

Academic Administrator/Coordinator
Level of Administrative Responsibility (LAR)

Name _____

Title
Payroll Title: _____
Working Title: _____

Department/Program _____

Amount of Budget - separated by level of responsibility

Amount of Budget - full authority: _____
Amount of Budget - monitor/reporting: _____
Combined Total: _____

Personnel

Number Directly Supervised: responsibility to hire/fire, conduct performance evaluations and assign duties or directly supervise other supervisors who have responsibility to hire/fire, evaluate and assign duties: _____

Number Indirectly Supervised: those who report directly to others but for whom there is responsibility to set department/unit personnel policies, provide advice and guidance to supervisors of these employees, administer payroll for them, etc.: _____

Space

Square feet of space directly supervised: _____
Square feet of space indirectly supervised: _____

Signature

Date