candidate

See the appropriate Department Role and Scope document.

Section 6.02 Documentation of Collaborative Scholarly Contributions

See the appropriate Department Role and Scope document.

Section 6.03 Peer Review Solicitation Procedure

See the appropriate Department Role and Scope document.

Article VII Applicable Role and Scope Documents

Section 7.01 Retention Review

Candidates for retention are reviewed under the standards and indicators in the Role and Scope Documents in effect on the first day of employment in a tenurable position.

Section 7.02 Tenure and Promotion to Associate Professor Review

Candidates for tenure are reviewed under the standards and indicators in the Role and Scope Documents in effect on the first day of employment in a tenurable position.

Candidates may select a more recent, approved Role and Scope Document by notifying their Regional Department Head and indicating such on the dossier cover sheet.

Section 7.03 Promotion to Professor Review

Candidates for promotion to the rank of Professor will be reviewed using standards and indicators in the Role and Scope documents in effect two (2) years prior to the deadline for notification of intent to apply for promotion. The candidate may select a more recent, approved Role and Scope document by notifying their Regional Department Head and indicating such on the dossier cover sheet.

Article VIII Retention Review

Section 8.01 Timing of Retention Review

Faculty are reviewed for retention in the academic year specified in their Letter of Hire, unless extended under the Extending the Tenure Review Period Policy.

Section 8.02 University Standards

The University standards for the retention of probationary faculty members are:

- a) Effectiveness in teaching, scholarship, and service during the review period, and
- b) Integration of no less than two of the following during the review period: teaching, scholarship, and service, and
- c) Satisfactory progress towards meeting the standards for tenure by the candidate's tenure review year.

Candidates for retention are reviewed under the Role and Scope Documents in effect on the first day of employment in a tenurable position. Candidates may select a more recent, approved Role and Scope document by notifying the primary review administrator.

Section 8.03 Performance Indicators

See the appropriate Department Role and Scope document.

Section 8.04 Quantitative and Qualitative Expectations

See the appropriate Department Role and Scope document.

Section 8.05 Evidence of Performance Indicators

See the appropriate Department Role and Scope document.

Section 8.06 Quantitative and Qualitative Expectations

See the appropriate Department Role and Scope document.

Article IX. Tenure Review

Section 9.01 Timing of Tenure Review

Faculty are normally reviewed for tenure in the academic year specified in their Letter of Hire, unless extended under the University's Extending the Tenure Review Period Policy. Faculty may initiate a tenure review earlier than designated in the letter of hire in exceptionally meritorious cases. Faculty seeking early tenure review must meet the same standards used in evaluating candidates who seek tenure after completion of the full tenure review period.

Section 9.02 University Standards

The University standards for the award of tenure are:

- a) Sustained effectiveness in teaching and service, and
- b) Sustained integration of no less than two of teaching, scholarship, and service, and
- c) Accomplishment in scholarship

as demonstrated by the candidate's performance during the review period.

The review period for retention and tenure begins on the first day of employment in a tenurable position at the university and ends on the deadline established by the provost for submission of dossiers.

Section 9.03 Performance Indicators

See the appropriate Department Role and Scope document.

Section 9.04 Quantitative and Qualitative Expectations

See the appropriate Department Role and Scope document.

Section 9.05 Evidence of Performance Indicators

See the appropriate Department Role and Scope document.

Section 9.06 Status of Scholarly Products

See the appropriate Department Role and Scope document.

Article X Promotion to Rank of Associate Professor

10.1 University Standards

The University standards for promotion to the rank of Associate Professor are the standards for the award of tenure. Appointment at the rank of Associate Professor or Professor does not demonstrate, in and of itself, that standards for tenure have been met.

Article XI Promotion to Rank of Professor

The rank of Professor represents the highest academic achievement and should be reserved for individuals who are demonstrably outstanding among their peers in the discipline. Candidates for promotion to Professor are expected to maintain a significant and continuing record of professional achievement. A candidate for Professor is expected to have achieved distinction above that of an Associate Professor.

Section 11.01 Timing of Review

Normally, faculty are reviewed for promotion after the completion of five (5) years of service at the rank of Associate Professor, however, faculty may seek promotion earlier if they can establish that they meet the same standards of effectiveness and excellence used in evaluating candidates after five (5) years in rank.

Section 11.02 University Standards

The University standards for promotion to the rank of Professor are:

- a) Sustained effectiveness in teaching and service, and
- b) Sustained integration of no less than two of teaching, scholarship, and service, and
- c) Excellence in scholarship

as demonstrated by the candidate's performance during the review period.

The review period for promotion to professor is the period of employment at MSU in the rank of Associate Professor plus the time that the candidate's MSU tenure dossier was under review until the deadline established by the provost for submission of the dossier for promotion to professor.

Faculty members seeking promotion to Professor must notify the primary review administrator of their intent by the deadline established by the provost. Only tenured Associate Professors may be promoted to the rank of Professor. Unsuccessful candidates may reapply.

Section 11.03 Performance Indicators

See the appropriate Department Role and Scope document.

Section 11.04 Quantitative and Qualitative Expectations

See the appropriate Department Role and Scope document.

Section 11.05 Evidence of Performance Indicators

See the appropriate Department Role and Scope document.

Section 11.06 Status of Scholarly Products

See the appropriate Department Role and Scope document.

Article XII Procedures for Update and Revision of the Unit Role and Scope Document

Review committees, both primary and secondary, will review the Role and Scope Document at least every three years. Should any committee recommend changes, the review administrator will convene a committee of a representative from each primary review committee, the secondary committee, and college representative to the URTPC to consider proposed changes and make recommendations.

Approval of changes will follow the procedures outlined in the Faculty Handbook. The review committee will act on any proposed changes received from the URTPC Chair on an annual basis and will undertake a full review of their Document no less than every three (3) years.

Article XIII Approval Process

Section 13.01 Primary Academic Unit Role and Scope Document

- a) the tenurable faculty and administrator(s) of the primary unit,
- b) the promotion and tenure review committee and administrator of the intermediate unit,
- c) the University, Retention, Tenure and Promotion Committee (URTPC), and
- d) the provost.

Section 13.02 Intermediate Academic Unit Role and Scope Document

- the promotion and tenure review committee and administrator of the intermediate unit,
- the University Retention Tenure and Promotion Committee (URTPC), and
- the provost.