



# **Agriculture and Natural Resources (ANR)**

## **Orientation Guide**

**July 2008**





## **ANR ORIENTATION GUIDE**

July 2008

Welcome to the University of California Division of Agriculture and Natural Resources. You have joined a unique and important part of the University of California system.

The Division's roots are deeply embedded in the historic land-grant mission to conduct research relevant to the lives of the people of California and help apply the research to everyday problems through an intricate and far-reaching outreach system. This public service component of the University of California is more important than ever as the people of our great state confront more complex and difficult challenges resulting from the ever increasing intersections of agriculture, the environment, nutrition, and health sciences. The challenges are daunting, but also create exciting new opportunities.

This orientation guide is intended to introduce you to this complex, diverse, and unique organization and its distinctive land-grant mission within the greater UC system. You can find additional information about ANR programs, services, and resources at the ANR Web site at <http://ucanr.org/>.

Daniel M. Dooley  
Vice President

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## PURPOSE AND STRUCTURE

The Division of Agriculture and Natural Resources (ANR) is part of the land-grant university system in the United States and plays a major role in shaping the reputation of the University of California as one of the finest educational and research institutions in the world. ANR is the University's principal vehicle for transmitting UC agricultural, natural and human resources research to the citizens of California as well as identifying new problems and researching solutions to these problems. ANR programs are delivered through two closely coordinated organizational units: the Agricultural Experiment Station (AES) and Cooperative Extension (CE). To better understand the organization, this section introduces ANR's mission, vision, core values (see <http://ucanr.org/PDFs/planningassump3-05.pdf>), goals, principles, history, philosophy, and resources.

### MISSION

The mission of the University of California, Agriculture and Natural Resources, is to serve California through the creation, development and application of knowledge in agricultural, natural and human resources.

### VISION

In keeping with its mission and consistent with its core values, ANR members share a vision of serving as the link between abstract knowledge and practical applications of research. On one hand, members generate new knowledge; on the other hand, they reach out to help people use that knowledge to solve everyday problems in the realms of agricultural, natural, and human resources. Division members actively involve and interact with the public through their programs and bring a global perspective to bear on local issues.

### CORE VALUES

Division members are committed to the following values that guide action and decisions at all levels of the organization:

- The highest standards of ethical behavior, honesty, and integrity, with the recognition that the trust and confidence of the public is absolutely essential to success.
- Academic excellence and maintaining credibility as an objective source of knowledge.
- Scientifically valid research as a foundation for anticipating problems and developing practical solutions.
- Responsiveness to state and local needs in California, and consideration of the global context that shapes these needs.
- Diversity within the organization, equal access to knowledge by all people, and equal opportunity for self-reliance through education.
- Collaboration, teamwork, and mutual respect among members, in partnership with other organizations and in interaction with clientele.
- Academic freedom, with the recognition that individual freedom goes hand in hand with a high standard of professional responsibility and personal accountability to the land-grant mission.

## ANR ORGANIZATION

ANR is a statewide network of UC researchers and educators dedicated to the creation, development, and application of knowledge in agricultural, natural and human resources. Programs are delivered through two organizational units: the Agricultural Experiment Station and Cooperative Extension. To help understand the organization, this section introduces ANR administrative leaders and different components of the organization. A basic premise of ANR is that all operations are driven by priority needs and opportunities identified by programmatic leadership in consultation with key stakeholders. The ANR organizational chart can be viewed at <http://ucanr.org/orgchart.shtml>.

### AGRICULTURAL EXPERIMENT STATION

The Agricultural Experiment Station (AES) in California is located on three campuses within three colleges at UC Berkeley, Davis and Riverside and the School of Veterinary Medicine at UC Davis, and on nine statewide research and extension centers. Although all of the colleges have deep roots in agriculture, their missions also include environmental, natural resource, and human and community development topics. This breadth of mission is reflected in the college names – the College of Natural Resources at UC Berkeley; the College of Agricultural and Environmental Sciences at Davis; and the College of Natural and Agricultural Sciences at Riverside.

Within the UC system, AES is formally categorized as a Multicampus Organized Research Unit (MRU). Organizationally, the California AES is located within the University's Division of Agriculture and Natural Resources. Authority for its programs lies jointly with the chancellors and deans on the UC Berkeley, UC Davis, and UC Riverside campuses and with the ANR vice president.

AES in California comprises some 650 faculty members housed in more than 40 departments. These scientists represent a variety of disciplines and are charged with conducting fundamental research that addresses the problems of people in the “real world.”

AES scientists are one of the driving forces behind California's \$90 billion<sup>1</sup> agricultural industry. AES also provides worldwide leadership in the environmental sciences, nutrition, and youth development, and its faculty collaborate with CE specialists and county-based CE advisors in their research and in extending their findings to the public.

You can find more information about the components of AES on the three campuses at:

<http://www.aes.ucdavis.edu/>

<http://www.cnr.berkeley.edu/>

<http://cnas.ucr.edu/>

<http://www.vetmed.ucdavis.edu/>

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<sup>1</sup> Includes the value of total agricultural production and processing. From *Measure of California Agriculture* (MOCA), UC Agricultural Issues Center, Davis, 2006.

## **COOPERATIVE EXTENSION**

Today, the CE system represents a national, publicly funded, non-formal educational system that links educational and research activities and resources of the United States Department of Agriculture (USDA), land-grant universities, and county administrative units. This educational system includes professionals in each of America's 1862 land-grant universities (in the 50 States, Puerto Rico, the Virgin Islands, Guam, Northern Marianas, American Samoa, Micronesia, and the District of Columbia) and in the Tuskegee University; 1890 land-grant universities; and 1994 land-grant tribal colleges.

CE in California is staffed by 130 specialists attached to campus departments and 220 CE advisors working out of a statewide network of local CE offices working in every county (except Alpine). CE advisors work closely with local clientele, communities, and cooperators to identify critical and emerging needs in agricultural, natural, and human resources, and with campus partners to develop research-based approaches to solve local problems. CE specialists are headquartered at UC Berkeley, UC Davis, and UC Riverside, where they conduct research and develop new technologies. CE specialists work to connect local CE advisors to the campus-based AES and other resources that may provide appropriate research and new technologies to address a myriad of issues and needs throughout California. AES faculty work directly with CE advisors and specialists to address critical California issues.

CE provides citizens who may never set foot on a UC campus with local access to UC resources. Local CE advisors often work with teams of non-academic staff and volunteers to deliver services through programs such as 4-H youth development, master gardeners, master food preservers, and master composters.

Three regional Division offices administer county-based CE programs: the North Coast and Mountain Region, the Central Valley Region, and the Central Coast and South Region. You can learn more about the organizational units of county-based CE at <http://ucanr.org/ce.cfm>.

Campus-based CE programs are administered by the deans and department chairs in departments to which CE personnel are assigned. More information about campus-based CE programs can be found at:

[http://www.cnr.berkeley.edu/site/coop\\_ext.php](http://www.cnr.berkeley.edu/site/coop_ext.php)

<http://caes.ucdavis.edu/outext/ce-specialists>

<http://www.vetmed.ucdavis.edu/vetext/home.html>

[http://www.cnas.ucr.edu/faculty/CA\\_AES.html](http://www.cnas.ucr.edu/faculty/CA_AES.html)

## **STATEWIDE PROGRAMS**

More than 14 unique statewide programs were established over the past 35 years to focus on specific high-priority areas of special concern to Californians. They cover such topics as mosquito research, integrated pest management, sustainable agriculture research and education, integrated hardwood range management, and agricultural issues.

