


MEMORANDUM

DATE: August 6, 2020
TO: CALS Unit Heads
FROM: Shane C. Burgess 
SUBJECT: Annual reminder: Faculty Position Descriptions

Maintaining and annually updating faculty position descriptions (PDs), especially including workload distributions, is legal documentation we must maintain that confirms each faculty member has full understanding of the duties you have delegated to them and your expectations of them.

- a. PDs must include the [Statement on Collegiality](#).
- b. PDs for faculty with only teaching, research and service appointments must be signed by the unit head and the faculty member. Scans of these PDs must then be forwarded to KC Armenta, Division Business Services, for saving in ALVSCE Human Resources files.
- c. PDs with **greater than 10% service appointment** require signature approval by Jeannie McLain, assistant dean for faculty advancement. These should be emailed to her as scans, along with a justification for the higher service appointment, and if appropriate, administrative stipend amount.
- d. PDs for faculty with Cooperative Extension FTE require signature approval by Jeff Silvertooth, AZ Cooperative Extension Director. Once signed you must forward scans of these PDs to KC Armenta for saving in ALVSCE Human Resources files.
- e. Professors of Practice may not be assigned duties other than teaching and 10% service.

Note: You are responsible for maintaining your unit's teaching coverage, and this must be your primary consideration when assigning workload. You must work with Mike Staten, Bart Cardon associate dean for academic programs and career development, when managing your teaching delivery.

cc: Jeannie McLain
Executive Council
KC Armenta
Elaine Mattes
Kristie Gallardo