


MEMORANDUM

DATE: February 2, 2021
TO: CALS Unit Heads
FROM: Shane C. Burgess 
SUBJECT: Annual reminder: Faculty Position Descriptions

Faculty position descriptions (PDs) are legal documents we must maintain.

PDs are used to confirm faculty fully understand the duties you have assigned them and so what they need to achieve to “meet expectations” in their annual review. It follows then that PDs must be updated with all changes you make in faculty work assignments and expectations *as they happen*. However, at the very least, you should meet with faculty annually about their PD (annual review is as good a time as any), especially to confirm you and they both understand their PD. PDs must be referred to when completing faculty members’ annual review documents.

Also:

- a. Faculty PD workload distributions *must always* match Division Business Services faculty PD workload distributions and *vice versa*.
- 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 ALVSCE Human Resources files.
- c. PDs for faculty with Cooperative Extension FTE require signature approval by Jeff Silvertooth, Arizona Cooperative Extension Director. Once signed you must forward scans of these PDs to KC Armenta for ALVSCE Human Resources files.
- d. PDs with greater than 10% service appointment require signature approval by Jeannie McLain, assistant dean for faculty advancement. These should be emailed to her along with a justification for the higher service assignment.
- e. Professors of Practice must only be assigned teaching-associated duties and 10% service.
- f. Notifying or reminding faculty of the existence of the [Faculty and Staff Consensus Statement on Collegiality](#) with a brief statement within the PD is reasonable because faculty

and staff use it to bring their concerns to you. The statement should not be “copy and pasted” into the PD.

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