Many of the statewide programs were initiated by the Legislature or Congress, either through direct legislation or through budget language. ANR manages these statewide programs – along with other statewide program support units, including the ANR workgroups, Communication Services, Research and Extension Centers, and the ANR Analytical Laboratory. These statewide program functions focus on multidisciplinary issues that cut across campuses,

departments, and counties. Some provide competitive grants and technical support to leverage departmental and county resources.

Several statewide programs have directors who carry split appointments between statewide ANR and a campus academic department. Directors are responsible to one of the four ANR program leaders programmatically and their budgets are administered through the Office of the Vice President. Some statewide program directors report to a department chair for that portion of their appointment that relates to their faculty AES or CE assignment. Each statewide program undergoes a review approximately every five years to assess accomplishments, needs, goals, and future plans.

The current statewide programs include:

**[Agricultural Issues Center](http://aic.ucdavis.edu/)** (<http://aic.ucdavis.edu/>): Analyzes issues important to California and Western agriculture and conducts applied research.

**[California 4-H Youth Development Program](http://www.ca4h.org/)** (<http://www.ca4h.org/>): Helps young Californians become responsible adults.

**[Center for Water Resources](http://www.waterresources.ucr.edu/)** (<http://www.waterresources.ucr.edu/>): Engages the resources of the University of California with other institutions in the state to develop ecologically sound and economically efficient water-management policies and programs in California.

**[Expanded Food and Nutrition Education Program \(EFNEP\)](http://efnep.ucdavis.edu/)** (<http://efnep.ucdavis.edu/>): Teaches low-income families (particularly those with young children) to make the most of their food resources and meet their nutritional needs.

**[Giannini Foundation of Agricultural Economics](http://giannini.ucop.edu/)** (<http://giannini.ucop.edu/>): Promotes and supports research and outreach activities in agricultural economics and rural development relevant to California.

**[Integrated Hardwood Range Management Program](http://danr.ucop.edu/ihrmp/ihrmp.html)** (<http://danr.ucop.edu/ihrmp/ihrmp.html>): Dedicated to the conservation of California's oak woodlands.

**[Integrated Pest Management Program](http://www.ipm.ucdavis.edu/)** (<http://www.ipm.ucdavis.edu/>): Develops and promotes the use of integrated and ecologically sound pest management programs in California.

**[Kearney Foundation of Soil Science](http://kearney.ucdavis.edu/)** (<http://kearney.ucdavis.edu/>): An endowment-supported program that funds research and sponsors outreach activities directed to a five-year mission. The current mission is Soil Carbon and California Terrestrial Ecosystems.

**[Master Gardener Program](http://camastergardeners.ucdavis.edu/)** (<http://camastergardeners.ucdavis.edu/>): UC-trained volunteers extend research-based information to the public about home horticulture and pest management. The information is provided to the public in classes, via telephone hotlines, at community events and in demonstration gardens.

**[Office of Pesticide Information and Coordination](http://www.envtox.ucdavis.edu/research/opic.html)** (<http://www.envtox.ucdavis.edu/research/opic.html>): Coordinates and reviews ANR activities pertaining to pesticide research, experimentation, and use.

**Renewable Resources Extension Act Program** (<http://ucce.ucdavis.edu/freeform/RREA/>): Addresses educational needs in managing the nation's renewable resources.

**Sea Grant Extension Program** (<http://www.csgc.ucsd.edu/EXTENSION/SgExtensionIndx.html>): The California branch of a national effort that supports advanced research on marine issues of vital concern.

**Small Farm Center** (<http://www.sfc.ucdavis.edu/default.asp>): Provides production and marketing information to farmers not reached by traditional extension programs.

**Sustainable Agriculture Research and Education Program** (<http://www.sarep.ucdavis.edu/>): Integrates three main goals related to agricultural sustainability: environmental health, economic profitability, and social and economic equity.

## **ANR STATEWIDE LEADERSHIP (OAKLAND-BASED)**

ANR members should check with their administrative leader on campus or in the county or region as their first point of contact about administrative policies and procedures, as they may vary depending on specific assignment. The county director, department chair, associate dean, or regional director is typically the first point of contact about administrative matters. The following information provides an overview of the ANR statewide administrative leadership structure in Oakland.

### **Vice President – ANR** <http://ucanr.org/vp>

The vice president is the chief executive officer for ANR and is responsible for systemwide ANR planning and administration of state and federal funds for ANR research and extension centers, statewide programs, and county-based CE advisors and programs. This position focuses on external relations and the representation of the Division in the broader UC community and includes direct oversight of the Office of Governmental and External Relations. The vice president chairs the ANR Executive Council, and is the statewide Director of the AES and CE. The vice president reports to the UC Executive Vice President and Provost.

### **Associate Vice President**

<http://ucanr.org/associatevp>

The associate vice president is responsible for internal management of the Division, in conjunction with the vice president. All academic support and administrative support functions are consolidated along with programmatic operations under the associate vice president. Included under the associate vice president's authority are the Office of the Assistant Vice President – Programs, Office of the Assistant Vice President - Administrative Services, and Affirmative Action.

The associate vice president reports directly to the vice president, and represents the vice president in his absence. The associate vice president also serves as the Associate Director for the Agricultural Experiment Station and Cooperative Extension, and as an ex officio member of the ANR Program Council.

### **Assistant Vice President – Programs**

<http://ucanr.org/asstvp-programs>

The assistant vice president-programs (AVP-P) provides leadership and advocacy for a unified ANR program with strong statewide and local presence. The assistant vice president-programs has responsibility for the program leader units, the regional director offices, the Kearney

Agricultural Center Academic Unit and is Director of the Research and Extension Centers. The assistant vice president-programs serves as AES assistant director and Cooperative Extension state leader and chairs the Program Council. The assistant vice president-programs works closely with and reports to the associate vice president.

**Assistant Vice President - Administrative Services** <http://ucanr.org/asstvp-adminsvcs>

The assistant vice president-administrative services oversees the Controller and Director of Business Services (which includes policies, environmental health and safety, and financial services), Budget, Contracts and Grants, Communication Services, the ANR Analytical Lab, Human Resources, the Office of Facilities Planning and Management, and the Office of Development Services. The assistant vice president-administrative services reports directly to the associate vice president.

### STATEWIDE PROGRAM LEADERSHIP

**Program Leaders** <http://ucanr.org/programleaders>

Program leaders provide statewide programmatic direction, coordination, and focus for ANR in four broad program areas: Agricultural Policy and Pest Management, Agricultural Productivity, Human Resources, and Natural Resources and Animal Agriculture. The four program leaders report to the AVP-Programs. Each Program Leader has responsibility for a number of statewide programs in their area. Program leaders are 0.75 FTE (“full-time equivalent”) appointments for an anticipated term of three years. Program leaders hold a concurrent ANR 0.25 FTE academic appointment and are recruited from current ANR members.

