

Example of Supporting Documentation for UC ANR Academic Coordinator Dossiers

*This document is designed to capture required elements of the Academic Coordinator position to support a successful merit and promotion (in addition to the program narrative section). It serves as a guide and example; **Academic Coordinators may modify and adapt the template to fit their program, as long as all required elements under “E. Coordination of Academic Programs” are addressed.***

A. Project Summary

Project Title	Role	Collaborators	Support Amount/Duration (if applicable)	Support Source
Theme or Project				

For examples of how to report project summaries, please visit: <https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.

B. Professional Competence and Professional Activity

For examples of how to report professional competence and professional activities, please visit: <https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.

Professional Development and Training

Begin Date - End Date	Location	Name, Description and Occurrence of Activity

Disciplinary Society or Professional Association

Disciplinary Society/Prof. Assoc Name	Membership/Meetings Attended/Activities

Evidence of Professional Competency

Begin Date - End Date	Location	Name, Description and Occurrence of Award, Recognition, Professional Presentation, Office or Activity

C. University Service

Begin Date - End Date	Name, Description, and Occurrence of Activity	Org Level	Your Contribution and Leadership Role

For examples of how to report university service activities, please visit:
<https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.

D. Public Service

Begin Date - End Date	Name, Description, and Occurrence of Activity	Org Level	Your Contribution and Leadership Role

For examples of how to report public service activities, please visit:
<https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.

E. Coordination of Academic Programs

For more examples of how to report coordination of academic program-related activities, please visit: <https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.

a) Academic Program Planning and Partnership Development

Academic Coordinators are responsible for the *administration and coordination of one or more programs*. This section highlights efforts to plan, develop, and sustain academic programs that address clientele needs and align with program priorities. It includes building strong relationships with clientele and partners and leading communication efforts that benefit them and the public. It also involves developing, adapting, and implementing program activities, training, curricula, educational materials, and other supporting products to ensure effective outcomes and impacts.

Example activities within this combined category could include:

- Relationships with clientele and partners
- Communications (website, blog, social media, other outreach materials)
- Development of educational materials (curriculum, materials for trainings/events, multimedia materials, etc.)
- Program coordination (meetings or events organized/facilitated, educational presentations) and program delivery (direct or indirect such as train the trainer programs).
- Leadership and administration (e.g., budget and financial management reports to funders)
- Engaging, networking, and providing support and/or technical resources to agencies and institutions (public and private sectors).

Below is a table that contains real examples of projects Academic Coordinators have reported under this category.

Start and End Date	Name	Description/Topic/ no. of repetitions	Collaborators	Contribution/ Role	Attendees (optional)
Organized by Theme or Project					
11/16/23- 11/17/23	<i>Fire Network Fall Retreat at Blodgett Forest Research Station</i>	<i>Hosted statewide team of UCCE advisors and specialists. Conducted team building activities and strategic planning exercises.</i>	<i>Jane Doe - UC ANR</i>	<i>Organized retreat and led in-person activities</i>	30
1/03/2023 -12/31/26	<i>Administration of the Climate Smart Agriculture Program</i>	<i>Administered/coordinated the Climate Smart Agriculture program with CDFA with funding for technical assistance to farmers and ranchers in over 33 counties to support the implementation of identified agricultural management practices.</i>	<i>CDFA OARS UC ANR Advisors, CESSs, and Academic Coordinators Producers in 33 counties</i>	<i>Leadership of the program, communications, training, and financial management</i>	N/A

b) Program Assessment and Evaluation

This section captures activities related to assessing clientele needs and evaluating academic program effectiveness. It includes gathering and analyzing feedback from clientele, conducting field-based assessments, and measuring program outcomes through evaluations of workshops, trainings, curricula, and related program activities. It also includes the development, contributions to, and publication of program evaluation reports.

Example activities within this combined category could include:

- Needs assessments, including but not limited to clientele feedback, surveys, interviews, focus groups, and literature reviews (if applicable)
- Advisory and community engagement activities (commodity or community groups/councils, community or town halls)
- Field-based assessments (site visits, consultations, field trials)
- Program and impact evaluation (design, administration, analysis, dissemination)
- Workshop and training surveys and evaluations
- Evaluation of training curriculum

Below is a table that contains real examples of projects Academic Coordinators have reported under this category.

