

UC ANR - Success Builds on these Skills and Areas

Areas of Program and Evaluation

All UC ANR Academic Coordinators are evaluated in the areas of 1) Administrative Performance, 2) Professional Competence and Activity, 3) University and Public Service and 4) DEI and Affirmative Action.

Area 1. Coordination of Academic Programs

ACs are responsible for the administration and coordination of one or more programs and may have responsibility for directing the activities of other academic appointees or staff.

Area 2. Professional Competence and Activity

UC ANR ACs are required to demonstrate and grow their professional competence in their programmatic areas.

Area 3. University and Public Service

All UC ANR ACs are required to actively serve the University, as well as the public. University service may occur at the local, division, state, national, or international levels. Examples of potential University service activities include serving on a university workgroup or committee, providing leadership in program teams, or advocacy efforts. Public service involves activities and events in which the incumbent uses their professional expertise to benefit groups or efforts outside the University. Examples may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.

Area 4. Affirmative Action (and DEI)

ACs are to demonstrate understanding and dedication to the UC ANR DEI and Affirmative Action program <http://ucanr.edu/affirmaction> including identifying and defining clientele (establishing appropriate baselines) and developing methods to serve them.

(Note: ACs might also disseminate appropriate, science-based information to inform clientele, using extension methods that are responsive to clientele needs and appropriate for the audience and situation.)



Skill Areas

Four broad categories of skills help people be successful.

Skill Set 1. Programmatic Competence and Impact

- Academic Coordinators have primary responsibility for the administration and coordination of ANR program(s) that have a positive impact in relation to the identified priority needs of the clientele that are consistent with ANR's Strategic Vision and ANR initiatives (<https://ucanr.edu/sites/StrategicInitiatives/>). Individuals in an Academic Coordinator title who are assigned research responsibilities are required to hold a dual title,
- Conduct and report regular comprehensive needs assessments to identify priority issues or problems relevant to the local clientele groups being served.
- Monitor change in relation to applied resurface and outreach.
- Represent UC ANR in a professional manner.



Skill Set 2. Collaboration, Teamwork & Flexibility

- Develop collaborative teams with other UC ANR academics, including specialists, AES faculty, CE Advisors and/or others, to address priority issues for UC ANR.
- Interact with UC ANR Program Teams and others within the research/extension network to develop, strengthen and expand program goals.
- Work with relevant local, state (and as required national) partners. Interact to develop, strengthen and expand program goals.

Skill Set 3. Communication

- Disseminate useful, science-based information to inform clientele, using extension methods that are responsive to clientele needs and appropriate for the audience and situation.
- Evaluate programs and report accomplishments, results, and potential or actual impacts to scientific and lay audiences.
- Foster an increased understanding of UC ANR's Cooperative Extension's research and education programs in clientele, the public and policy makers.
- Effectively use online communication methods to support research and instruction.
- Actively advocate for UC ANR program awareness and support.
- Present at conferences or workshops, invited presentations, or reviewing/editing publications.

Skill Set 4. Professional Development & Lifelong Learning

- Maintain a program of continuous self-improvement by participating (e.g., in-service training, seminars, workshops, etc.).
- Hold offices in professional societies.

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