

*(This document provides examples and standardized format that incorporates the requirements for faculty Vita as outlined by the Provost's office. To expand a table to include more entries, hit tab while you are in the last cell. This will add another row for your next entry. The Instructions for the Vita are written in green Italics text. The examples are written in highlighted yellow text. List your accomplishments and experiences in reverse chronological order - most recent first. Please note that references given are examples only and do not represent actual articles or authors.)*



**VITA**  
**For County Extension Educators**

**NAME:** JOHN DOE

**RANK OR TITLE:** Extension Educator, E3

**OFFICE LOCATION, CITY, STATE, ZIP:** WSU Spokane County Extension, 222  
North Havana, Spokane, WA 99203

**OFFICE PHONE:**

**EMAIL:**

**FAX:**

**WEB:**

**DATE OF FIRST EMPLOYMENT AT WSU(MM/DD/YYYY):**

**TENURED? Yes or No DATE OF TENURE(MM/DD/YYYY):**

**DATE OF PRESENT RANK OR TITLE(MM/DD/YYYY):**

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**EDUCATION**

**A. Degrees Earned** (*List most recent degree first; include year, degree, major field, institution, city, 2 letter state abbreviation*)

1978 M.S., Agronomy-Crop Production and Management, Montana State University, Bozeman, MT

1975 B.S., Agricultural Economics, Oregon State University, Corvallis, OR

**B. Additional Coursework for Credit** (*List most recently completed first; include year, class title, course number, institution, number of credits*)

2002 International Relations, Pol Sci 520, Eastern Washington University, 3 credits

2001 Issues in Adult Education, AOL 504, Washington State University, 3 credits

**C. Certificates and Licenses** (*List most recent first; title of the professional license or certificate, issuing organization, date of issuance*)

2001-present Pesticide Consultant's License, Washington State Department of Agriculture  
 1969 Machine Bookkeeping Certificate, Kinman Business University

**EMPLOYMENT**

**A. University related** *(Include positions held since receipt of bachelor's degree; List most recent position first, with title, location, department, or area)*

2005-present County Director, Washington State University Extension Any County  
 2004-present Affiliate Faculty, Washington State University, College of Education  
 2001-present Area Extension Agent, Washington State University  
 Area Extension Faculty (5 County area) Youth Development

**B. Other** *(Include employment outside the University system; include Armed Forces; List most recent first, with title, organization or brief description)*

1988-1989 Legislative Assistant, State Representative Jack Doe, Maryland  
 1972-1975 Platoon Leader and Executive Officer, Company A, First Supply and Transport Battalion, 1st Infantry Division, Ft. Riley, Kansas

**HONORS AND AWARDS**

2005 Gray, A.J., A.B. White, and J. L. Jones. "W.I.R.E.," Western Integrated Resource Education. National Assoc. of State Universities and Land-Grant Colleges (NASULGC): Agriculture Research and Education Serving the Nation: A University Science Exhibition and Reception on Capitol Hill, WA, DC.

**FUND GENERATION**

**A. Grants and Awards** *(Provide principal and co investigators, funding date(s), title, sponsor, amount. If you have a grant that is renewed annually, list it once and update the date each year to indicate renewal. Indicate if grant was competitive.)*

1999 Davis, C., V. Soothy, and D. Grey. Sustainable Agriculture On-Farm Education Program. Kellogg Partnership 20/20. \$67,500 Competitive  
 2003-2006 Savage, J.T., R. Mitchel, and T. Gritt. Food Sense, Montana County. USDA Food Stamp Nutrition Education Program (FSNEP). \$1,341,032

**B. Grant Proposals – Unfunded** *(Record by year the number of grants applied for and total dollars involved.)*

Year	Total Grants	Total Dollars
2005	25	\$558,900
2004	5	\$126,000

Year	Total Grants	Total Dollars

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**C. Program Sponsors, Partners, and Revenue**

2006	Small Farm Expo, WSU Extension and 8 sponsors, \$8407
2005	Harvest Celebration, WSU Extension and the Chefs' Collaborative, \$23,718

**PUBLICATIONS** (*List most recent publications first under the appropriate category, For publications not published yet, include “In Press” or “Submitted” as appropriate; “In Press” publications before “Submitted” Publications. For an explanation of Peer Reviewed Scholarly Activities, see*

<http://anr.wsu.edu/documents/PeerReviewedScholarlyActivities.pdf>)

**A. Books and Chapters in Books, Monographs**

Grapes, K., J. Bolder, and N. Rich. 1997. “Organizational Change Dynamics.” In Community Policing in an Urban Setting, edited by Earl F. Madell, Anderson Publishing Co., Cincinnati, OH.

