POSITION DESCRIPTION – ACADEMIC ADMINISTRATOR SERIES (APM 370, UCD 370), all ranks SAMPLE POSITION DESCRIPTION AND TEMPLATE FOR APPOINTMENT

REFERENCES:

<u>APM 370</u>	https://aadocs.ucdavis.edu/policies/apm/apm-370.pdf
UCD 370	https://aadocs.ucdavis.edu/policies/apm/ucd-370.pdf
UCD 220AF	https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220af.pdf

Appointment Checklist for Academic Administrator series

https://aadocs.ucdavis.edu/your-resources/forms-and-checklists/federation-checklists/checklistappt-acad-coord-acad-admin-23feb2018.pdf

Academic Federation FAQs

https://academicaffairs.ucdavis.edu/academic-federation-fag

SAMPLE POSITION DESCRIPTION

(Note: The position description should focus on a description of the position, including duties, responsibilities, expectations and criteria for productivity. It should **NOT** include the qualifications of the candidate).

NATURE AND PURPOSE

(The following general statement describes the role of an Academic Administrator and should be included in all position descriptions.)

Academic Administrators are appointees who administer programs that provide service closely related to the teaching and research mission of the University. The Academic Administrator oversees complex units with a substantial amount of independence and works closely or jointly with faculty. An Academic Administrator is primarily an administrative position. Any contributions to teaching would be considered part of University and Public Service and evaluated as part of service. An Academic Administrator is not a faculty title and as such is not eligible to be an Instructor of Record. Appointees in the Academic Administrator title series cannot be independently responsible for conducting regular courses, but may provide a guest lecture in their area of expertise.

An appointee in the Academic Administrator title series is not provided automatic Principal Investigator status. Their role in research is typically in the administration and management of the research enterprise, budget, planning, etc.

MAJOR RESPONSIBILITIES

(Specific responsibilities associated with the particular appointment and subject matter area should be developed using the following list of general responsibilities associated with the Academic Administrator

position. A sample statement is included under each general responsibility. An organizational chart of the department or unit that clearly demonstrates the role of the Academic Administrator in relation to others in the unit must be provided.)

I. ADMINISTRATION/MANAGEMENT OF PROGRAMS (%)

The Academic Administrator is responsible for the administration of one or more programs. This responsibility might include directing the activities of a support staff and coordinating the activities of faculty and academic appointees involved in the program(s). The candidate might be involved in planning, developing, and evaluation of programs, supervision of staff, development of proposals for extramural funding, and management of program resources. The candidate shall provide intellectual leadership and scholarship in the roles of administrator and supervisor.

II. PROFESSIONAL COMPETENCE AND ACTIVITY (%)

The candidate must show evidence of continuing professional growth and the ability to relate effectively with academic personnel in their own unit and in other campus units. Candidates should also provide evidence of continuing scholarly activity in an appropriate discipline. The candidate will provide intellectual leadership and scholarship to their programs. The candidate may participate in professional societies and conferences appropriate to their specific field. The candidate may give oral presentations to public and professional interest groups, or at seminars, meetings or educational functions.

III. UNIVERSITY AND PUBLIC SERVICE (%)

The candidate will participate in the administration of their home unit and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in both the public and private sectors. As a result, the effective performance of their duties may require participation in campus governance through committee membership, community activities, projects that are University wide in scope, and service in a liaison capacity with other public and private agencies.

Employee's Signature	Date

Supervisor's Signature

Date

ACADEMIC ADMINISTRATOR SERIES POSITION DESCRIPTION TEMPLATE

MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE:

I. ADMINISTRATION/MANAGEMENT OF PROGRAMS (% EFFORT)

II. PROFESSIONAL COMPETENCE AND ACTIVITY (% EFFORT)

III. UNIVERSITY AND PUBLIC SERVICE (% EFFORT)

Employee's Signature Date

Supervisor's Signature Date

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