

Approved: June 17, 2013

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Next Scheduled Review: October 29, 2020

PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) is provided with qualified employees who conduct research-based educational programs, activities and applied result demonstrations/outreach for the benefit of the citizens of Texas. This procedure provides for recognition of employees as endowed program/position holder in AgriLife Extension.

REASON FOR PROCEDURE

These procedures provide guidelines for the appointment, evaluation, and reappointment of employees' ad-loc'd to Texas A&M AgriLife Extension to endowed program/position holder.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 In all instances, selection criteria for appointments to endowed positions—as well as budgetary approvals—will reflect the stated priorities and programmatic restrictions established when the endowed program/position holder was created.
- 1.2 Procedures and guidelines for appointments of faculty/staff, specialists, and fellowships to endowed program/position holder are established by AgriLife Extension and are intended to provide guidance and do not establish a guarantee of employment or supersede the at-will status of agency employees.

2.0 APPOINTMENT, EVALUATION, AND REAPPOINTMENT PROCEDURES

2.1 Selection

The selection process will be initiated by the Director of AgriLife Extension (Director). In every instance, this selection process shall include advice and counsel from an appropriate advisory committee appointed or recognized by the Director which will guide the process and provide a recommendation to the Director.

2.2 Appointments

The advisory committee will initiate a request for appointment via written request which includes sufficient information and justification for review and evaluation by the administration, including recommendations of the committee and the unit head. Appointments to endowed AgriLife Extension programs/positions require the approval of the Director with the concurrence of the Vice Chancellor for Agriculture and Life Sciences (Vice Chancellor). Appointment to an endowed fellowship requires the approval of the Director.

Initial appointments will be consistent with all applicable Texas A&M University System (System) policies and regulations, as well as AgriLife and AgriLife Extension rules and procedures. Appointment letters should include specific reference to the System policies and regulations and AgriLife/AgriLife Extension rules and procedures on periodic review and reappointment, and on the management of endowment related funds. While special conditions may be established by mutual consent and with the approval of

the Director, unusual and extraordinary conditions are discouraged, and shall in no case be in conflict with System policies and regulations and AgriLife/AgriLife Extension rules and procedures.

2.3 Endowed program/position holder is programmatic in nature, and as such endowments remain with the agency when/if an endowed position holder leaves employment.

2.4 Evaluations and Reappointments

Every five years (or more often if a review cycle of fewer years is established at the time of initial appointment or reappointment) the Director or appointed designee will initiate a review of the endowment arrangement to consider objective internal data and external input about the results and performance of the endowed individual. In cases where the holder is maintaining high standards in his or her work and continues to make positive contributions to the mission of AgriLife Extension, no review would necessarily take place.

In the case the Director decides a review is not required, a reappointment will be made. In the case the Director decides a review is required, a small ad hoc committee will be appointed by the Director with the concurrence of the Vice Chancellor to review the appointment. The holder of the endowed program/position holder will be informed of the review and specific focus of the review. Further, the holder of the endowed program/position will be consulted for suggestions of individuals knowledgeable of the work that is the focus of the endowed position. After consideration of the ad hoc committee report and any response to the report by the endowed program/position holder, the Director will—with the concurrence of the Vice Chancellor—decide on the reappointment.

3.0 BUDGETORY GUIDELINES

The following procedures are meant to govern not only future endowed program/position holder, but also to provide guidance when making salary allocation decisions for current endowed program/position holder. Decisions about the portion of salary that an endowment will support will be made in accordance with the following procedures:

3.1 First, consult the gift agreement for any limitations or requirements.

3.2 If the gift agreement does not provide guidance, refer to any commitments made in the letter of appointment for the endowed program/position holder.

3.3 If the gift agreement and the appointment letter provide no limitations or requirements, then the total amount of an employee's salary that is supported by an endowment should typically be limited to no more than 25% of the total salary base or no more than 20% for Salary Enhancement Program (SEP). These procedures should be applied when negotiating future offers to holders of endowed program/position holder.

4.0 EXCEPTIONS

Any exceptions to these procedures require the approval of the Director.

DEFINITIONS

Endowed Program/Position Holder—the holder of an endowed faculty/staff/specialists program/position holder should be considered as receiving one of the highest honors that can be bestowed on an employee. The highest level of performance—and national and international recognition of that performance—are inherent guidelines for appointment. The agency expectation of unquestionable excellence must be met in addition to any specific criteria associated with a particular endowed program/position holder. The appointment may recognize a current employee or it may be associated with recruitment of a new employee. But, in all appointments, excellence should be evidenced by several years of outstanding performance.

Endowed Program Fellowship—the awarding of an endowed program fellowship generally is to recognize and encourage a current member of the faculty who has achieved distinction, or who has displayed significant promise for

future eminence in research-based educational programs, activities and applied result demonstrations/outreach programs. The agency expectation of the promise of higher performance must be met, as well as any criteria stated in the donor document.

CONTACT OFFICE

For additional questions, contact the AgriLife Extension Office of the Director at 979-845-7967.