**B. Professional Articles, Refereed or Peer Reviewed** (*A refereed professional article is subjected to blind external peer review. Most professional organizations have a very rigorous referee process. Please make sure that you check with the publisher to ensure that publications have been reviewed by the above outlined process before listing anything as Refereed. Additionally, the fact that a publication outlet does not accept all manuscripts does NOT, of itself, make articles published therein refereed. It is a common practice in some units to have some form of internal review before articles are submitted to the institutional publisher. This practice does NOT result in a “refereed” article. However, this may be considered peer reviewed. See the above Peer Reviewed Scholarly Activities website for criteria. Provide complete citations for all publications—author(s), date, title, publisher, volume, page numbers.*)

Doe, J.W., S.L. Smith, and J.H. Jones. 2002. Effect of seed piece removal on yield and agronomic characteristics of Russet Burbank potatoes. *Am. J. of Potato Res.* 17:397-402.

**C. Abstracts and Proceedings** (*Same instructions as for “Professional Articles.”*)

Smith, J.A. 1997. Research, education, and consultation: the Noble Foundation way. *Agron. Abstr.* p. 48.

Potter, H. and C. Hanley, 1999. “Creating a Sustainable Community Food System.” National Small Farms Conference Proceedings, page 127.

Smooth, V., G. Matthews, and A. Soth, 1993. “Seedling Growth of Kentucky Bluegrass.” ASA National Meeting Abstracts, page 193. Peer reviewed.

**D. Extension Publications, Peer Reviewed** (*These publications have an institutional publisher, not the author. Publications that the institution is not willing to assume responsibility for responding to requests for the material should be listed in Extension Publications, non-peer reviewed.*)

Joe, V. and E. Bailey, 1995. Backyard Science: How To Do Research on your Small Farm. CIS 515.

**E. Curriculum Development** (*Curricula listed here should be your own creative work and receive at the minimum peer review within Washington State University before being listed in this section. These materials would not include organizing, collating, or editing materials from existing resources.*)

Doe, J.H. and J.W. Doe. 2000. Married and Loving It! Curriculum for marriage education. Oregon State University.

**F. Other Publications** (*List publications that are neither refereed nor peer reviewed here. Examples of publications in this category are technical reports, newsletter articles, popular periodicals, and fact sheets. Compress entries for newsletter articles. Short announcements of upcoming events, while important to promote the events, are not considered educational and should not be included in your vita. List author(s), editor (if applicable), and page numbers.*)

Dhuyvetter, K. and A.J. Schlegel. 1993. Benefits of including soybeans in a continuous corn or grain sorghum system. 1993 Field Day Report. KAES Report of Progress 689. p. 40-42.

Smith, J.W. 1985. Alfalfa variety performance tests in Wyoming-1984. Riverton, Wyoming. WAES Bulletin RJ-200.

Smith, V., 2004. "Cultural values and communication styles – understanding your farm market team." *Market Connection*, NAFDMA newsletter, Vol 9, #4, page 3&5 (Part 1); Vol 9 #5, page 3 (Part 2).

Coats, C., V. Sanders, Editors, 1998-2001. "Bringing Home the Harvest." Inland Northwest Community Food Systems Newsletter

Grace, B. 2005. Leafhopper and Aphid Pests in Row Crops. In *Tilth Producers Quarterly*, A Publication of Organic and Sustainable Agriculture, Vol. 10, Number 1.

Wayne, J.B. Procedures easy for on farm use. *Potato Grower of Washington*. June 2002. p. 8-10.

**PRESENTATIONS** (*Sometimes these oral presentations are accompanied by a written summary that would also be listed under Publications above. This is the only appropriate place items can be listed in both areas. For invited presentations include "Invited" at the end of the entry. An invited presentation is defined as a formally requested, substantive presentation that, in most cases, is delivered outside of your district. Examples include giving a keynote address at a professional meeting, giving a major presentation at an out of state commodity group conference or at a statewide commodity group meeting, giving an invited presentation at the State Department of Health and Welfare in Olympia or the State Department of Agriculture in Olympia. Submitting a paper to a professional society and having it accepted for presentation does not constitute an invited presentation. Presentations to local Kiwanis, Rotary, etc., or requests by district colleagues are not considered invited. Entries for poster presentations should include "Poster presentation" at the end of the entry.*)

Doe, J.W. Minimizing Potato Bruise Damage. WSU Potato Conference, Kennewick, WA, January 23, 2002. Poster Presentation

Or

Doe, J.W. 2002. Minimizing Potato Bruise Damage. WSU Potato Conference, Kennewick, WA

Or

Smith, J.H. Ultrasound: Could it be a useful tool at your fair?, Sheep Field Day, California State University-Chico, Chico, CA, March 4, 2002. *Invited Presentation.*

**A. International**

**B. National** (*Include multi-state venues such as the PNW Ornamental Conference.*)

**C. State**

**D. Local** (*Do not include all local presentations. Be selective and include only those that are significant. If you give the same presentation to several different audiences during a year such as an entomology class for Master Gardener training in three counties, consolidate these into one entry. Do the same if you teach several classes within a short-course at one location such as the Living on the Land short course. Workshops, tours, etc. that you organize should be listed on WORQS, but not included on the vita.*)

Sandy, V., 2001. "Turf Establishment and Maintenance." Master Gardener classes in Fergus, Bonner, and Granite Counties, MT. 3 hour classes each.  
Panhandle Horticulture Workshop Series, Sandpoint and Coeur d'Alene, ID. Three 2-day workshops (56 hours total), 1996.

