

**OPERATING GUIDELINES AND PROCEDURES
FOR
PROGRAMMATIC, ADMINISTRATIVE AND BUDGETARY RESPONSIBILITY
AND COORDINATION
OF
RESEARCH AND EXTENSION CENTERS AND ON-CAMPUS DEPARTMENTS
DIVISION OF AGRICULTURE, FORESTRY AND VETERINARY MEDICINE
MISSISSIPPI STATE UNIVERSITY**

Introduction and Purpose

The Division of Agriculture, Forestry and Veterinary Medicine at Mississippi State University has central offices on the campus of Mississippi State University. It is the primary mission of the Division to provide effective research, extension and teaching programs to benefit its state, regional, national and international clientele. It accomplishes this mission through its major units, which are the Mississippi Agricultural and Forestry Experiment Station (MAFES), the Mississippi State University Extension Service (MSU-ES), the College of Agriculture and Home Economics (CAHE), the College of Veterinary Medicine (CVM), the Forest and Wildlife Research Center (FWRC), and the College of Forest Resources (CFR). The Division has comprehensive departments on the campus which administer research, extension and/or academic programs of faculty and extension specialists in disciplines and commodity areas. It also includes an Office of International Programs. There is a Plant Science Research Center and an Animal Science Research Center located on the campus to support research on-campus faculty scientists.

The Division has four Research and Extension Centers (REC) - Delta REC, Stoneville; North Mississippi REC, Verona; Central MS REC, Raymond; and Coastal REC, Biloxi. These RECs primarily have area missions, although some statewide programs are now administered from some of the RECs.

There are research scientists of MAFES assigned to the RECs, some of whom are located at Branch Experiment Stations, which are part of the RECs. Some extension specialists of MSU-ES are located at the RECs. Most of these scientists and some specialists hold courtesy appointments in discipline departments of the campus, may also have appointments as Associate Members of the Graduate Faculty, and participate in education of graduate students.

For efficient utilization of resources available to the Division units to accomplish its mission, assignment of programmatic responsibilities and authority and coordination of programs among units is essential, especially between RECs and on-campus departments. Guidelines, procedures and responsibilities for administrative, budgetary and programmatic activities of RECs and on-campus departments to provide the framework for, and facilitation of, program coordination are contained in this document.

Guidelines

- a. A department head on campus is responsible for departmental administration. The head is further responsible for coordination of statewide research, extension and academic programs that relate to the discipline(s) and commodity areas of the department.
- b. A REC head is responsible for REC administration. The head is further responsible for coordination of research and extension programs of the geographic area in all disciplines

- of commodity areas assigned to the REC, and any statewide programs specifically assigned to the REC.
- c. Research, extension and academic program coordination in a discipline of commodity area will occur between the appropriate department head and each REC head where there are programs in the discipline of commodity area.
 - d. All research scientists at RECs and all extension specialists will hold appointments in their respective discipline department on campus. Department faculty and specialists and the department head of a discipline or commodity area for which the department has responsibility will be given the opportunity to participate in the interview process and evaluate candidates for positions in that discipline or commodity area at a REC. Likewise, discipline scientists and specialists at RECs, and REC heads, will be given the opportunity to participate in interviews and evaluation of candidates for positions in on-campus departments in disciplines and commodity areas represented on the respective RECs.
 - e. Administrative, budgetary and program responsibility and accountability for faculty, scientists, and specialists shall be placed with the unit in which they are physically located.
 - f. Annual performance evaluation of scientists and specialists and recommendations for promotion (tenure, if applicable) shall originate and be completed by the head of the unit to which the scientist/specialist is assigned.
 - g. Promotion (tenure, if applicable) consideration for all faculty, scientists and specialists will include review and recommendation by the discipline Promotion and Tenure Committee, which will include representation of off-campus personnel, and review and recommendation by the on-campus department head. The REC head will also review and make recommendations for promotion (tenure, if applicable) for all personnel supervised.
 - h. Participation in international programs will require discussion with and approval by the head who holds administrative responsibility.

Procedures

- a. **Strategic Plan**
 - 1) The statewide plans within each discipline or commodity area will be mutually developed and coordinated by the department head and each REC head where scientists or specialists contribute to the statewide program in that discipline or commodity area.
 - 2) In concert with the statewide plan, each unit, with full faculty/scientists/specialist participation, will develop a strategic plan for research, extension and academic programs, which clearly states the unit's objectives, and criteria for measuring accomplishment.
 - 3) Research, extension and academic planning and implementation will be according to be published guidelines and will be coordinated with the appropriate organizational committees, teams and/or long range plans (e.g. Priority Program Groups and 4-year Plan of Work, Curriculum Committees, Producer Advisory Committees).
- b. **Program Coordination**

Program coordination between departments and RECs will include, but is not limited to:

- 1) Regular interaction, including inter-unit visits, between department and REC heads, extension leaders, and area directors.
- 2) Fostering of cooperative activities among faculty-scientists/specialists.
- 3) Mutual agreement concerning major project responsibilities to enhance cooperation and minimize duplication.
- 4) Mutual review of annual plans of work of scientists and specialists with same discipline and same commodity responsibilities.
- 5) REC personnel will be invited to attend departmental meetings and functions, and departmental faculty and specialists will be invited to attend REC meetings and functions.
- 6) There will be regular meetings with the clientele Program Advisory Groups to discuss program priorities and needs. This meeting will be coordinated between the department and REC heads with program responsibility in the discipline or commodity area.

c. Personnel Matters

- 1) Proposal and justification of a position to be filled or refilled will be discussed between the discipline department and REC(s) with involvement in that discipline prior to submission for approval.
- 2) The unit where a faculty/scientists/specialist position is to be located will develop an interview schedule for candidates for a position. The schedule and locations will enable participation of department and REC personnel in the interview process. Candidate evaluations will be solicited from all interview participants.
- 3) Performance evaluation will originate with the head with administrative responsibility. Evaluation input will be solicited by the REC head from the department head of the discipline where the REC scientist/specialist holds appointment. Likewise, a department head will solicit evaluation input from REC head(s) concerning activity and performance of on-campus faculty and/or specialists who do work on a REC facility or in the area. Final decisions on performance evaluation will be the prerogative of the head with administrative responsibility.
- 4) At the time of employment, the appointment of faculty/scientists/specialist will include appointment in the department of the discipline at equivalent rank to appointment in another unit. Scientists and specialists presently employed who do not hold appointment in a department will receive such appointment upon review by the discipline Promotion and Tenure Committee, which will include representation of off-campus personnel. The REC and department head will co-initiate this process with the scientist or specialist involved.
- 5) Promotion (tenure, if applicable) consideration will be according to established, published procedure. Review and recommendation of the discipline Promotion and Tenure Committee, with presentation of off-campus personnel, and review and recommendation by the appropriate department and REC heads will be a part of the process for all faculty/scientists/specialists.

d. Budget

- 1) Program budget will be allocated to the unit with administrative responsibilities by MAFES, MSU-ES and the appropriate College. It is the responsibility of the

unit head to allocate this budget to program areas and administrative support. Grants and contracts which are generated for the program will be administered within the program unit according to presently established procedures.

Review

The Vice President for Agriculture, Forestry and Veterinary Medicine is responsible for the review of these procedures by March 1 of each odd-numbered year (ONY).

APPROVED BY:

Wance H. Watson

Vice President

1-09-02

Date