Employee:  Date:

**Location:** (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is located in the UCCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ office, with additional responsibilities in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County(s).

**Job Summary:** (Pull from position PVA and/or PD, ‘Position Purpose’ section)

**Key:**

Level One Activity – Basic activities that must be completed before all others

Level Two Activity – Intermediate activities that are imperative to the success of the academic, but must be completed only after the level one duties.

Level Three Activity – Advanced activities that increase the success of the academic, but can only be completed after the level one and two duties.

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| --- | --- | --- | --- | --- | --- | --- |
| **LEVEL ONE ACTIVITIES and EXPECTATIONS** | | | | | | |
| **Activity** | **Description** | **Resources or Contacts** | **Milestone Dates -**  **if applicable** | **Time Spent Per Week or Month** | **Comments** | **Expected Completion**  **Date** |
| **(Section header) ex. Extension activities** | | | | | | |
| (Individual activity) |  |  |  |  |  |  |
| **(Section header) ex. Publications** | | | | | | |
| (Individual activity) |  |  |  |  |  |  |
| **(Section header)** | | | | | | |
| (Individual activity) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LEVEL TWO ACTIVITIES and EXPECTATIONS** | | | | | | |
| **Activity** | **Description** | **Resources or Contacts** | **Milestone Dates –**  **If applicable** | **Time Spent Per Week or Month** | **Comments** | **Expected Completion**  **Date** |
| **(Section header) ex. Research activities** | | | | | | |
| (Individual activity) |  |  |  |  |  |  |
| **(Section header)** | **Ex. Professional competence** |  |  |  |  |
| (Individual activity) |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **LEVEL THREE ACTIVITIES and EXPECTATIONS** | | | | | | |
| **Activity** | **Description** | **Resources or Contacts** | **Milestone Dates – if applicable** | **Time Spent Per Week or Month** | **Comments** | **Expected Completion**  **Date** |
| **(Section header) ex. University service** | | | | | | |
| **(**Individual activity) |  |  |  |  |  |  |

Reviewed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Signature Date

**Please include this signed work plan with applicable Annual Evaluations and Merit/Promotion submissions.**

CC: Academic HR

*Rev. 07/31/18*