Start and End Date	Name, Description/Topic, and No. of repetitions	Collaborators	Contribution/Role	Anticipated Outcomes or Impacts
Organized by Theme or Project				
10/1/23 - 10/1/24	<i>During the review period, I conducted a statewide needs assessment reaching 200 clientele.</i>	Jane Doe - UC ANR John Doe - UC ANR Partner Org 1 Partner Org 2	Co-author of surveys; survey analyst.	<i>Findings will guide program outreach strategies and improve the impact of future education efforts.</i>
11/3/23 - 1/3/24	<i>Evaluation of the California Department of Public Health's (CDPH) CalFresh Healthy Living (CFHL) program, which reaches over 2.3 million Californians each year.</i>	61 local health departments (LHDs) in CA Various community partners	<i>Led the evaluation of healthy eating and active living interventions and worked with all partners to increase program evaluation competency.</i>	<i>Findings will generate evidence on the effectiveness of healthy eating interventions and provide insights on effective, scalable public health nutrition strategies statewide.</i>

c) Extramural Funding and Identification of Support Resources

This section highlights efforts to secure financial and in-kind resources that support academic programs. It includes activities such as developing and submitting proposals for extramural funding, obtaining internal or external grants, and leveraging additional resources like industry partnerships or no-cost project extensions.

Example activities within this combined category could include:

- Applying for awards or grants (early-career academics may include unfunded proposals to demonstrate effort in this area)
- Grants and awards on which the academic is listed in GTS, as well as additional gifts/donations, or program fees/income.
- Securing resources to support programmatic activities, including internal funding opportunities, in-kind support, no-cost extensions or project revisions, and leveraged industry or grower resources.

Below is a table that contains real examples of projects Academic Coordinators have reported under this category.

Name/Description	Role	Collaborators	Support Amount/Duration	Support Source
Organized by Theme or Project				
<i>Fire Resilient Education and Workforce Development Program</i>	<i>Project collaborator - I contributed to the Original proposal. Listed in GTS.</i>	<i>Jane Doe - UC ANR</i>	<i>\$500,000 from 6/18/25 - 7/31/28</i>	<i>CAL FIRE</i>
<i>No cost extension (NCE) for the xx Program</i>	<i>PI - Prepared and submitted a detailed rebudget and justification narrative to the funder, securing a 9-month NCE for the program</i>	<i>Jane Doe - UC ANR ANR Contracts and Grants Office CDFA Project Manager</i>	<i>\$6,000,000 from 1/01/20-12/31/26 (grant previously ended 3/31/26)</i>	<i>CDFA</i>

d) Supervision and Leadership of Academic Appointees or Staff

This section documents leadership and supervisory responsibilities related to academic appointees and staff that support academic programs. It includes activities such as recruitment, onboarding, mentoring, and professional development, as well as oversight of non-extension work conducted by employees.

Example activities within this combined category could include:

- Recruitment, hiring, onboarding, and training of new employees
(Include only hiring activities such as chairing search committees for positions you directly supervise; serving on recruitment committees should be included under University Service)
- Providing ongoing training and professional development for employees
- Mentorship and support for employees
- Oversight of non-extension activities delivered by employees (e.g., research)
(Note: Extension activities delivered by staff should be documented separately under 'Other (extension activities entered by Staff)')

Below is a table that contains real examples of projects Academic Coordinators have reported under this category.

Start and End Date	Name, Description/Topic, and No. of repetitions	Role	Collaborators	Location(s)
Organized by Theme or Project				
10/1/24 – Present	Overseeing Jane Doe's creation and management of all Fire Network social media platforms (BlueSky, Facebook, Instagram, LinkedIn, YouTube). Works with Doe, UC ANR Strat Comms, and others to create social media content.	Supervisor, content creator	Jane Doe - UC ANR John Doe - UC ANR Strategic Communications	Virtual
6/1/25 - 6/3/25	Organized and facilitated a soil health and irrigation efficiency 3-day in-person training for all staff I supervise in the xx Program	Training Facilitator	Jane Doe - UC ANR Advisor RCD Partners CDFA Experts	San Diego, CA

F. Extension Activities

For examples of how to report extension activities, please visit: <https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.

a) Meetings Organized

Begin Date - End Date	Meeting Name and Type	Topic/no. of repetitions	Role	Location(s)	Total No. of Attendees
Theme or Project 1					

b) Educational Presentations

Begin Date - End Date	Meeting Name/Event	Presentation Topic/no. of repetitions	Location(s)	No. of Attendees
Theme or Project 1				

c) Other (including websites, social media, blogs, collaborations with other agencies, organizations, and policy engagement)

Begin Date - End Date	Description	No. of Instances
Theme or Project 1		

d) Other (extension activities entered by Staff)

Begin Date - End Date	Name / Description	Role	Total No. of Attendees
Theme or Project 1			

Begin Date - End Date	Name / Description	Role	Total No. of Attendees

G. Bibliography

For examples of what to include in your bibliography, please visit: <https://ucanr.edu/dept/human-resources/pr-e-book-and-dossier-examples>.