

1 UNITED ACADEMICS PROPOSAL

2
3 POSITION DESCRIPTIONS

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5 **Section 1. ~~Position Descriptions.~~** Bargaining unit members will have a position
6 description that reflects the work responsibilities associated with their position. (See
7 Letter of Agreement for applicability of this Section.) **The position description should be**
8 **maintained on file in the bargaining unit member's academic unit.** The purpose of the
9 document is to create common expectations among the individual bargaining unit
10 member, their supervisor(s), and any other person or group asked to evaluate the
11 bargaining unit member's performance.

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13 Revisions to the position description should be done in consultation with the ~~faculty~~
14 **bargaining unit** member.

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16 **Section 2.** A position description should be developed at the time of initial appointment
17 and reviewed every year as part of the annual review of each bargaining unit member.
18 The position description shall be revised as the bargaining unit member's job duties
19 change. Each revision must be signed by the supervisor(s) and the bargaining unit
20 member.

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22 A bargaining unit member with a joint/multiple appointment should have their position
23 description developed in conjunction with their multiple supervisors.

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25 **Section 3.** Bargaining unit members are engaged in a wide variety of activities, including
26 teaching, advising, research, scholarship and creative activity, service, extension,
27 librarianship, and other assignments. The allocation of effort assigned to each of these
28 activities should be specified in the position description as a percent of FTE and should
29 add up to 100%.

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

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36 **Section 4.** Bargaining unit members on Fixed-Term Professorial appointments shall be
37 allocated FTE for scholarship and creative activity. Expectations for scholarship and
38 creative activity shall be described in the position description of each bargaining unit
39 member on a Fixed-Term Professorial appointment.

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41 **Section 5.** To promote access to shared governance, acknowledge service work
42 performed by bargaining unit members, and allow for fair evaluation in the promotion
43 and/or tenure process, all bargaining unit members shall be allocated FTE for service to
44 the university or profession. Expectations for service shall be described in the position
45 description of each bargaining unit member.

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

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4 **Section 7.** Disputes between the bargaining unit member and the supervisor over
5 assigned duties and position descriptions should be resolved through mediation. The
6 Parties agree to form a standing Position Description Joint Labor-Management committee
7 made up of three members from each Party and one member appointed by the President
8 of the Faculty Senate to investigate and resolve disputes over assigned duties.