

UC ANR Academic Assembly Council
Academic Policy Committee
Report to AAC for January 27, 2011

Members: Joyce Strand, chair; Kevin Day, Chris Greer, Frank Mitloehner

The Academic Policy Committee has been asked to address two items so far this year.

REVIEW DRAFT CE ADVISOR POSITION DESCRIPTION TEMPLATE

Background

When the three regional CE offices combined, ANR leadership saw that existing advisor position descriptions varied widely. Some are so vague as to be worthless as guidance to an advisor or his/her supervisor, and others are so detailed that they could be restrictive on advisor activities.

ANR leadership would like to see more consistency, without forcing advisors to all be "the same." To accomplish this, a CE Advisor position description template is being developed by ANR Academic Personnel, and this committee has reviewed it and suggests a number of edits to make it more useful.

Major points:

- The committee supports availability of a position description template that assists in development of new or revised position descriptions that can be appropriately consistent among advisors, and that help them and their supervisors have a clearer understanding expectations, including major responsibilities and duties.
- Draft language for common items that can be adopted or adapted for a specific position description is useful.

In addition to specific comments on the draft, the committee recommends the following.

- The template and instructions, with resulting position descriptions, must recognize that all CE Advisor positions are not the same and that most programs are unique in one or more ways.
- ANR Leadership should promote the template's use when developing a new position or an existing description needs to be updated, rather than implementing it en mass.
- The template should not be used to make radical changes in expectations for an advisor, but rather be used to clarify existing expectations only.
- The template must include clear instructions related to its intended use and how to apply it.

COMPILE INFORMATION RELATED TO CE ADVISOR SALARY AND WORKLOAD EXPECTATIONS

Background

UC ANR is working on ways to meet California's extension needs related to our subject areas. A dramatically smaller number of CE Advisors remain to fill those needs. It is important that ANR leadership understand the situation that advisors face with regard to workload, expanding

expectations, recognition, and compensation in order to make fair, equitable, and reasonable assignments, if ANR and its Advisors are to be successful.

The committee is gathering information related to CE Advisor salary history and expectations, with the goal of helping the current ANR leadership who have less familiarity with the situation, and identifying some potential solutions.

Submitted by APC, January 25, 2011