

POSITION DESCRIPTION – ACADEMIC COORDINATOR SERIES (APM 375, UCD 375), all levels
SAMPLE POSITION DESCRIPTION AND TEMPLATE FOR APPOINTMENT

REFERENCES:

APM 375 <https://aadocs.ucdavis.edu/policies/apm/apm-375.pdf>
UCD 220AF <https://aadocs.ucdavis.edu/policies/apm/ucd-220/ucd-220af.pdf>

Appointment Checklist for Academic Coordinator 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 Coordinator and should be included in all position descriptions.)

Academic Coordinators are appointees who administer academic programs that provide service closely related to the teaching or research mission of the University. This service may be provided to academic departments, to organized research units, to students, or to the general public. Determination of the appropriate level for an appointment for an Academic Coordinator shall take into consideration such factors as program scope and complexity. The duties of an Academic Coordinator are primarily administrative. Individuals in an Academic Coordinator title who are assigned research or instructional duties are required to hold a dual title.

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 Coordinator 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 Coordinator position in relation to others in the unit must be provided.)

I. COORDINATION OF ACADEMIC PROGRAMS (%)

Academic Coordinators have primary responsibility for the administration and coordination of one or more programs and may have responsibility for directing the activities of other academic appointees or staff.

Types of activities that might be included, but are not limited to, are;

- (1) Academic program planning and development.
- (2) Assessment of program and constituency needs.
- (3) Evaluation of academic program activities and functions.
- (4) Development of proposals for extramural funding of campus programs and identification of support resources.
- (5) Liaison representation with other agencies and institutions in the public and private sectors.
- (6) Supervision and leadership of other academic appointees or staff.
- (7) Other duties as appropriate.

II. PROFESSIONAL COMPETENCE AND ACTIVITY (%)

The candidate will provide intellectual leadership and scholarship to their programs. The candidate will 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 units and the University through appropriate roles in governance and policy formulation. In addition, they may represent the University in their special capacity as scholars during the discharge of their responsibilities.

The candidate may engage in University service activities such as guest lecturing and committee service. Teaching classroom courses is not an expectation of this position.

Employee's Signature

Date

Supervisor's Signature

Date

ACADEMIC COORDINATOR SERIES
POSITION DESCRIPTION TEMPLATE

MAJOR RESPONSIBILITIES AND DESIGNATED AREAS OF EXPERTISE:

I. COORDINATION OF ACADEMIC PROGRAMS (% EFFORT)

II. PROFESSIONAL COMPETENCE AND ACTIVITY (% EFFORT)

III. UNIVERSITY AND PUBLIC SERVICE (% EFFORT)

Employee's Signature Date

Supervisor's Signature Date