

ANR Academic Position Description Addendum

Your Name and Position Title **Effective Date of Addendum (from/to)**

Create a new word document (See Appendix 1) to include the following

What to include

- Your name, title of position, effective date, county or counties if applicable.
- List any percentage (%) of the position that may have changed with this addendum.
Example: Serve as Interim County Director with the following responsibilities (15%)
- List your additional duties and/or short-term changes to your responsibilities under the selected appropriate heading(s)
 - Purpose and Clientele, Academic Program Major Responsibilities, Leadership and Administrative Duties, Affirmative Action and DEI, Relationships (supervisors).
- Include signature lines for you, your supervisor(s), and Vice Provost (of Strategic Initiatives & Statewide Programs or Research and Extension). You can also add any additional statewide program directors to your addendum for signature if needed.

Where to send

- It is highly recommended that you send your draft position description addendum to Academic Human Resources (AHR) for review, before signing or obtaining any final signatures. You will not need to get cross county directors to sign your addendum. However, it is expected that all county directors in the assignment area will have the opportunity to review the addendum before final approval. The lead county director is responsible with ensuring all CDs have this opportunity.

What happens

- Once AHR receives and reviews the addendum, it will be forwarded to the appropriate ANR leader for approval and signature.
- AHR will forward the signed addendum back to the academic to attain signatures of the academic and the supervisor. The academic will forward the completed, fully signed addendum to AHR, which is the office of record.

Appendix 1. Template: Position Description Addendum,

Name: _____

Title of position: _____

Effective date: _____

County (or counties if applicable): _____

Percentage (%) of the position that is changing with this addendum: _____

(e.g., Serve as Interim County Director with the following responsibilities (15%))

Additional duties and/or short-term changes to my responsibilities

(only include as appropriate for the changes)

- **Purpose and Clientele,**

- **Academic Program Major Responsibilities,**

- **Leadership and Administrative Duties,**

- **Affirmative Action and DEI,**

- **Relationships (supervisors).**

Signed:

Your name

Supervisor(s)

Vice Provost (of Strategic Initiatives & Statewide Programs or Research and Extension).

(Include any statewide program directors if relevant.)

When completed, send your draft addendum to Academic Human Resources (AHR)