

ARTICLE [x]. POSITION DESCRIPTION

Purpose.

In order to provide guidance to faculty members on their job duties, as well as provide guidance to those required to evaluate the job performance of the faculty member, a position description shall be developed when a faculty member is hired, then reviewed and revised annually.

Section 1. Describe Expected Duties.

All faculty members must have a position description that describes the expected duties of that faculty member. This position description will be maintained by the Office of Human Resources (OHR) in the faculty member's employment personnel file. The purpose of this position description is to create common expectations among the individual faculty members, their department chair(s), and any other person or group tasked to evaluate a faculty member's performance.

Section 2. Percentage of FTE.

Faculty members are engaged in a wide variety of activities, including but not limited to teaching, advising, research, scholarship, professional development, service to the university, and outreach to the community. The allocation of effort assigned to each of these categories shall be specified in the position description as a percent of FTE, based on the time assigned to that duty, and should add up to 100%.

If the faculty member is employed at less than 1.0 FTE, the distribution of FTE, how it is totaled to the composite FTE, and how this will impact expectations for promotion and/or tenure shall be clearly stated in the position description.

Section 3. University or Professional Service.

To promote access to shared governance, acknowledge service work performed, and allow for fair evaluation in the promotion and/or tenure process, faculty members shall be allocated FTE for service to the university or profession. Expectations for service shall be described in the position description of each faculty member.

Section 4. Develop, Review, and Revise.

A position description should first be developed at the time of appointment. Furthermore, during the annual Faculty Objective Plan meeting between the faculty member and their department chair, the position description shall be reviewed and revised as job duties and expectations change. Any revision that includes changes to the percent of FTE allocated to different categories of faculty activities (see Section 2) must be signed by the department chair and faculty member. This updated position description shall then be submitted to OHR and the Provost's Office.

A faculty member with a joint appointment or multiple appointments should have their position description developed in conjunction with their multiple department chairs.

Section 5. Non-Tenure Track Appointments.

Faculty on non-tenure track appointments shall be allocated FTE for service and professional development as required by their appointment. Expectations for service and professional development shall be described in the position description of each faculty member on a non-tenure track appointment.

Section 6. Mediation for Disputes.

Disputes between the faculty member and their department chair over assigned duties and position descriptions shall be resolved expeditiously through informal mediation. The parties agree to form an ad-hoc Position Description Joint Labor-Management Committee made up of three members each from the Employer and the Association, and the President of the Faculty Senate or designee, to investigate and resolve disputes over assigned duties.

Section 7. Updating Current Position Descriptions.

The Parties anticipate that many current position descriptions are non-existent or out-of-date and do not accurately reflect the duties assigned to and expected of faculty members. Development and revision of position descriptions is a collaborative process that should be done deliberately and thoughtfully. Therefore, the Parties agree that the requirements of this Article will be completed over the life of this Agreement.

Each department chair shall send each faculty member their position description for review within three months of ratification of this Agreement. Within a month of receiving their position description, the faculty member shall detail the parts of their position description that do not match their current assigned duties.

In the absence of a position description, the department chair shall meet with the faculty member to begin the process of creating a position description, as described in this Article.

Over the course of academic year 2020-21, department chairs shall meet with individual faculty members to review and revise their position description. Because accurate position descriptions are essential to the promotion and/or tenure process, department chairs shall ensure that position descriptions for faculty members eligible for promotion and/or tenure during academic year 2021-22 are completed before the promotion and/or tenure process begins.

Disputes between the faculty member and the department chair over assigned duties and position descriptions will be resolved through the mediation process described in Section 6.