Resolution on Assistant Extension Agent Hiring
College of Tropical Agriculture and Human Resources Faculty Senate

Whereas, Extension Agents are faculty members engaged in continuing education and training, working with families and adults in our community with the goal of community well-being, economic development and environmental protection; and

Whereas Assistant Extension Agent faculty are currently required before being hired to have “...A Masters degree from a college or university of recognized standing, with major work in agriculture, home economics, marine science, resource management, or a related field, whichever is appropriate, or, in addition to the Bachelor’s degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual’s job; at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields; ability to exercise independent judgment and to assume responsibility for developing an Extension program; ability to work harmoniously with other agents in an integrated Extension system, and with related agencies.;...” (E5.221, page 23); and

Whereas, this Executive Policy (E5.221) that goes back to at least 1975, implies that an applicant with Masters degree plus three of experience is equivalent to a holder of a Bachelor degree with 30 credit hours of post-baccalaureate non-structured academic work and at least three years of successful experience; and

Whereas, this Executive Policy (E5.221) may have meant that applicants with a Bachelor’s degree were required to have either 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job or at least three years of successful experience, this interpretation is supported by Junior Agent (A2) only being required to possess an appropriate Bachelor degree to be placed in that rank (A2); and

Whereas, Executive Policy (E5.221) does not provide any flexibility in this three years of experience requirement for applicants for Assistant Extension Agent with a Master’s degree; and

Whereas, Assistant Extension Agents at other Land-Grant Universities such as the University of Arizona, University of California, University of Florida, University of Georgia, Oregon State University, and West Virginia University are required to have the minimum of a Master’s degree in a relevant field, they do not require three years of relevant experience; and

Whereas, it is difficult for Master’s holder to get extension experience without being hired as Junior Agents that requires 30 credit hours after obtaining their Bachelor’s degree which is equivalent to a Master’s Plan B program; and

Whereas, the recent external review of the College (CTAHR) found this three years of experience requirement for Assistant Extension Agent unusual and should be changed; therefore

Be it resolved that the effective relief to the current restrictive criteria for Assistant Extension Agent hiring is to rephrase the current policy by changing the punctuation in the current Executive Policy (E5.221) for the Minimum Qualifications for Assistant Extension Agent (A3)
to “....or, in addition to the Bachelor’s degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job or in addition to the Bachelor’s degree at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields;.....” and

Be it further resolved, that the College of Tropical Agriculture and Human Resources Faculty Senate requests that this recommendation to modify the Minimum Requirements for Extension Agent be submitted to the Manoa Faculty Senate, with a copy to the Dean of the College of Tropical Agriculture and Human Resources, and when endorsed by Manoa Faculty Senate the resolution be transmitted to the Manoa Chancellor, University President and the Board of Regents.

This Resolution was passed unanimously by the College of Tropical Agriculture and Human Resources Faculty Senate at our First Senate Meeting on August 31, 2015

Rajesh Jha
CTAHR Senate Chair

Maria Stewart
CTAHR Senate Secretary

Forwarded to Manoa Faculty Senate
Maria Gallo Dean CTAHR
On September 17, 2015

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Revised Minimum Qualification for Assistant Extension Agent (A3) in E5.221 would read: Minimum Qualifications: A Master’s degree from a college or university of recognized standing, with major work in agriculture, home economics, marine science, resource management, or a related field, whichever is appropriate, or, in addition to the Bachelor’s degree, 30 credit hours of post-baccalaureate academic work in a field appropriate to the individual's job; or in addition to the Bachelor’s degree at least three years of successful experience in Cooperative Extension work, Sea Grant Extension work or equivalent in closely related fields; ability to exercise independent judgment and to assume responsibility for developing an Extension program; ability to work harmoniously with other agents in an integrated Extension system, and with related agencies.