### COUNTY PROGRAM LEADERSHIP

<http://ucanr.org/ce.cfm>

**Regional Directors** provide oversight to the administrative support units that serve CE county office needs, supervise county directors, and guide county CE advisors and programs.

**County Directors** administer the county CE programs, serve as direct supervisors of advisors and support staff located in the county offices, and interact with county government to secure funding for their offices.

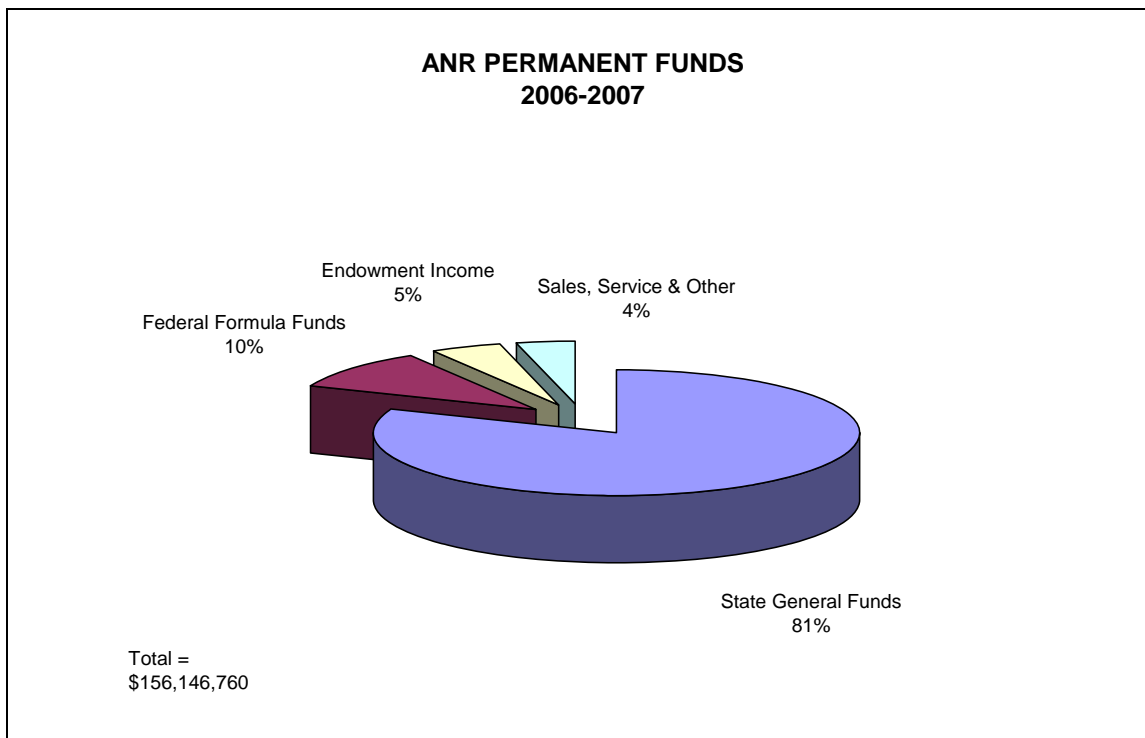
### CAMPUS PROGRAM LEADERSHIP

At the campus level, the **chancellors, deans, associate/assistant deans, and department chairs** of the various campuses, schools, and colleges that receive ANR funding administer ANR programs. College/school deans serve as associate directors of AES and are the administrative leaders of the campus-based CE specialists.

<b>ANR FUNDING</b>
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For the fiscal year (FY) 2006-2007 approximately 81% of the permanent budget for Agriculture and Natural Resources (ANR) was funded by state general funds. Federal appropriations were approximately 10% of the Division’s funding sources. Endowments and sales made up the remaining 9%. Total permanent funds for the Division were approximately \$156 million.

The pie chart below shows the breakdown of the permanent budget by fund source for FY 2006-2007.



These funds do not include extramural funding from contracts, grants and gifts or county funds that support Cooperative Extension activities.

### COOPERATIVE EXTENSION FUNDING

The total permanent funding for Cooperative Extension was approximately \$60 million in FY 2006-2007. Of this total, 72% were state general funds. (Approximately 92% of these state general funds were allocated for staff and academic salaries and benefits.) Cooperative Extension received just under \$11 million in federal formula funding. These funds were used for advisor salaries, the Expanded Food and Nutrition Program (EFNEP), statewide programs, workgroup activities and core issue grants. The remaining 10% came from endowments and sales and services.

### AGRICULTURAL EXPERIMENT STATION FUNDING

The annual budget for the AES in FY 2006-2007, including permanent funding from system-wide and campus funding, was approximately \$93 million. Approximately 78% of AES funds were budgeted directly to the three AES campuses, in support of research programs at their respective colleges and, in the case of the Davis campus, the Division of Biological Sciences and the School of Veterinary Medicine. The remaining 22% of AES funds were budgeted for the operation of statewide research programs, academic support units, and for administration.

Of the state research appropriation budgeted to the campuses (\$65 million), about 87% was committed to salaries for faculty and staff of the AES affiliated colleges/school. The AES received federal appropriations from the United States Department of Agriculture authorized by the Hatch and McIntire-Stennis Acts and related legislation supporting state agricultural experiment stations operated by the land-grant universities. Federal funds have been awarded annually to the California AES based on a statutory formula for distribution among the states. Virtually all of the federal AES appropriations received by UC have been allocated on a fixed percentage basis to the AES affiliated colleges/school. A small portion of the Hatch funds were set aside to distribute each year among the AES affiliated colleges/school through a collaborative, statewide planning and resource allocation process.

## **OPERATION AND MAINTENANCE OF PLANT**

In addition to AES and Cooperative Extension funds, ANR received funding to support the Operation and Maintenance of Plant (OMP). These OMP funds are primarily made up of state general funds, and sales and services and are used to maintain facilities operated by ANR.

## **ANR FUNDING OPPORTUNITIES**

ANR members may receive additional ANR funds for the operation of [ANR Workgroups](http://ucanr.org/workgroups) (<http://ucanr.org/workgroups>) or through the ANR Core Issue Grants program. Workgroup funds are generally provided annually (calls are usually issued in mid-February) to support the formation and operation of workgroups to collaboratively plan and conduct ANR research and extension programs in high-priority areas. [ANR Core Issue Grants](http://ucanr.org/coreissuegrants) (<http://ucanr.org/coreissuegrants>) (calls are usually issued in mid-September) provide support for ANR research and extension programs in identified high-priority issues of critical importance to ANR.

