

## UC ANR ACADEMIC HUMAN RESOURCES (AHR) WORK PLAN PROCESS GUIDELINES

The purpose of a work plan is to establish administrative and programmatic expectations for those academics working less than 1 FTE or at the request of a supervisor.

In the case of a part-time assignment, APM-220 and APM-220 Appendix B provide guidelines on the review of part-time appointees for the merit and promotion process.

Per APM-220. "Advancement of a part-time appointee with a title in this series shall depend on quality of performance at a level of distinction comparable to that demanded of a full-time appointee, although, when circumstances warrant, a lesser rate of scholarly accomplishment or an extended time frame for review will be acceptable... committee, and other service are to be kept in proportion to the percentage of time of the assignment, but the same quality of performance is expected as for a full-time appointee."

Work plans are for a set period of time and are subject to revision and renewal as needed. They are written and signed by the academic, with input from their supervisor and a copy submitted to Academic HR.

Work plans should include (as appropriate for specific titles):

- Goals and timeline for extending knowledge and information with anticipated outcomes and impacts
- Goals and timeline for applied research and creative activity with anticipated outcomes and impacts
- Goals and timeline for professional competency and activity
- Goals and timeline for University and public service
- Goals and timeline for Affirmative Action efforts

Academics with Emeritus status, who would like to remain active in their program after retirement, should go to the following website for guidelines and an Emeritus work plan:

[http://ucanr.edu/sites/anrstaff/Personnel Benefits/Academic Personnel/Separation Retirement Emeritus Information/](http://ucanr.edu/sites/anrstaff/Personnel%20Benefits/Academic%20Personnel/Separation%20Retirement%20Emeritus%20Information/)