

## **SPECIAL STUDY ASSIGNMENT OHIO STATE UNIVERSITY EXTENSION**

The Special Study Assignment is designed to encourage Extension personnel to engage in graduate study to strengthen technical competencies, Extension teaching and administrative skills. County Agents, District Specialists, District Directors and State A&P professionals with at least three years of continuous employment are eligible to apply. The assignment extends for one to four quarters/ 1 year maximum under the following arrangement:

First quarter

- full pay
- 25% employment

Second quarter

- 75% pay
- 50% employment

Third, Fourth quarters

- 75% pay
- 50% employment

The criteria used in the approval process include:

- A. Graduate study will enhance individual's technical competence, teaching ability, creative works and overall effectiveness.
- B. Extension programs will be strengthened as a result of graduate study.
- C. Current programs can be handled by others during the absence of the individual. (Applicant should be aware that their position might be permanently filled by some other person if they plan to be on a SSA for more than two quarters.)
- D. Employee has proven history of productivity or potential for increased effectiveness. Namely, the individual's performance scores should be above average for peer group.
- E. Proposed graduate study will be consistent with the individual's responsibilities and/or identified areas of specialization.
- F. The proposed program encourages research/collaborative projects between field personnel and specialists/administrators.
- G. The person agrees to return to Extension for one year after completion of the SSA. If for some reason the person leaves OSU Extension without completing the year, the person will pay back the salary received while on the study leave.

Individuals wishing to participate in this Special Study Assignment will be expected to apply to Team Leader, Training and Development, using the appropriate form by the 15th of March, June, September or December and at least six months in advance of the date the assignment is to begin. SSA applications from county agents must be reviewed by the agent's program and professional support team prior to being sent to Columbus. The State Review Committee will consist of the Training and Development Team with a recommendation from the appropriate Assistant Director(s). They will act upon all requests and make recommendations to the Director and Vice-President. Before the end of the first quarter, the individual must make a decision whether to request an extension of the SSA for one or more additional quarters.

As a part of the application process, the employee will be asked to identify some possibilities and preferences for fulfilling the employment obligations. Field personnel attending OSU will, in most instances, be assigned to state faculty in their specialty or interest areas. Individual work arrangements will need to be made to accommodate those wishing to attend other appropriate graduate institutions. Likewise, the length of the SSA and the pay and employment arrangements of those on a semester system may need to be adjusted.

The number of Special Study Assignments granted each year will be limited, and state funds will be used to cover the salary and fringe benefit costs. Faculty participating in the program will not be eligible for the regular OSU Professional Leave Program for seven years.

Submit application to support team and district director/immediate supervisor for signatures.  
Forward signed applications to:

Nikki Conklin  
Employee Development Network, Team Leader, Training and Development  
Ohio State University Extension  
2120 Fyffe Rd  
Columbus, OH 43210-1066

**APPLICATION FOR SPECIAL STUDY ASSIGNMENTS (SSA)**

Ohio State University Extension  
The Ohio State University

Please type or print

Please read description of SSA completely before filling out application.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Last First Initial

Unit \_\_\_\_\_  
County/District/Department

**INFORMATION — PLEASE RESPOND COMPLETELY.**

1. Dates requested for assignment: From \_\_\_\_\_ to \_\_\_\_\_

2. College, University where courses will be taken: \_\_\_\_\_

3. Current degree:

B.S.	M.S.	PhD _____
Year _____	Year _____	Year _____
Institution _____	Institution _____	Institution _____

4. Academic Rank, if faculty: \_\_\_\_\_

5. Years employed with OSU Extension: \_\_\_\_\_

6. Previous paid and non-paid leaves granted by The Ohio State University (include type of leave and dates)

7. Discuss fully any supplemental funding associated with special study assignment you have or will apply for:



**If granted an SSA, I understand that I must work for OSU Extension for at least one year following my study leave. If for some reason I leave OSU Extension without completing my year, I will pay back the salary received while on the study leave.**

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Applicant signature

Date

Submit completed plan to Immediate Supervisor for appropriate signatures.

**For county personnel :**

**Support Team Members**

**For district personnel:**

**District Director**

**For state personnel:**

**Immediate supervisor and department chair/unit head**

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County Chair (county personnel only)

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District Specialist(s) (county personnel only)

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Additional support team members, if appropriate

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District Director or Immediate Supervisor

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Department Chair/Unit Head (for state personnel)

Forward application to:            Nikki Conklin, Team Leader, Training and Development  
2120 Fyffe Road, Columbus, Ohio 43210  
Fax (614) 688-3807

**State Review Committee Signatures:**

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Team Leader, Training and Development

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Chair, Department of Extension

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Assistant Director

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Director of Extension

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Vice President, Agricultural Administration