## ROLES OF ANR MEMBERS

### CAMPUS-BASED ACADEMICS

#### AES Scientists

Typically, UC faculty members hold professorial appointments, such as teaching undergraduate and graduate courses, advising undergraduate and graduate students, conducting research, and engaging in university and community service. AES scientists are UC faculty members who are fully or partially supported by AES funding and, as AES scientists, are expected to devote that portion of their time to AES research and extension needs. These scientists are a primary source of the new research-based knowledge applicable to the needs of the Division's constituencies. Most of these individuals also hold professorial appointments in one of over 40 departments in the three colleges and school affiliated with ANR at the Berkeley, Davis and Riverside campuses, splitting their time between AES research, known as Organized Research (OR), and campus teaching responsibilities, known as Instruction and Research (I&R). Their AES scientist responsibilities may include:

- Planning, conducting, and publishing results of mission-oriented research and program evaluation.
- Providing technical assistance, collaboration, coordination, and/or leadership for applied research and evaluation projects.
- Designing, collecting, and analyzing information databases (surveys); and presenting information on areas of expertise at public workshops, meetings, short courses, field demonstrations, and other educational programs, independently or in conjunction with collaborators.
- Preparing and evaluating educational materials (e.g., publications, curricula, newsletters, videotapes, Internet resources, and other electronic media) for use by academic and lay audiences.

#### Cooperative Extension Specialists

CE specialists are subject matter experts who have academic appointments in campus departments affiliated with ANR. CE specialists are usually full-time appointees of ANR, with statewide responsibilities. Specialists report to department chairs, who report to campus deans. CE specialists do applied research, develop instructional materials, provide technical consultation and training for CE advisors and ANR clientele, and plan and implement local research projects and informational workshops, often in collaboration with advisors.

CE specialists have responsibility for statewide leadership of University colleagues, agricultural industries, consumers, youth, policymakers, environmental agencies, and other public agencies. The CE specialist is expected to keep campus and county colleagues and clientele apprised of emerging issues and research findings and directions; to work with them to develop ways of applying research knowledge to specific problems; and to provide educational leadership and technical support for county staff and clientele.

The CE specialist is a primary liaison with University research units. He or she is expected to provide leadership, facilitate teamwork, develop collaborative relationships with colleagues, and ensure appropriate external input into the planning of research and educational programs by the

AES and CE. The specialist also identifies and considers the needs of all relevant major clientele groups in the planning, development, and execution of applied research and education programs. The CE specialist is evaluated for merit and promotion using four basic criteria: performance in extending knowledge and information; research, especially applied research and other creative work; professional competence and activity; and University and public service.

A generic specialist's position description is available at: <http://ucanr.org/cespecialist>.

### **Department Chairs**

A department chair is the academic leader and administrative head of a campus-based department of instruction and/or research. With the advice and counsel of colleagues within the department, the chair generally is responsible for research and teaching, program planning, and the recruitment, selection, hiring, and evaluation of academic and staff personnel. The duties and responsibilities of department chairs vary widely across campuses and academic units.

### **Deans**

Deans are responsible for the leadership and administration of the departments within the college or school. Responsibilities include administration of academic personnel and staff; control and direction of teaching and operations budgets; instructional technology, research and teaching programs; oversight of physical facilities; public relations, fund raising, community outreach, and diversity initiatives. The deans are members of ANR's executive committee and receive AES funding from ANR. They also report to campus chancellors or executive vice chancellors/provosts.

## **COUNTY-BASED ACADEMICS**

County-based CE advisors serve virtually every county in the state (<http://ucanr.org/ce.cfm>), applying the vast teaching, research, and information resources of UC to local needs. While most CE advisors operate in the county where they are headquartered, many advisors have cross-county or regional assignments. For administrative purposes, the county CE offices are grouped into three regions under the leadership of a regional director. The three regions are:

### **[North Coast and Mountain Region](http://ncmr.ucdavis.edu/)**

<http://ncmr.ucdavis.edu/>

### **[Central Valley Region](http://cvr.ucdavis.edu/)**

<http://cvr.ucdavis.edu/>

### **[Central Coast and South Region](http://ccsr.ucdavis.edu/)**

<http://ccsr.ucdavis.edu/>

CE is highly visible because advisors and specialists work directly with the public. Each county CE office is managed by a county director and is staffed by advisors, and program and support staff.

The CE advisor is responsible for extending knowledge and information; engaging in applied research and creative activity; demonstrating professional competence and activity; and performing University and public service. A generic position description for an advisor is available at <http://ucanr.org/ceadvisor>. Specifically, advisors:

- Provide leadership for county/area CE educational programs in an area of responsibility.
- Provide current and applicable information to county/area clientele through consultations, meetings, newsletters, publications, workshops, and other appropriate means.
- Identify and assess the needs and problems of the county/area clientele; develop and implement an applied research program relative to area of responsibility.
- Work with campus specialists, AES, and other University faculty to plan and deliver research-based programs in local communities.
- Participate in appropriate professional societies and organizations and in operational and organizational activities within ANR.

Advisor research and outreach activities fall within the four program areas of agricultural policy and pest management, agricultural productivity, human resources and animal agriculture and natural resources. Within human resources, there are advisors that focus on 4-H Youth Development or Nutrition, Family and Consumer Sciences (NFCS) or community development. Farm advisors may focus on dairy, viticulture, vegetable crops, specific commodities, small farm or a combination. Advisors may also specialize in pest management, irrigation and water resources, livestock, natural resources, marine, range, agronomy, horticulture, and weed management.

### **County Directors**

CE *county directors* (CDs) serve as county-level administrators for ANR and often as county government department heads. This requires familiarity with both UC and local county policies.

County directors provide overall leadership for and coordination of county CE programs and staff, and maintain effective working relationships with county boards of supervisors and other governmental agencies, and farm, home, and youth organizations in the county. County directors are a key contact for AES faculty interested in conducting county-based research and/or educational programs.

### **County Administrative Support**

County-paid personnel support county-based ANR academics and program staff. Office managers provide support and report to the county director taking responsibility for bookkeeping and maintaining the county office budget. Office managers also maintain county and University trust-fund accounting and typically oversee all functions of clerical staff including supervising, training and evaluating the performance of clerical staff and maintaining county employee personnel and other records.

## ANR RESOURCES

### **UCCE ACADEMIC ASSEMBLY COUNCIL** <http://ucanr.org/AAC>

The UCCE Academic Assembly Council provides a forum to enhance the impacts of CE programs and address the professional needs of CE academic employees. The Academic Assembly Council elects CE advisors and specialists from throughout the ANR system to serve on the Council, representing their peers on Rules and Elections, Personnel, Program, Welfare & Benefits, Region/Campus and/or Strategic Planning Committees. The UCCE Academic Assembly Council manages a travel fund to support CE advisor and specialist attendance at professional society meetings (recognized organizations holding regularly scheduled meetings primarily for the reporting and exchange of knowledge among members). CE advisors and specialists are eligible for a maximum of one meeting approval per fiscal year (July 1 – June 30). The Council also coordinates the Distinguished Service Awards selection process.