**OTHER CREATIVE ACTIVITIES** (*Items listed here are usually not peer reviewed.*)

**A. Media Presentations** (*Include only television and radio presentations where you provided significant instruction or useful information. Do not include those situations where you were interviewed only to announce an upcoming event.*)

Grant, P. 1979. "Willacomm County Land Boom." Producer of a 30-minute program shown five times on Portland, OR television.

**B. E-mail List Serves** (*Compress entries for list-serve news alerts.*)

Jones, D.A., 2004-present. "Agricultural Alerts" list serve. Weekly update April-October. 1000 subscribers.

**C. Manuals** (*These materials would include organizing, collating, or editing materials from existing resources.*)

Smith, V., 1999. "Spokane Kitchens, A Directory of Shared-Use Commercial Kitchens." Spokane County WA. 6 pages.

McNall, S. 1992. Editor, "Water Watchers Manual." 10 chapters. Distributed statewide.

**D. Computer Programs Developed** (*Indicate if the program is peer reviewed. Computer products are in this category if the documentation, and probably the program itself, is available for general distribution through an institutional source.*)

Brothers, S.K. and T.F. Dune. 2001. WECARE System—a Web Database to Replace WEMIS. ([www.wsu.edu/WECARE](http://www.wsu.edu/WECARE))

**E. Video Programs** (*Indicate if the program is peer reviewed.*)

Peterson, V., B. Trial, and V. Smith. 2002. “Red Creek Strawberry Farm: A Small Farm Case Study.” North Dakota State Extension System. (45 minute video)

**F. Web Pages** (*List only web pages you developed. If a webpage designer or web manager helped develop the web page, include that person as a co-author.*)

MSU Extension Toole County—Agriculture and Natural Resources, 2002-present: <http://www.msu/agriculture>.

## UNIVERSITY INSTRUCTION

**A. Credit Courses Taught** (*List most recent first; include course number, class title, campus, section, semester, year.*)

TESC 336: Plants and People: The science of food production, (UW-T), Vancouver, Section 1, fall 2004

WSU Soils 404: Sustaining Agriculture for Small-Scale Ranching and Farming Overview, Vancouver, Section 1, spring 2004

**B. Additional Teaching** (*Include graduate teaching assistantships, guest speaking, etc. in this category. List most recent first; include course number, class title, campus, section, semester, year.*)

Environmental Sciences 450: History of Canadian Agriculture, Washington State University, 2001

Entomology 531: Insect Physiology, North Carolina State University, 1995

**C. Advising** (*Include your involvement as a major advisor or committee member of undergraduate, master’s, and doctoral students—indicate student’s name, start and expected completion dates, if in progress or completed—as well internships, postdoctoral advising, student clubs and groups, recruiting, and other service learning activities.*)

WSU Food Science Graduate Advisory Committee, Master’s degree students:

Teresa Smith, completed spring 2001.

Celeste Powers in progress, expected completion winter 2007.

WSU Extension Food Sense Project, interns from WSU Health Sciences Department:

Ryan Gart, Nadine Twist, Patrice Wells, 2004.

## PROFESSIONAL SERVICE

**A. University** (*WSU and other universities, if previously employed.*)

2005 WSU Extension Agricultural Economics Specialist Search Committee Member.

2005 External Civil Rights Compliance Review Team, Chair.  
2003-2004 WSU Vegetable Pathology Team Member.

**B. Community** (*Limit to major community involvement.*)

2002-present Blaine County Fairgrounds Advisory Board.  
President, 2005-2006

2004-2005 Central Valley Boys and Girls Club Advisory Board.

**C. Review Activities** (*Manuscript reviews, written reviews of promotion and tenure packages from colleagues in other states.*)

2005 Taylor, Dan. External Reviewer for Utah State University for his promotion to Full Professor

2004 Cool, R. A. and J. Ohms. "Leaf architecture, lignification, and tensile strength during the transition of Zea mays from the vegetative to adult phase" Crop Science.

**PROFESSIONAL & SCHOLARLY ORGANIZATIONS** (*Group by organization or association and include membership; committee assignments; offices held and dates; and editorial services associated with a specific society and not covered under Review Activities above. It may be more appropriate to list the majority of those on WORQS.*)

1997-present Western Washington Horticulture Association.  
Board Member 2002-2004.

1992-present Epsilon Sigma Phi.  
National ESP Public Policy Committee, 2006.  
Beta Chapter president, 1999.

**PROFESSIONAL DEVELOPMENT** (*Workshops, seminars, and in-service training attended; condense when possible. You may segregate into national, regional and state, but it is not required. Do not include activities that you've listed in other sections above.*)

2003 Pacific Branch of the Entomological Society of America, Davis, CA.  
2002 Improve your teaching style, Washington State University, Pullman, WA.