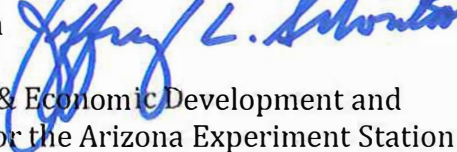




24 July 2019

MEMORANDUM

To: Extension Unit Heads
Division of Agriculture, Life, & Veterinary Sciences and Cooperative
Extension (ALSVCE)

From: Jeffrey C. Silvertooth 
Associate Dean
Director, Extension & Economic Development and
Associate Director for the Arizona Experiment Station

Subject: Year-to-year (non-continuing) faculty for Cooperative Extension (agents and
specialists) and UCAP (University Career Architecture Plan)

It has been determined that year-to-year (non-continuing) faculty for Cooperative Extension (agents and specialists) are now within the scope of UCAP (University Career Architecture Plan) and will be mapped into the system.

The year-to-year faculty will be receiving a contract through January 2020 along with other appointed personnel in UCAP. There is no change in their position, standing or job duties. The Associate Directors are contacting each year-to-year faculty personally to update them on this UCAP adjustment.

The Division had requested that all contracts for year-to-year faculty be held while we worked through this issue with HR. These contracts can now be released for signature.

Please contact the Associate Directors or the Extension Business Office if you would like to discuss this further.

Thanks for your understanding and support as we continue to move forward with UCAP.

cc:

Dr. Paul Brown
Dr. Jeremy Elliott-Engel
Trent Teegerstrom
Carolyne Greeno
Kristie Gallardo