### **ACADEMIC PERSONNEL MANUAL**

<http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>

### **GUIDELINES FOR PREPARING PROGRAM REVIEW DOSSIER**

(For CE Advisors and Statewide Program Academics)

<http://ucce.ucdavis.edu/files/filelibrary/5107/11387.pdf>

### **COUNTY DIRECTOR RESOURCE REFERENCE GUIDE (Central Valley Region)**

<http://cvr.ucdavis.edu/County%5FDirector%5FResource%5FReference%5FGuide/>

### **ANR ACRONYMS**

<http://ucanr.org/internal/acronyms.shtml>

### **ANR ADMINISTRATIVE HANDBOOK**

<http://danr.ucop.edu/admin-handbook/>

### **ANR LEADERSHIP DEVELOPMENT**

[http://groups.ucanr.org/ANR\\_Leadership/](http://groups.ucanr.org/ANR_Leadership/)

### **MARKETING COOPERATIVE EXTENSION**

<http://ucce.ucdavis.edu/files/filelibrary/5605/12441.pdf>

### **UC BENEFITS**

<http://atyourservice.ucop.edu/>

### **UNIVERSITY-WIDE POLICY MANUALS AND SELECTED GUIDELINES**

<http://www.ucop.edu/ucophome/coordrev/ucpolicies/welcome.html>

### **UC WHISTLEBLOWER POLICY**

<http://ucwhistleblower.ucop.edu/>

The UC Whistleblower Policy governs reporting and investigation of allegations of suspected improper governmental activities and, together with the whistleblower protection policy, represents UC's implementing policies for the California Whistleblower Protection Act (Government Code Section 8547- 8547.12). Employees and others are encouraged to use these procedures for reporting all allegations of suspected improper governmental activities. The University hotline to report improper governmental activity is (800) 403-4744. The hotline is independently operated to help ensure confidentiality. Information can also be obtained from the Office of the Controller and Business Services in Oakland.

## DIVISIONWIDE COORDINATION AND PROGRAM PLANNING

### EXECUTIVE COUNCIL

<http://ucanr.org/ec>

Chaired by the vice president, the **Executive Council** is composed of the four deans from the ANR-affiliated colleges/school, and the associate vice president. The Council provides strategic guidance to the vice president and other administrators in the development of ANR policies, allocation of resources across units, and articulation of long-term programmatic directions for ANR. The Council functions are to:

- Provide long-term programmatic direction and policy guidance from a statewide perspective.
- Identify goals and strategic directions for ANR.  
(<http://ucce.ucdavis.edu/files/filelibrary/5216/20034.pdf>)
- Review the ANR program budget and the ANR advisor and campus position plans, applying ANR policy and long-term programmatic direction.
- Review budgets developed for units directly reporting to the vice president and the associate vice president.
- Provide leadership in statewide management and administrative policy issues, making recommendations about policies affecting ANR operations, personnel, budget, and external relations.
- Create leadership development opportunities for ANR academics.

### PROGRAM COUNCIL

<http://ucanr.org/pc>

The ANR **Program Council** coordinates the statewide planning and delivery of programs; helps strengthen commitment to the ANR mission among ANR academics; and develops recommendations for the coordination and allocation of Division resources. The Program Council is chaired by the assistant vice president-programs and includes the four program leaders, three regional directors, and four associate deans. The Associate Vice President and the Assistant Vice President-Administrative Services are ex-officio members.

### PROGRAM LEADERS

Four **Program Leaders** bring together AES and CE academics in coordinating conferences, workgroups, and other program planning and development groups to plan and conduct programs that address high-priority needs for the state in the areas of:

- Agricultural Policy and Pest Management;
- Agricultural Productivity;
- Human Resources; and
- Natural Resources and Animal Agriculture.

Program leaders work with campus departments, county units, official statewide programs and other ANR units to facilitate statewide program communication, coordination, and collaboration.

## **PROGRAM PLANNING ADVISORY COMMITTEES (PPACS)**

<http://www.ucanr.org/PPACs>

Three subject-matter committees comprising 15 individuals each – in the program areas of Agricultural Resources, Human Resources, and Natural Resources – have been used to recommend Divisionwide program priorities within their respective subject areas. The 45 Division members were representative of the diversity of UC ANR disciplines and program areas, from all affiliated campuses and from county offices throughout the state. The specific charge of the PPACs has been to:

- Identify and distinguish between: (a) “critical issues” – issues that are important for ANR to address, and (b) “target issues” – critical issues that need additional ANR resources in order to address them more effectively; and identify intended outcomes for critical issues.
- Prioritize target issues within agricultural, human and natural resource program areas.
- Send recommendations to the Program Council. (The Program Council then refines/expands them as needed and prioritizes target issues across the three program areas.)

In the last PPAC cycle (2003) the Program Council refined the PPAC recommendations into *ANR Core Issues and Target Opportunities, 2005*.

[http://www.ucanr.org/internal/miscshow.cfm?unit=5728&misctype=ANR\\_Core\\_I](http://www.ucanr.org/internal/miscshow.cfm?unit=5728&misctype=ANR_Core_I)

This has served as a comprehensive statement of current ANR program priorities, goals and anticipated outcomes. ANR Target Issues identify high-priority areas in need of additional ANR resources and provide a guide for resource allocation decisions.

The PPAC process has not been active since the 2003 activities. Division leadership is currently reviewing the Divisionwide program planning process.

## **ANR WORKGROUPS**

<http://www.ucanr.org/iworkgroups>

Workgroups are a primary mechanism for accomplishing ANR’s high-priority research and extension goals. They bring together AES and CE scientists along with partners from local, state, and federal entities and the private sector to work on emerging and continuing priority issues in the ANR program areas. Workgroup members collaboratively plan and coordinate research and extension activities on a specific problem or topic. Workgroups may request and receive ANR funds to support their operations.

## **ANR PLANNING DOCUMENTS**

<http://www.ucanr.org/anemployees.cfm?displaysection=3>

ANR Strategic Directions

<http://ucce.ucdavis.edu/files/filelibrary/5216/20034.pdf>

ANR Core Issues

<http://www.ucanr.org/PDFs/ANR%20Core%20Issues%2009-05.pdf>

## **LAND-GRANT SYSTEM AND PHILOSOPHY**

The Morrill, Hatch, and Smith-Lever Acts endowed the land-grant university system with the three-part mission of teaching, research, and extension. Motivated by the desire to draw each state and territory into supporting science and education related to agriculture, land-grant legislation created a federal-state partnership in agricultural research and technology transfer. The partners have traditionally been the U.S. Department of Agriculture (USDA), at the federal level, and every state and territory through their land-grant colleges and associated state agricultural experiment stations and extension services. Cementing the partnership is a financial arrangement: each state and territory receives federal funding through USDA for its agricultural research and extension programs provided that they match these federal funds.

The land-grant philosophy embodies the concept of service to society by providing broad access to the benefits of higher education, irrespective of wealth or social status. The land-grant mission emphasizes the development of “useful and practical information...to promote scientific investigations and experiments” by addressing the practical problems and needs of society through objective research and non-formal education of youth and adults, as well as classroom education. Inherent in this philosophy is the ability to change research and educational programs as the problems and needs of society change.

### **Morrill Act**

<http://www.csrees.usda.gov/about/offices/legis/morrill.html>

In 1862, President Abraham Lincoln signed the Morrill Act, which authorized the allocation of federal lands to each state to fund the development of agricultural and mechanical science “land-grant” colleges. In 1869, the University of California opened its doors in Oakland to teach “agriculture, mining, and the mechanical arts,” moving to a site in Berkeley once the first University buildings were completed the following year.

