

## **Appointment of County Director**

When a vacancy occurs for the position of County Director, qualified and capable agents within the county will be considered for assignment of director responsibilities. Preference will be given to candidates with a Master's degree. Agents holding only a Bachelor's degree may be considered at the discretion of Extension Administration. The following process outlines the steps for selection and appointment.

### **Formation of a Screening Committee:**

- County staff (excluding applicants, with a limit of three members selected by the Regional Director in coordination with the Committee Chair)
- Regional office staff (including the Regional Director and Regional Program Leaders)
- TSU State Program Leader (if a TSU candidate is being considered)
- One or two representatives from the County Agriculture Committee, selected by the Regional Director in collaboration with the County Agricultural Committee Chair and/or current County Director.

### **Applicant Process Steps:**

1. The Screening Committee will request the following written materials from each applicant:
  - A 2-page summary outlining the applicant's interests, background, leadership skills, experience, and knowledge.
  - A resume or curriculum vitae summarizing professional accomplishments.
  - A presentation of the applicant's vision for the county program, leadership, and office management, in the form of a 20-30 minute seminar followed by a Q&A session.
2. The Screening Committee will review the submitted materials, conduct interviews, and provide an assessment of the applicants' strengths and weaknesses to the Search Committee Chair.

**Note:** If there is only one qualified candidate, the committee will review the application materials and determine if a presentation is necessary. If the committee feels none of the applicants are qualified, the position will remain filled by the current County Director until further action is taken.

3. Search Committee Chair will compile a list of each applicant's strengths and weaknesses.
4. The Regional Director will review the compiled strengths and weaknesses.
5. The Regional Director will make a recommendation to the UT Dean of Extension, providing input from the Screening Committee to support the final decision.
6. The newly appointed County Director will receive an official appointment letter from the UT Dean of Extension.
7. The preferred candidate will be presented to the County Agricultural Committee for appointment, followed by the signing of a new Memorandum of Understanding (MOU) with the candidate.

**Appointments for County Directors Without a Master's Degree:**

For agents appointed as County Director who do not possess a Master's degree, the appointment will be reviewed annually to ensure progress is being made toward obtaining the degree. Agents with only a Bachelor's degree will have three years to complete a Master's degree in an approved program.

**Interim County Director Appointments:**

An interim County Director may be appointed on a short-term basis. Short-term appointments may be made from a Regional Program Leader, a current County Director from another county, or another qualified employee. These appointments are made via letter and do not require a formal screening process; however, a discussion with the UT Dean of Extension should take place prior to the appointment.

Amended 4-1-2025