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THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences

MEMORANDUM

DATE: July 13, 2018

TO: Academic Unit Heads, CEDs, AES Leaders, Executive Council, Cabinet Members, and Business Officers, Staff and AP Council Chairs

FROM: Jeffrey M. Ratje, Associate Vice President 

RE: UCAP Guidance

Distribute this memo to all supervisors of staff and appointed professionals within your unit.

The University Career Architecture Program (UCAP) requires supervisors map staff and appointed professional *positions* into standardized UA titles. This phase of the UCAP process is now open and **must be completed by July 27.**

Guidance on the Process

1. Job titles are important. UCAP is more than a transactional process and requires significant consideration.
2. **Supervisors should talk with their direct reports** about the position’s current work duties, career progression paths, and scope of authority, responsibility, and accountability. Map based on the position, not the incumbent currently in the position.
3. Supervisors decide where positions are mapped. Decisions should be **fair, justifiable, consistent, and made with integrity** across the positions under the supervisor’s purview.

NB: Your mapping will be reviewed by the UA HR for cross-campus consistency.

Resources

1. [JDxpert](#) provided by UA HR shows the career families, levels, and job titles. Position descriptions are accessible for each position.



2. UA HR [Cross Walk](#) lists all primary titles including recommended career families. The Cross Walk is helpful to point supervisors to a general function and family. There are some clear errors with the Cross Walk, but it is a starting point.
3. Supervisors must submit their mappings through [UAccess Employee/Manager Self Service](#). A list of direct reports should auto populate for each supervisor.
4. Questions: [UA HR](#) or <http://ucap.arizona.edu>