### **Hatch Act**

<http://www.higher-ed.org/resources/hatch.htm>

In 1887, the U.S. Congress passed the Hatch Act to provide annual federal funding for agricultural experiment stations to conduct agricultural research in the land-grant colleges. California was quick to respond, developing three research stations across the state (Tulare, Paso Robles, and Jackson). A short time later a fourth station, the citrus station, was established in Riverside County. Since those early days, the agricultural experiment stations in California evolved into a system of campus-based scientists rather than a system of research sites. California also expanded the mission of the AES to include natural resources, the environmental sciences, and human and community development.

### **Smith-Lever Act**

<http://www.higher-ed.org/resources/smith.htm>

The land-grant colleges eventually began to realize that new mechanisms were needed to extend the research knowledge generated by college scientists directly into rural areas. The

Agricultural Extension system was formalized in 1914 when Congress passed the Smith-Lever Act, making federal funds available for “cooperative agricultural extension” work. All states were enabled to employ “county agents” whose salaries were paid by joint agreement between the federal and state governments, with local expenses paid by the counties in which they worked.

Months before this legislation was passed, a Division of Agricultural Extension was established in the College of Agriculture at UC Berkeley. B.H. Crocheron, a young Cornell University graduate and director of an agricultural high school in Maryland, was recruited to lead Agricultural Extension in California. He laid the groundwork for deploying farm advisors, contacted counties, spoke to local farmers, and prepared the information necessary for the formation of support groups called “farm bureaus.” Crocheron held that position for the next 35 years.

Since then the AES and CE (formerly Agricultural Extension) have evolved to include the myriad programs that today serve farmers, youth, consumers, and other segments of the public. Administratively, the two units were merged in 1975 to form the Division of Agriculture and Natural Resources.

## **UC COLLEGES OF AGRICULTURE AND SCHOOL OF VETERINARY MEDICINE**

### **UC Berkeley**

In 1868, the University of California was established with the understanding that it would give special consideration to agriculture as a field of study. The University’s Board of Regents selected Berkeley as the site for the new institution and the College of Agriculture was established before any other college in the new University. The first professor of agriculture was appointed in 1869.

### **UC Davis**

Although the College of Agriculture at UC Berkeley gained a loyal constituency, farmers were interested in “how-to” education for their sons and daughters and began to lobby for a University State Farm that would serve as a demonstration farm, research center, practical agricultural school, and dairy school. A bill passed by the state legislature in 1905 provided for the purchase of an 800-acre farm in Davisville (now Davis). Structures were built by 1907, and “farm school” instruction was first offered to students in 1908. In post-World War II years, the Farm at Davis and the Citrus Research Station at Riverside became the sites of general University campuses. Davis achieved the status of an independent campus in 1959.

### **UC Riverside**

Late in 1904, a group of orange growers came together to draft a state bill for a research station. The bill was passed and plans for a citrus experiment station, to be situated on the eastern slope of Mount Rubidoux overlooking the town of Riverside, were announced. The Citrus Research Center operated through the early 1960s, when a graduate division was formed and later undergraduate instruction was offered in agriculture. Riverside became an independent UC campus in 1960.

## **School of Veterinary Medicine**

The University of California first established a College of Veterinary Medicine in San Francisco in 1894. This College closed in 1899, and a Division of Veterinary Sciences was established in the College of Agriculture at UC Berkeley in 1901. A branch of this program was located on the Davis campus, and this eventually developed into the present School of Veterinary Medicine, formally established at Davis in 1946.

For more information on ANR's history, see *Science and Service: A History of the Land-Grant University and Agriculture in California*, by Ann Foley Scheuring (Oakland, CA: ANR Publications, University of California, c1995; ISBN 1-879906-17-1).

## APPENDIX B - ANR REPORTING

### **CRIS (Current Research Information System)**

Operated by the USDA Cooperative State Research, Education, and Extension Service (CSREES), CRIS is national automated system for storing and retrieving information on current research in the agricultural and forestry sciences. All research sponsored or conducted by the USDA is required to be documented in CRIS. Most publicly supported agricultural and forestry research is documented in CRIS, and the system contains both management and scientific data. The current national database consists of more than 30,000 research projects. The basic unit for reporting research is the research project, defined as an activity that addresses a clearly definable problem, a sizable part of a larger problem, or a number of closely related elements of a logical and manageable problem.

### **DANRIS-X (DANR Information System)**

DANRIS-X is the statewide programmatic reporting system for ANR. The ANR Office of Program Planning and Evaluation deployed the DANRIS-X Advisor Annual Plan module in 2006. This was the initial version of a new DANRIS programmatic reporting system for all ANR academics to use on an annual basis. The DANRIS Advisor Annual Report module was deployed later in 2006 to enable ANR academics to report their activities and accomplishments. Modules for CE Specialist reporting were deployed in 2007-2008.

The new DANRIS-X system provides the opportunity for ANR academics to enter information that more fully documents the outcomes and impacts of ANR research and outreach programs. The revised system was designed to capture data for the ANR academic merit and promotion process and annual assessments as well as data that can be used to meet local, state and federal reporting requirements.

The information contained in the DANRIS-X and CASA (see below) systems is only as valid or comprehensive as what is entered in the system by individual ANR members. Placing accurate, complete, and up-to-date information into these systems provides an opportunity to use it for local accountability needs as well as providing comprehensive reports for extension programs at the state and national levels. The information is particularly useful when questions are asked about the relevance of ANR, CE, and the cost effectiveness of programs. Today, accountability and efficiency are essential. Telling administrators, colleagues, and the public about the impacts of ANR's research and extension work helps contribute to positive public relations.

### **CASA (Contacts and Self Assessment)**

CASA is the web-based system by which all CE advisors report their contacts with clientele and outreach efforts. Data entered into an advisor's CASA account can be accessed by the advisor, county director (for advisors within their county), regional director (for counties within their region), and Affirmative Action Office (statewide). Non-academic personnel such as program representatives may also report on CASA at the discretion of the county directors.

The contact data is used to monitor for non-discrimination, and outreach information that shows the steps that advisors are taking to either maintain or reach parity in their programs.

## **ACADEMIC SUPPORT UNITS**

### **Research and Extension Centers (RECs)**

<http://danrrec.ucdavis.edu/>

Nine ANR research and extension centers (RECs) are located throughout California's various crop production areas and climatic zones. These centers offer resident researchers, and campus- and county-based research and extension members, sites for field research and outreach activities under a variety of geographical and climatic conditions. Center facilities typically include general-use labs, greenhouses, and meeting rooms plus special-use facilities (e.g., postharvest labs, livestock handling facilities, grading lines). Services of the REC system are readily available to University academics that hold appointments in CE or AES. USDA research personnel also have open access to center services. Other academics or agency personnel may apply to use center facilities with some restrictions. The system also serves as an educational resource for students, providing hands-on learning opportunities through work-study programs, field trips, short courses, and graduate student research. A Research Advisory Committee (RAC) for each center reviews and approves research and extension projects and allocates available center resources to approved projects. RAC members are appointed by the assistant vice president-programs. The nine RECs are:

