

## Appointment of County Director

When County Director vacancies occur, agents in the county that are qualified and capable will be considered for assignment of the director responsibilities. The following process will be used to make the selection and appointment.

- Form a Screening Committee involving:
  - County staff (excluding applicants, and limited to 3 members selected by the Regional Director)
  - Regional office staff (Regional Director and Regional Program Leaders)
  - TSU State Program Leader if a TSU person is being considered
  - 2 representatives from County Agriculture Committee selected by the Regional Director in coordination with the Chair of the County Agricultural Committee.
- Screening Committee requests brief written materials from each applicant:
  - 2-Page summary of interests and background highlighting leadership skills, experience, and knowledge
  - Dossier/vita summarizing professional accomplishments
- Screening Committee reviews written materials and interviews applicants:
  - Applicants share their vision for the county program, leadership, and office management by presenting a 20-to-30-minute seminar followed by a question-and-answer session
  - Note: In instances where there is only one candidate, the committee will review application materials and recommend whether a presentation is necessary.
  - Committee members will ask questions using Applicant Interview Questions. <https://oed.utk.edu/steps/appropriateinappropriate-areas-of-inquiry/> can be used as a guide.
  - Committee members will provide feedback to the Regional Director who will compile a list of strengths and weaknesses.

- Regional Director forwards strengths and weaknesses to Extension HR for review.
- Regional Director and appropriate UT Dean/TSU Associate Dean make final decision using input from Screening Committee
- Preferred candidate is presented to the County Ag Committee for appointment

#### **County Director Appointments without a Masters**

When the Regional Director chooses to appoint an employee in the county who is currently pursuing a master's degree:

- Written approval, to include the rational for the appointment, will need to be obtained from the Dean and the Director of Human Resources
- The screening procedure for the Appointment of County Director above will be followed.
- The appointment will be reviewed at least annually to ensure progress is being made toward obtaining a master's degree.

#### **Interim Appointment of County Director**

If there is no currently qualified candidate in the county an interim county director may be appointed. Short-term appointments may be made from a Regional Program Leader, current County Director or other employee who would be qualified for the position.

These appointments are made via letter and do not have to go through a screening process.