

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

REFERENCES:

APM 370 <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/checklist-appt-acad-coord-acad-admin-23feb2018.pdf>

Academic Federation FAQs
<https://academicaffairs.ucdavis.edu/academic-federation-faq>

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

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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