

ARTICLE [x]. POSITION DESCRIPTION

Purpose.

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

Section 1. Describe Expected Duties.

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

A position description shall be developed when a bargaining unit faculty member is hired, then reviewed and revised annually.

Section 2. Percentage of FTE.

Bargaining unit ~~f~~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~~ category~~ries~~ shall be specified in the position description as a percent of FTE, (defined in terms of workload units, or WLU), based on the time assigned to that duty and in alignment with criteria for promotion or tenure, 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.

Bargaining unit faculty members shall be allocated FTE for instructional as well as non-instructional work.

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, bargaining unit 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 bargaining unit faculty member.~~

Section 34. Develop, Review, and Revise.

A position description shall ~~ould first~~ be developed at the time of initial appointment. Furthermore, during the annual Faculty Objective Plan meeting between the bargaining unit 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 or direct
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47 supervisor and faculty member. This updated position description shall then be submitted to OHR
48 and the Provost's Office.

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

52 53 ~~Section 5. Non-Tenure Track Appointments.~~

54 ~~Bargaining unit faculty on non-tenure track appointments shall be allocated FTE for service~~
55 ~~and professional development as required by their appointment. Expectations for service and~~
56 ~~professional development shall be described in the position description of each bargaining unit~~
57 ~~faculty member on a non-tenure track appointment.~~

58 59 ~~Section 6. Mediation for Disputes.~~

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

65 66 Section 47. Updating Current Position Descriptions.

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

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73 Because accurate position descriptions are essential to the promotion and/or tenure process, Each
74 department chair or direct supervisor shall send each bargaining unit faculty member their position
75 description for review within three (3) months of ratification of this Agreement. Within one (1)
76 month of receiving their position description, the bargaining unit faculty member shall detail the
77 parts of their position description that are in error-do not match their current assigned duties.

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

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

87
88 ~~Disputes between the bargaining unit faculty member and the department chair over assigned duties~~
89 ~~and position descriptions will be resolved through the mediation process described in Section 6.~~

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negotiations.