

## ARTICLE [x]. POSITION DESCRIPTION

### Purpose.

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

### Section 1. Describe Expected Duties.

All faculty members must have a position description that describes the expected duties of that faculty member. This position description will be maintained by the Office of Human Resources (OHR) in the faculty member's employment personnel file. The purpose of this position description is to create common expectations among the individual faculty members, their department chair(s),

Faculty on non-tenure track appointments shall be allocated FTE for service and professional development as required by their appointment. Expectations for service and professional development shall be described in the position description of each faculty member on a non-tenure track appointment.

### Section 6. Mediation for Disputes.

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

### Section 7. Updating Current Position Descriptions.

The Parties anticipate that many current position descriptions are non-existent or out-of-date and do not accurately reflect the duties assigned to or expected of faculty members.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

Each department chair shall send each faculty member their position description for review within three months of ratification of this Agreement. Within a month of receiving their position description, the faculty member shall detail the parts of their position description that do not match their current assigned duties.

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

Over the course of a position description cycle, the process that should