

One of These Things Does Not Belong Here!

As a county Extension Professional you realize that your first job is to meet the needs of your clientele. To be promoted, you are asked to put forth a summary of your work in the form of a vita that will be reviewed by your peers. In order to have a strong document, you may need to seek out new or different opportunities because it will “look good in your vita”. As you review the P&T guidelines you may wonder how completing activities to include in your vita will help you meet your clients’ needs. You can do both at the same time: meet the needs of your clientele and build your vita! Many of the things in an Extension dossier are items that are based on clientele needs but are now in a form to reach a broader audience, or have been taken to another level. Research (grants and publications) can come from those more in-depth discussions with clients that do not have research based answers, yet.

Below are some ways to approach each area of the dossier.

TEACHING

- We do many different educational programs. Keep in mind that this is a ‘Teaching Table’. How many programs are you actually “teaching”? To be included in this table, you must place yourself in a teaching role.
- The role of Guest Lecture is a drop down in the teaching entry. We have opportunities to teach segments of classes on campus or at local colleges. (Sometimes these opportunities come from active participating in committees on campus.) To be included as a guest lecture, you will need information like the class number, size, and credit hours.
- Curriculum development has changed over time. Follow the current outline (Title, Objective, Target Audience, Curriculum, Use by Others, Impact, Notes). Teams are more likely to develop curriculum. If you created a curriculum as a part of a team, be sure to clearly define your role.
- Set a goal to present impact for every program listed. This does not mean impact for each program, every year. Pick one program each year and evaluate it in more detail. In a few years you could have impressive impacts for each program.

RESEARCH

- This is where you have to think “Scholarly.” Can you take something you have done and move it up the list, to a higher level? Can something you are doing reach more clientele if you do? Examples:
 - Factsheets can come from multiple discussions with farmers and pulling pieces from several references to adequately answer their questions.
 - Presentations at national meetings can become journal articles.
- Grants: USDA NIFA grants require an Extension component. What State Specialist(s) do you know and work with? Is there an opportunity to be a co-PI on a grant they are contemplating? Can you offer a local educational program that will benefit your clients by participating in a grant?

SERVICE

- Actively participating on College Committees and Extension Teams may lead to several opportunities for both teaching and research.
- In the RIV entry form the drop boxes make it easy to end up with items in the wrong places. Double check everything once it is entered and printed out. Try to point out leadership opportunities in each service entry: simply being a member does not hold as much weight as serving on committees or holding an officer position.

FINALLY

Follow current Guidelines and Committee recommendations. (Remember it is the committee’s interpretation of the guidelines that influences their vote.) The Committee is in place to assist you in navigating the system and bringing forth your strongest and most complete document. Find someone to give you honest feedback and listen. Find people outside your program area and even Extension to review your document.

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Jeff McCutcheon