

**ADDENDUM to IFAS Extension Guidelines for preparing the Extension Section of the UF Promotion and Tenure Packet**

UF/IFAS faculty are expected to demonstrate active commitment and responsibility to the three functions of the Land Grant mission-teaching, research and extension.

Expectations for tenure-track faculty with 0% budgeted extension FTE:

**SECTION 24. EXTENSION PROGRAMS (for IFAS only)**

- Briefly describe (no more than 150 words) how your research and/or teaching programs have motivated you to pursue extension/outreach activities. Who are the activities directed to? Or describe your stakeholders.
- Describe educational/outreach outputs including EDIS publications, industry magazine articles or other extension educational materials.
- Describe educational/outreach activities. These include presentations at stakeholder group meetings, workshops, field demonstration and other extension events.
- **Optional:**
  - a. Provide a short narrative on situation and rationale for conducting education/outreach activities, collaborations with extension agents and state faculty on programs and activities.
  - b. A summary table of activities like the one shown in the example below:

Date	Location	Activity (presentation, panel member etc.)	Stakeholder

- Extension Section 24 narrative may begin with the following sentence. “In addition to my budgeted teaching and/or research assignment, I contribute to the Land Grant function of extension by.....”
- Do not include your formal (university) teaching but do include non-formal teaching of extension clientele, industry and other stakeholders and county extension faculty.
- Do not leave this Section blank or write “N/A.”