

Directions for Position Description



Directions for preparation and submission of your Position Description Addendum for ALL ACADEMICS

- Create a new word document that includes your name, title of position, effective date, county or counties if applicable.
- List your additional duties under the selected appropriate heading(s): “Purpose & Clientele”, “Academic Program Major Responsibilities” “Program Leadership and Business Operations Duties,” “Affirmative Action”, “Relationships”, and/or “Qualifications”.
- You should prepare a Position Description Addendum with signature lines for you, the academic, your supervisor, and Vice Provost of Cooperative Extension and/or Associate Vice President if your position is a statewide program. You can add additional statewide program directors to your PD Addendum for signature if needed.
- It is recommended that you send your draft position description to Kim Ingram (kcingram@ucanr.edu) for review, before obtaining final signatures. You will not need to get cross county directors to sign your PD Addendum if you have a multi-county assignment. However, it is expected that all county directors in the assignment area will have the opportunity to review the PD Addendum prior to final approval. Lead county directors are responsible for ensuring that other county directors have reviewed and approved the PD Addendum prior to sending it to Kim Ingram for review. Once the Academic HR Unit reviews your draft PD Addendum, and approves the content, it can be forwarded on to the ANR leaders for signature(s).
- The Academic HR Unit will forward a completed signed position description back to the academic for signatures and retain a fully signed copy in the academic’s personnel file as the office of record.