

Dear Colleagues:

At UC ANR, we have a mission and vision of being the bridge between local issues and innovative answers through the power of UC research. In order to fulfill our goals, we must be diligent in our efforts to effectively manage UC's resources, especially as higher education experiences rapid expansion of regulatory requirements and intense competition for funding from all sources.

This Administrative Responsibilities Guide provides guidance and support for individuals who have administrative and/or financial oversight responsibilities. It is your guidebook to the expertise and assistance available from central administrative support, and it is designed to define and clarify areas of accountability.

In this Guide, you will find an overview of responsibilities in the following areas:

- Academic Human Resources
- Conflict of Interest
- Contracts and Grants (Research)
- Development Services (Gift Administration)
- Facilities Planning and Management
- Financial Services/Business Operations Center
- Government and Community Relations
- Human Resources
- Information Technology
- Resource Planning and Management
- Risk & Safety Services

The [Office of the Controller](#) revises this Guide periodically to address ongoing concerns and changing conditions, and thus we welcome your feedback. Please address your comments for future editions to the Controller.

I am proud that all of us at UC ANR are committed to operating our units effectively within existing resource constraints. Thank you for all that you do for our academic appointees and staff.

With kind regards,



Glenda Humiston

UC ANR Vice President