

College of Agriculture/AAES
Supplemental Information for Determining Position on Career Ladder:
Administrator, Academic Programs

Attach a current resume for Employee

Employee _____ Date _____
Supervisor _____

Form is to be completed by employee and employee's supervisor. To ensure accurate placement of the employee on the career ladder, the supervisor should give as many specific details as possible on the position in the following areas:

Kind of Activities: (Describe in 2-3 sentences the execution of planning, developing and/or strategies and programs related to academic programs/groups/services and details about each that the employee does. If necessary, continue on additional sheets)

Independence: (Comment on the level of independence which the employee has in executing academic related programs and activities, monitoring budget and expenditures, coordination of courses, and/or assisting with writing proposals or grant submissions. Explain at what level the employee interacts with the supervisor and at what level he/she is totally independent. Give specific examples, if possible.)

Responsibility: (Comment as specifically as possible on the overall responsibility given to the position; i.e., "Is responsible for plans of work for department faculty"; or "is responsible for submission of written reports or correspondence"; or "is responsible for maintenance of a database that includes....")

Supervision: (*If applicable*, list names and titles of any persons whom the employee supervises and explain the level of supervision.)

Knowledge and skills required: (Explain the specific knowledge level and/or special skills required for the position; i.e., “Excellent interpersonal communication skills are required to...” OR “Strategic planning skills are required to.....”)

Additional Comments: (Example: “John Smith continues to serve in leadership position having served most recently as.....”)