

1 UNITED ACADEMICS PROPOSAL

2  
3 POSITION DESCRIPTIONS

4  
5 **Section 7 1. Position Descriptions.** Bargaining unit members will have a position description  
6 that reflects the work responsibilities associated with their position. (See Letter of Agreement for  
7 applicability of this Section.) The position description should be maintained on file in the  
8 bargaining unit member’s academic unit. The purpose of the document is to establish  
9 expectations among the individual bargaining unit member, their supervisor(s), and any  
10 other person or group asked to evaluate the bargaining unit member's performance.

11 Revisions to the position description should be done in consultation with the bargaining unit  
12 member.

13 **Section 2.** Bargaining unit members are engaged in a wide variety of activities, including  
14 teaching, advising, research, scholarship and creative activity, service, extension, librarianship,  
15 and other assignments. The allocation of effort assigned to each of these activities should be  
16 specified in the position description as a percent of FTE and should add up to 100%.

17  
18 Allocation of FTE for each responsibility should be based on the time assigned to that duty.

19  
20 **Section 3.** To promote access to shared governance, acknowledge service work performed by  
21 bargaining unit members, and allow for fair evaluation in the promotion and/or tenure process,  
22 all bargaining unit members shall be allocated FTE for service to the university or profession.  
23 Expectations for service shall be described in the position description of each bargaining unit  
24 member.

25  
26 **Section 4.** Position descriptions shall clearly identify expected contributions to equity, inclusion,  
27 and diversity.