- Desert Research and Extension Center  
[http://danrrec.ucdavis.edu/desert/home\\_page.html](http://danrrec.ucdavis.edu/desert/home_page.html)
- Hopland Research and Extension Center  
[http://danrrec.ucdavis.edu/hopland/home\\_page.html](http://danrrec.ucdavis.edu/hopland/home_page.html)
- Intermountain Research and Extension Center  
[http://danrrec.ucdavis.edu/intermountain/home\\_page.html](http://danrrec.ucdavis.edu/intermountain/home_page.html)
- Kearney Research and Extension Center  
[http://danrrec.ucdavis.edu/kearney/home\\_page.html](http://danrrec.ucdavis.edu/kearney/home_page.html)
- Lindcove Research and Extension Center  
[http://danrrec.ucdavis.edu/lindcove/home\\_page.html](http://danrrec.ucdavis.edu/lindcove/home_page.html)
- Shafter Research and Extension Center  
[http://danrrec.ucdavis.edu/shafter/home\\_page.html](http://danrrec.ucdavis.edu/shafter/home_page.html)
- Sierra Foothill Research and Extension  
[http://danrrec.ucdavis.edu/sierra\\_foothill/home\\_page.html](http://danrrec.ucdavis.edu/sierra_foothill/home_page.html)
- South Coast Research and Extension Center  
[http://danrrec.ucdavis.edu/south\\_coast/home\\_page.html](http://danrrec.ucdavis.edu/south_coast/home_page.html)
- West Side Research and Extension Center  
[http://danrrec.ucdavis.edu/west\\_side/home\\_page.html](http://danrrec.ucdavis.edu/west_side/home_page.html)

### **Research and Information Centers (RICs)**

<http://rics.ucdavis.edu/index.html>

The campus-based Research and Information Centers (RICs) were developed in response to needs and opportunities to create focal points for UC advisors, specialists, researchers, and private and public constituencies. Common RIC missions include statewide extension, outreach and research; resource and information development and distribution; and fostering interdisciplinary collaboration. RICs are commodity-specific focal points that provide UC researchers and private and public constituencies with a wealth of information on a variety of topics. There are 8 RICs:

Agronomy	<a href="http://agric.ucdavis.edu/">http://agric.ucdavis.edu/</a>
California Rangelands	<a href="http://californiarangeland.ucdavis.edu/">http://californiarangeland.ucdavis.edu/</a>
Fruits and Nuts	<a href="http://fruitsandnuts.ucdavis.edu/">http://fruitsandnuts.ucdavis.edu/</a>
Ornamental Horticulture	<a href="http://groups.ucanr.org/ehric/">http://groups.ucanr.org/ehric/</a>
Postharvest Technology	<a href="http://postharvest.ucdavis.edu/">http://postharvest.ucdavis.edu/</a>
Seed Biotechnology	<a href="http://sbc.ucdavis.edu/">http://sbc.ucdavis.edu/</a>
Vegetables	<a href="http://vric.ucdavis.edu/">http://vric.ucdavis.edu/</a>
Weed	<a href="http://wric.ucdavis.edu/">http://wric.ucdavis.edu/</a>

**ANR Analytical Laboratory**      <http://danranlab.ucdavis.edu/>

The ANR Analytical Laboratory performs testing for the chemical constituents of soil, plant, water, wastewater, and feed, in support of statewide research and extension activities. The laboratory's testing costs are dramatically lower than private laboratories. The laboratory is useful to CE specialists, advisors, AES faculty, and others who conduct research on plant-soil and insect-pest interactions, and those interested in mineral analysis on forage crop or orchard foliage and the digestibility of food products. In addition to providing analytical services, the laboratory fulfills an educational role of training students and research staff in the operation of analytical instruments. The laboratory offers a small Research Project Grant program, designed to provide seed funding (i.e., analyses at no charge) for projects establishing baseline data that may result in extramural funding and for small projects (1-2 years) where extramural funding is unavailable.

**ANR Communication Services**      <http://danrcs.ucdavis.edu/>

ANR Communication Services (CS) supports ANR programs through the production, marketing, and distribution of communication products. Through free and fee-based services, CS helps ANR advisors, specialists, and staff produce practical educational media, including peer-reviewed printed and electronic publications, video productions, photographs, and posters. CS publishes *California Agriculture* magazine and provides an online media library, Web-site development, and e-mail support. *California Agriculture* is ANR's peer-reviewed research and news journal, which has been published continuously since 1946. For a free subscription or more information, go to: <http://CaliforniaAgriculture.ucop.edu>. Visit the department's homepage for current news, training articles, and more information.

**Campus Communications Support**

Faculty, specialists, researchers, and lecturers can access other campus-based communication resources as well. Check with your department management services officer (MSO) or do an online search on your campus's main Web site. Some resources are free and others operate on a recharge basis. For example, Davis Information Technology <http://it.ucdavis.edu/> provides services to county-based advisors, UC Davis specialists, and faculty. These services include educational technology, media production for instruction and research, and computer and online assistance.

## **ANR DIVISIONWIDE ADMINISTRATIVE SUPPORT OFFICES (OAKLAND-BASED)**

<http://ucanr.org/admin.shtml>

### **Affirmative Action**

<http://ucanr.org/affirmativeaction>

The ANR Office of Affirmative Action handles grievances, employment (i.e., discrimination, harassment) and American Disabilities Act (ADA) issues for county-based CE staff, academic employees, and Oakland headquarters staff. It maintains and analyzes ANR workforce demographics; reviews and approves staff personnel recruitments, classifications, and waivers of recruitment; and monitors ANR academic recruitments. Additionally, it is responsible for monitoring clientele participation in county programs. The office provides some funding for ADA “reasonable accommodations.” Campus-based CE specialists and AES faculty should check with their Department MSO for information on campus affirmative action programs and training.

### **Budget**

<http://ucanr.org/budget>

The ANR Budget Office is responsible for the administration, analysis, and reporting of funds administered by the Division. This includes all federal and state research and extension funds allocated to the ANR vice president.

### **Controller and Business Services**

<http://ucanr.org/OCBS>

The ANR **Controller and Business Services** (OCBS) has responsibility for the Enterprise Risk Management and Controls Initiative programs, internal controls, financial oversight, coordination with General Counsel of The Regents and with the University Auditor, administrative analysis and reporting, coordination of whistleblower complaints, and supervision of OCBS functions.

OCBS includes the following functions:

- **Administrative Policies and Business Contracts** has responsibility for administrative policy interpretation and development; memoranda of understanding; support groups and affiliate groups; delegations of authority; business contracts; information practices (records requests/subpoenas); and conflict-of-interest issues. Please reference [http://groups.ucanr.org/ANR\\_admin\\_policies/](http://groups.ucanr.org/ANR_admin_policies/).
- **Oakland Computer Services** has responsibility for providing computer and Web support, network administration, application development and IT based analysis for Oakland ANR staff; and serves as IT systems liaison with UCOP Information Resources and Communications (IR&CS) and statewide (non-Oakland) ANR units. Please reference <http://ucanr.org/ocs>.
- **Environmental Health and Safety** (EH&S) provides safety information and training, Illness and Injury Prevention Programs, regulatory interpretation and applicability, approval of potentially hazardous procedures, and resolution of safety problems for all ANR units in order to maintain a safe workplace environment. EH&S is also the primary contact for local, state and federal agencies to inform ANR of regulatory requirements and to perform

mandatory compliance functions related to health, safety and environmental issues. Please reference <http://safety.ucanr.org/>.

