Guidelines for Position Descriptions for Academic Employees

All academic employees must have a position description that describes their current duties, which should be maintained on file in the department. The purpose of this document is to create a common level of expectation between the individual employee, his or her supervisor and any other group asked to evaluate the employee’s performance.

Position descriptions should be developed at the time of initial appointment and reviewed every year as part of the annual review of each employee. It should be revised as the individual’s job duties change, and each revision should be signed by the supervisor and employee.

Academic employees are engaged in a wide variety of activities, including teaching, research and scholarly activities, extending the university's programs and expertise to regional, national, and international publics, and providing service to the University and profession. The allocation of effort assigned to each of these activities should be specified in the position description as a percent of FTE. Development of the position description should be done in consultation with the academic employee, but final authority for assigning duties and establishing a position description rests with the supervisor.

Allocation of FTE for each responsibility should be based on the time assigned to that duty. If the academic employee is employed at less than 1.0 FTE, the distribution of FTE, and how it is totaled to the composite FTE should be clearly stated in the position description, as well as how this will impact expectations for promotion and tenure.

There is a minimum of 15% that should be allocated to scholarly and creative activity for all professorial rank faculty (tenure track, Clinical, Senior Research, Extension, Courtesy). Because research activities can and often do result in peer reviewed scholarly activities, units may chose to combine research and scholarly activities in individual position descriptions, or they may choose to separate them if appropriate for the needs of the unit or the individual. Nonetheless, the requirement of a minimum of 15% allocated to scholarly and creative activity must be met and a specific percentage of time for service to the University must be listed.

Disputes between the employee and the supervisor over assigned duties and position descriptions that can’t be resolved through mediation are handled according to OAR 580-021-0050.