

## **Academic Human Resources Guidelines for Active Emeriti Academics**

ANR values our active Emeriti academics and the many contributions each Emerita/Emeritus academic makes to UC ANR.

In order to capture the outcomes and impacts of your programmatic efforts, as well as to ensure adequate administrative support and oversight is available; we require a work plan agreement from all Emeriti academics that are interested in providing programmatic service within an ANR Extension and Research Program. Provided below is a brief summarization of the process required to have a proposed activity approved.

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**Emerita/Emeritus Academic**

Contact the appropriate County Director or immediate supervisor to discuss the programmatic need and planned activity in the respective county.

Prepare a written work plan request summarizing specific and clear measurable goals, anticipated programmatic impacts, include any individual(s) you plan to work with to achieve planned goal(s), what resources you'll need, and proposed method(s) for obtaining needed resources, and the use of any account(s). The plan should also include an effective period with begin and end dates. Submit work plan to the County Director or immediate supervisor for review and approval.

Note: All work plans for active Emeriti academics shall be reviewed and approved on an annual basis.

**County Director or Immediate Supervisor**

Reviews the request, and if in agreement; approves and submits it to the Academic Human Resources (AHR) Unit.

**Academic Human Resources (AHR)**

Reviews the plan for policy compliance. The Emerita/Emeritus academic and County Director or immediate supervisor will receive notification of final decision.

Approval resides with the Associate Vice President (or designee).