- **Financial Services** has responsibility for financial policy development, interpretation, reporting and analysis; cash management; general ledger maintenance; compliance with governmental and University financial policies and regulations; and coordination of UC financial systems. Please reference <http://ucanr.org/financialsvs>
- **Program Reporting** is responsible for documenting and reporting ANR program impacts by compiling data in the federally-mandated Current Research Information System (CRIS). Program Reporting also tracks federal fund allocations and expenditures via the University of California Corporate Financial System data warehouse. Also included are ANR Annual Expenditure Reporting, establishment of various online corporate reporting systems (including budget reporting), Ad-hoc corporate reporting, and ANR account maintenance. Please reference [http://ucanr.org/internal/miscshow.cfm?unit=5114&misctype=Main\\_page](http://ucanr.org/internal/miscshow.cfm?unit=5114&misctype=Main_page).
- **Risk Services** provides risk management advice and consultation; claims management; assistance with certificates of insurance, facility-use agreements and lease agreements; and information on the UC self-insurance programs, risk assessment, and background checks. Please reference <http://ucanr.org/risk>.

## **Contracts and Grants**

<http://ucanr.org/ocg>

Federal and other extramural support, including grants, contracts, gifts, and endowments, are critical to ANR's many research and extension programs. The ANR Office of Contracts and Grants (OCG) coordinates the submission of proposals and acceptance of awards for grants and contracts for ANR. Externally funded grants and contracts come to ANR from many sources, including federal agencies, the State of California, other state and local governments, foundations, corporations, and marketing boards. Employees who receive salary from the Division or who use Division resources or facilities must submit their proposals for externally funded grants and contracts via the OCG. This includes CE advisors and statewide program directors.

CE specialists whose salaries are paid by their campus departments submit their proposals through their campus Office of Research or Sponsored Projects Office. Faculty possessing joint ANR and department titles should decide, prior to submitting the proposal, which of their appointments is most appropriate for the work being proposed. Proposals for work under an ANR statewide program are submitted through the OCG. Proposals for work to be conducted within a campus department are submitted through the appropriate campus Office of Research or Sponsored Projects. Specialists and AES faculty may contact the department management services officer (MSO) for information on processing grant applications through the campus sponsored projects' offices.

Marketing board proposals should be sent to the appropriate regional director or departmental administrator for approval and forwarding to the marketing board liaison. The OCG does not need to review marketing board proposals.

## **Development Services**      <http://ucanr.org/devserv/>

Donations from individuals, corporations, and foundations help fund the development and delivery of ANR's research and education programs, and the California 4-H Youth Development program. The Office of Development Services supports ANR's programs by providing advice and assistance to county-based and statewide programs seeking private gifts from individuals, corporations, and foundations. Development Services provides policy oversight and guidance relating to fundraising campaigns, donor cultivation and solicitation of major gifts, gift acceptance and acknowledgement, the establishment of new endowed funds, planned gift negotiation and the development of promotional materials. Additionally, the office is responsible for the stewardship of existing endowments, maintains communication with ANR retirees, provides an online ANR retiree directory, sponsors retiree reunions, and publishes a bi-annual retiree newsletter. The California 4-H Foundation actively seeks private funding to support the California 4-H Youth Development Program, and offers fundraising training, advice and assistance to county-based 4-H programs.

For assistance with fundraising, county-based advisors should contact the Office of Development Services. Specialists and AES faculty should contact the local dean's office for assistance with campus fundraising.

## **Governmental and External Relations**

<http://ucanr.org/oger>

The Office of Governmental and External Relations is the Division's liaison with the public, the news media, elected officials, government staff, and industry leaders. Its functions include News and Information Outreach, and Spanish Broadcast and Media Services.

The governmental relations office represents the Division's legislative, budget and advocacy, and program interests with the California and U.S. governments. With offices in Sacramento, Oakland, and Washington, D.C., UC and ANR governmental relations staff advocate for budget and program priorities on such issues as increased funding for UCCE and Pierce's Disease research.

The Office of News and Information Outreach serves as the Division's liaison with news media. Public information representatives write news releases, conduct media training, hold news conferences, and answer media inquiries about the Division.

The staff of Spanish Broadcast and Media Services, headquartered at UC Riverside, works with Spanish-language media statewide. The unit produces a series of radio stories each month and distributes them to Spanish-language radio stations. Media liaison, Spanish translation, and other services related to the state's Spanish-speaking population are also provided.

## **Human Resources**

<http://ucanr.org/hr>

The Office of Human Resources has responsibility for providing leadership, coordination and consulting services in applying:

- University academic personnel policies and procedures in the areas of recruitment, advancement, compensation, and employee relations for county-based and statewide unit academic appointees in ANR. The Academic Personnel Office coordinates the annual academic merit and promotion process and the appointment of ad hoc peer-review committees in conjunction with the UCCE Academic Assembly Council Personnel Committee.
- University staff personnel policies and labor contracts and the associated procedures through statewide training programs and phone consultations. These services are offered in support of ANR non-academic employees in the areas of classification and employment for county-based, Oakland-based, and other off-site units governed by Office of the President policies and procedures. This office also responds to requests for information from labor unions, database management, and reporting on staff employee information for all ANR employees and payroll processing for employees paid by UC Berkeley and UCLA.

**Office of Program Planning and Evaluation**      <http://ucanr.org/oppe>

The Office of Program Planning and Evaluation (OPPE) is responsible for statewide program planning activities, including documenting and reporting ANR program impacts, providing oversight for *UC Delivers*, and coordinating strategic planning activities; supporting the Program Council, workgroups, ANR divisionwide program planning activities, and regular and special committees/groups; and providing liaison with the Office of Governmental and External Relations in support of its advocacy and outreach efforts. The office is also responsible for ANR program reporting systems. This includes management and administration of the federally mandated Current Research Information System (CRIS), and the reporting system, DANR Information System (DANRIS-X) (<http://ucanr.org/danrisxhome>), Cal4H, the 4-H Youth Enrollment reporting system, and the EFNEP and FSNEP federal reporting systems. The office also provides leadership in compliance with federal program-reporting requirements, including the preparation and submission of the ANR Federal Plan of Work and Annual Report.

## APPENDIX D - COOPERATIVE EXTENSION POLICIES AND PROCEDURES

Most CE policies fall under ANR's Administrative Handbook and the UC Policies and Procedures Manual. (See also ANR RESOURCES on page 14.)

### **UC-ANR Administrative Handbook**

<http://danr.ucop.edu/admin-handbook/>

### **4-H Policy Handbook**

<http://ca4h.org/4hresource/handbook/index.asp>

### **University of California Policies and Procedures**

<http://www.ucop.edu/ucophome/coordrev/ucpolicies/>

### **UCCE Regional Procedures Handbook**

<http://groups.ucanr.org/handbook/>

Available in county CE offices, provides information on procedures and accountability, including information on contracts, grants, equipment, gifts, ledgers, and accounting.