

1 UNITED ACADEMICS PROPOSAL

2  
3 POSITION DESCRIPTIONS

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5 **Section 1.** All faculty members must have a position description that describes their current  
6 duties. The position description should be maintained on file in the faculty member's academic  
7 unit. The purpose of this document is to create common expectations among the individual  
8 faculty member, their supervisor(s), and any other person or group asked to evaluate the faculty  
9 member's performance.

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11 **Section 2.** A position description should be developed at the time of initial appointment and  
12 reviewed every year as part of the annual review of each faculty member. The position  
13 description shall be revised as the faculty member's job duties change. Each revision must be  
14 signed by the supervisor(s) and faculty member.

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16 A faculty member with a joint appointment or multiple appointments should have their position  
17 description developed in conjunction with their multiple supervisors.

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19 **Section 3.** Faculty members are engaged in a wide variety of activities, including teaching,  
20 advising, research, scholarship and creative activity, service, extension, librarianship, and other  
21 assignments. The allocation of effort assigned to each of these activities should be specified in  
22 the position description as a percent of FTE and should add up to 100%. Development of the  
23 position description should be done in consultation with the faculty member.

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25 Allocation of FTE for each responsibility should be based on the time assigned to that duty. If  
26 the faculty member is employed at less than 1.0 FTE, the distribution of FTE, how it is totaled to  
27 the composite FTE, and how this will impact expectations for promotion and/or tenure should be  
28 clearly stated in the position description.

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30 **Section 4.** Faculty on Fixed-Term Professorial appointments shall be allocated FTE for  
31 scholarship and creative activity. Expectations for scholarship and creative activity shall be  
32 described in the position description of each faculty member on a Fixed-Term Professorial  
33 appointment.

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35 **Section 5.** To promote access to shared governance, acknowledge service work performed by  
36 faculty members, and allow for fair evaluation in the promotion and/or tenure process, all faculty  
37 shall be allocated FTE for service to the university or profession. Expectations for service shall  
38 be described in the position description of each faculty member.

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40 **Section 6.** Position descriptions shall clearly identify expected contributions to equity, inclusion,  
41 and diversity.

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43 **Section 7.** Disputes between the faculty member and the supervisor over assigned duties and  
44 position descriptions should be resolved through mediation. The parties agree to form a standing  
45 Position Description Joint Labor-Management committee made up of three members from each

1 Party and one member appointed by the President of the Faculty Senate to investigate and  
2 resolve disputes over assigned duties.

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4 **Section 8.** The Parties anticipate that many current position descriptions are non-existent or out-  
5 of-date and do not accurately reflect the duties assigned to and expected of faculty members.  
6 Development and revision of position descriptions is a collaborative process that should be done  
7 deliberately and thoughtfully. Therefore, the parties agree that the requirements of this Article  
8 will be completed over the life of this Agreement.

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10 Each supervisor or academic unit head should begin the process of bringing position descriptions  
11 up-to-date by sending each faculty member their position description for review within three  
12 months of the ratification of this Agreement. Within a month of receiving their position  
13 description, faculty members should detail the parts of their position description that do not  
14 match their current assigned duties.

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16 In the absence of a position description, the supervisor or academic unit head should meet with  
17 the faculty member to begin the process of creating a position description, as described in this  
18 Article.

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20 Over the course of AY20, supervisors and academic unit heads shall meet with individual faculty  
21 members to review and revise their position descriptions. Because accurate position descriptions  
22 are essential to the promotion and/or tenure process, supervisors and academic unit heads should  
23 ensure that position descriptions for faculty members eligible for promotion and/or tenure during  
24 AY21 are completed before the promotion and/or tenure process begins.

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26 Disputes between the faculty member and the supervisor or academic unit head over assigned  
27 duties and position descriptions will be resolved through the Position Description Joint Labor-  
28 Management committee established by Section 7.