

Directions for Preparation of your Position Description – for all Academics

A current and accurate PD is an important part of the review process for a merit, promotion and annual evaluation; a fully signed PD must be added to your Dossier. It is the academic's responsibility to keep their position description (PD) up to date when there is a change in programmatic responsibilities and/or reporting relationships. Academics are encouraged to update their PD about every five (5) years to assure that it is an accurate summary of the academics responsibilities. It is the responsibility of the academic and/or immediate supervisor to have the PDs fully signed and shared with Academic HR.

- **Use the template.** Follow the position description (PD) template as your guideline for preparation including your name, title of position, effective date, county or counties if applicable. You are encouraged to modify the information in the template as needed. Not all bulleted items apply to every title series. Please review the [E-Book, ANR Policy & Procedure Manual, UCOP Academic Personnel Manual \(APM\), and Academic Researchers Unit \(RA\) Contract](#) (if applicable) for guidance and requirements for your title (e.g., Advisor, Academic Coordinator, Project Scientist, Research Specialist, etc) to ensure you use the correct categories on your PD.
- **Modify the PD template** to make it specific to your position expectations. The bullets in the template serve as examples only.
- **Your first PD** is based on the Position Vacancy Announcement (PVA) for your position and includes a section on affirmative action and DEI responsibilities. Don't just copy and paste unmodified language from the PVA into the template. New academics have about 6 months to develop their first PD and to define their positions based on needs assessment(s) and the PD should reflect this process.
- **Prior approval is needed** to change position titles, county coverage, supervisors, and major position responsibilities from the PVA.
- **Civil Rights Compliance & Contributions to UC ANR's Principles of Community;** include any/all bulleted items as applicable to your position. See also guidance and training on Civil Compliance requirements at: <https://ucanr.edu/site/uc-anr-human-resources/office-civil-rights>
- **Administrative elements.** For any academic in a leadership capacity (ex: Statewide Program/REC/ County Directors, or Principal Investigators that supervise), list your administrative duties and/or use suggested bullets under the heading "Leadership and Administrative Duties."
- **Relationships;** most positions are administratively responsible to one supervisor, however some positions have both administrative and programmatic supervisors, so list all that are applicable (e.g. 4H Statewide Director, IPM Statewide Director, Master Gardener Statewide Director).
- **Add signature lines** for yourself, supervisor, County/REC Director, Statewide Program Director (if applicable) and the Vice Provost of Academic Personnel.
- **Where to send.** It is the responsibility of the academic to provide the draft PD for review to your supervisor, County/REC Director, and Statewide Program Director (if applicable). Please send your draft position description (PD) to Academic Human Resources (AHR) for review, before signing or obtaining any final signatures. For updating existing PDs, academic should highlight what has changed. You will not need to get cross county directors to sign your PD. However, it is expected that all county directors in the assignment area will have the opportunity to review your PD before final approval. The lead county director is responsible with ensuring all Directors have this opportunity, as applicable. The Associate Director for the RECs/UCCE may also have access to your PD, but their signature is not needed.
- **What happens then.** AHR will forward the position description back to the academic to sign and attain signatures of the supervisor, County/REC Director, and Statewide Program Director (if applicable). The academic will then forward the signed PD to AHR for final routing, including approval and signature by the Vice Provost of Academic Personnel. AHR will retain a copy of the fully signed PD as the office of record and return a copy to the academic.