

ADMINISTRATIVE PROCEDURE
College of Agriculture and Natural Resources

Sub-unit **University of Maryland Extension**

Subject **Tenured/Tenure-Track Field Faculty Search**
Statewide Search and Screen Committee

Effective Date **July 1, 2000**

Revised Date **July 1, 2011; April 2013; July 2018; February 1, 2024**

A. Purpose

To establish a procedure for the College of Agriculture and Natural Resources (AGNR) of Maryland Extension (UME) tenured/tenure-track (TTK) Field Faculty search and screen process. The UME Dean and Director provides authorization to fill all Extension vacancies and delegates to the Associate Dean and Associate Director (ADD) of UME to act on his or her behalf. The delegation authority applies to the referenced procedure to filling TTK Field Faculty vacancies at all agent ranks as identified by University of Maryland Policy.

To provide consistency in UME searches; to promote and facilitate Equal Employment Opportunity (EEO); to enhance the effectiveness and efficiency of UME searches; and to establish a Statewide Committee for hiring UME TTK Field Faculty.

University of Maryland Extension shall follow all of the University of Maryland, College Park (UMCP) policies, procedures and guidelines for hiring. Specific search procedures are identified in the document, “Hiring at the University of Maryland: Equity Guidelines for Search and Selection” and in the UMCP Faculty Handbook. All UME searches must conform to University of Maryland and United States Department of Agriculture Equal Employment Opportunity (EEO), Affirmative Action (AA) and Civil Rights (CR) laws and regulations.

Actions taken pursuant to this procedure shall be consistent with the University of Maryland Extension’s commitment to not discriminate in any matter against an employee/s or applicants¹ for employment with regards to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class². Such actions shall include an individual’s employment status, but not limited to, promotions, demotions, transfers, terminations, layoffs, recruitments, advertisements, trainings, selections, pay, and all other forms of compensation to the extent so reasonably precludes the performance of such employment or attainment herein.

B. Statewide UME Search and Screen Committee

The UME ADD in consultation with the Director of Human Resources Management, Compliance, and Diversity Programs (DHRMCDP) shall appointment a seven (7) member search committee (the committee), with two (2) alternates of tenured Extension Educators as search committee members are as follows:

¹ University of Maryland Equal Opportunity and Affirmative Action Statement of Policy (VI -1.00 [A]).

² University of Maryland Non-Discrimination Policy and Procedures (VI-1.00 [B]).

- UME Specialist from Research and Education Center (REC) or 4-H Youth Development
- County or City Extension Educator from Agriculture and Food Systems
- County or City Extension Educator from Family and Consumer Sciences
- County or City Extension Educator from 4-H Youth Development Program
- County or City Extension Educator from Environment, Natural Resources, and/or Sea Grant
- Two County or City Extension Educators from any program area to service as alternates.

Note: Tenured Extension Educators who serve as “alternates” can derive from the aforementioned disciplines and or locations.

The committee will have the following Ex-Officio members:

- Director, HRMCDP/Equity Administrator (EA) (or respective designee)
- Tenured Faculty with unique Knowledge, Skills, and Abilities (KSA) relative to a particular position announcement in which such expertise is desired and or requested as appropriate from the UME ADD.

The DHRMCDP/EA serves as ex-officio to review the search process, move the search process forward and lend guidance for EEO, AA, and diversity to the committee. The DHRMCDP/EA is not a voting member of the committee, during the interview process, but during the interview may provide clarification and input during the discussion. The tenured faculty incumbent with the necessary KSA’s serves as ex-officio to review specific position qualifications for the respective program area and lend guidance. The aforementioned individual is not a voting member of the committee.

Committee Structure:

- Each faculty member shall serve for a period of (3) three years beginning on or about June 1 and ending May 31 three years later (as notified by UME ADD or his or her designee).
- The committee shall consist of a chair who shall serve an initial one-year term with the following structured format:
 - (1) search chair-elect, (2) current search chair and (3) immediate past-search chair for continuity and succession planning purposes.
- The committee member serving in the capacity of search chair-elect also serves as co-chair during the term of service in the event that the chair cannot perform his/her duties and assists with the development and implementation of short-term and long-term strategic planning for the committee as appropriate.
- The chair of the search committee will rotate between each of the programmatic areas (Agriculture and Food Systems, Family and Consumer Sciences, Environment, Natural Resources, and/or Sea Grant, and the 4-H Youth Development Program).
- The statewide committee shall serve as the search and screen committee for all searches to fill UME open TTK Field Faculty positions including County/City/Cluster Educators and Extension Specialists. The UME ADD and the DHRMCDP/EA will conduct an orientation session with committee members to include SPL’s during June or July of each year as appropriate, predicate on UME’s mission, and charge new committee members at that time.
- The initial electronic hiring process shall be handled by the Statewide Search Coordinator (SSC) who is a member of the state-wide Operations team, and such

individual will be appointed for administrative support and coordinating the hiring procedures within the University of Maryland hiring processes.

- The Office of Human Resources Management, Compliance, and Diversity Programs (HRMCDP) shall provide administrative CR, EEO, AA, diversity, and equity support for all searches. All affirmative action records will be maintained by the HRMCDP Office.
- Search committee meetings shall take place by electronic, teleconference, web conference, and/or meeting at a central location.

Where possible, the committee will conduct simultaneous searches in each respective program area. Qualified applicants will be encouraged to apply to all appropriate open UME positions.

