**JOB DESCRIPTION  
ACADEMIC ADMINISTRATOR SERIES (I-VII)**

**(APM 370)**

**CANDIDATE’S NAME:**        
**LEVEL:**        
**SUPERVISOR’S NAME:**      

***Definition of Title*** *(APM 370): this series is used principally in organized activities other than organized research units for appointees who administer programs which 1) provide service to academic departments, but not as totally or exclusively research or teaching activities; or 2) are intended to serve the general public and may be either research or educational in nature. The duties of this position are more in administration than in teaching and/or research, although the administration may include participation in as well as the overseeing of programs involving teaching, research, or academically-based public service.*

**CRITERIA FOR APPOINTMENT:**

1. Academic appointees must have professional and academic qualifications similar to those of academic appointees in the organized activity with which the appointee is to be concerned; appointees should have the terminal or top degree in his/her field; although the function of an Academic Administrator may include the overseeing of a program involving research, responsibility for engaging in research, while desirable, is not implied by appointment to this series:

**CRITERIA FOR MERIT/PROMOTION:** based on administrative experience, professional competence and activity, and University and public service.

**Other responsibilities if applicable:**

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| Candidate’s Signature |  | Date |

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| Supervisor’s Signature |  | Date |