

ARIZONA EXPERIMENT STATION

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Agriculture, Life &
Veterinary Sciences &
Cooperative Extension

MEMORANDUM

Date: February 10, 2020

To: Academic, Extension and AES Unit Heads and Business Officers

From: Mitch McClaran, Director, AES
Jeffrey Ratje, Treasurer, AES

RE: AES Staff Alignment

By the start of FY21, the administrative home for staff with 1) duty station at an Experiment Station site and 2) supervised by faculty members will be reassigned to the faculty member's academic or Extension home department and away from the Experiment Station. Funding for those staff will also be reassigned. As a result, home departments will be the hiring authority and payroll department for all staff supervised by faculty. Other business activities, such as Pcards, travel, and fuel cards, for faculty and their staff of direct reports are under review with the goal of transferring them to the appropriate academic home departments.

These actions are 1) consistent with the alignment of faculty to their academic or Extension homes, 2) create a consistent practice of staff alignment across the Experiment Station, and 3) align indirect cost recovery with the administrative costs incurred to support these employees. Kina Barton will work with the affected business officers to establish the necessary changes.