

1 UNITED ACADEMICS PROPOSAL

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3 POSITION DESCRIPTION

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5 **Section 71. Position Descriptions and Workloads.** Bargaining unit members will have a
6 position 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 establish expectations among the individual bargaining unit member, their
10 supervisor(s), and any other person or group asked to evaluate the bargaining unit member's
11 performance.

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

14 **Section 2.** Bargaining unit members are engaged in a wide variety of activities, including
15 teaching, advising, research, scholarship and creativity, service, extension, librarianship, and
16 other assignments. The allocation of effort assigned to categories of activity should be specified
17 in the position description and based upon the time assigned to that duty over the appointment
18 period.

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

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