C. Advertising

- Generally, positions shall be advertised for a minimum of 30 days or until a suitable candidate is identified.
- The HRMCDP Office will place all national newspaper and electronic advertising for diversity outlets according to AGNR advertising matrixes and coordinate with business units as appropriate.
- Local advertising, placement in specific subject matter journals, recruiting sites, solicitation on specific programmatic associations to include any and all specialized advertising (all advertising efforts must be noted and updated as appropriate in the UME Search Plan), and or personal contacts are the responsibility of the SSC via consultation and coordination of efforts with the City, County/Countries where the position is based with SPL input.

D. Approval

The UME ADD serves as the hiring official for all UME vacancies and via thru the ADD, delegates applicable authority to the appropriate personnel (typically, immediate supervisor for the vacant position) for each program area to act on his or her behalf. The aforementioned designee and as directed by the UME ADD, takes the initiative for filling TTK Field Faculty positions through the appropriate University of Maryland hiring processes, responsible for managing the administrative approval actions within the appropriate University of Maryland hiring processes, and makes a request to fill a TTK Field Faculty position in accordance with the College of Agriculture and Natural Resources Procedure “Position Approval and Hiring Procedure” and in consultation with the Assistant Director of Operations (ADO) and county/city respective Area Directors (A/CED). This request includes the rationale for filling the position, proposed position description, and the funding source for the position.

E. Search and Screen Procedure

1. At the beginning of each search, UME develops the search and screen plan in accordance with UMCP policy and guidance provided by the hiring official.
2. The Hiring Official submits a position announcement, the position description as identified in section “C” above and a newspaper/journal ad to AGNR Equity Administrator and the committee chairperson for review.
3. The committee chairperson, UME Dean and Director/UME ADD, and DHRMCDP/EA shall approve the search plan. The DHRMCDP/EA approves the position announcement, advertisement plan, and assigns a closing date with the appropriate UMD Offices (approvals are ascertained).

4. UME TTK Field Faculty are given the opportunity to request reassignment to the position in accordance with the “University of Maryland Extension Policy on Reassignment of Faculty” and the “Maryland Cooperative Extension Procedure for Reassignment of A Tenured/Tenure-Track Field Faculty Member To Fill An Open Position.” The DHRMCDP/EA issues the position announcement to UME eligible TTK Field Faculty seeking any request(s) for reassignment. Tenure-track Field Faculty members are given one week to request reassignment by writing or sending electronic mail to the ADO, with copies to the SPL and DHRMCDP/EA. The request must include a letter of interest and a current C.V.
 - If TTK Field Faculty members express interest in reassignment, the relevant reassignment policy and procedures will be initiated.
 - The committee shall review the faculty member’s documentation, along with the position requirements.
 - The committee shall make a recommendation to the ADO, with copies to the appropriate SPL and DHRMCDP/EA within 30 days of receipt of the aforementioned internal application packet(s).
 - The qualified internal candidate(s) would then make a public seminar in the locale of the position. The A/CED will facilitate the local process. Evaluative feedback will be obtained from the candidate’s seminar and shall be provided to the appropriate SPL for final decision in consultation with the UME ADD.
 - If no internal UME TTK Field Faculty members express interest in reassignment by the identified publicized suspense date, advertising for a national search will commence. Likewise, if the internal faculty member is not offered reassignment, advertising for a national search will commence.

5. The committee shall proceed with the search and screen process following the UMCP “Hiring at the University of Maryland: Equity Guidelines for Search and Selection.”
 - The DHRMCDP/Equity Administrator in concurrence with the statewide search committee, screens the applications for minimum qualifications.
 - The committee further screens and interviews candidates to determine acceptable candidate(s) for further consideration by the local committee.
 - The committee may recommend candidate(s) for other positions after seeking input from interested candidate(s) and the candidate(s) must also express interest in the recommended vacancy.

6. Upon completion of the search, the committee chairperson makes a recommendation of the acceptable candidate(s) to the respective SPL with a courtesy to the respective A/CED and the ADO.
 - The A/CED arranges for a seminar at the local site and in consultation with the SPL and local UME Faculty, coordinates the invitation of other integral stakeholders. A/CED will also seek comments from UME faculty and staff, the University of Maryland Eastern Shore, as appropriate, and may additionally seek comments from local clientele. As part of the local seminar, candidates will meet with respective SPL regarding programmatic aspects of the position. Candidates will also meet with the A/CED regarding the administrative aspects of the position as well as participate in a site tour for a purview of the position.
 - The A/CED compiles comments received from the local seminars. Evaluative comments are then shared with the SPL.

- The SPL will conduct reference checks.
7. The SPL in consultation with the respective A/CED and ADO will prepare and make a recommendation to hire to the UME AA.
 8. The UME ADD (or his or her designee via thru the UME ADD) in consultation with the SPL and ADO makes an offer of employment to the applicant. The UME ADD signs the aforementioned offer prepared by the SPL in consultation with the ADO.
 9. The hiring official, SSC, and the DHRMCDP/EA completes the appropriate University of Maryland hiring processes and seats the position as appropriate.
 10. All employment offers are tentative pending approval by the authorizing UMCP official, applicable background checks and approval of the appointment by Academic Affairs.
 11. Upon approval of the appointment, the ADO works with the new faculty member, SPL, and SSC to complete the hiring process.