

## **Proposed Changes to the Faculty Handbook Related to the Position Responsibility Statement and a Procedure (Mediation Guidelines) to Handle Disagreements Related to the Position Responsibility Statement**

**Proposed by FDAR, January 13, 2006**

*Please note: This document contains a footnote which might not be readable on your computer screen. You might need to print the document to read the footnote.*

### **5.1.1.5. Position Responsibility Statement.**

It is the policy of Iowa State University that these evaluations are based on the position responsibilities of faculty members and other activities that relate to faculty appointments. The results of all reviews must be shared with the individual faculty members.

A position responsibility statement is a tool that allows for a flexible and individualized system of faculty review, particularly within the promotion and tenure process. The description itself should be general and only include the significant responsibilities of the faculty member that are important in evaluating faculty accomplishments in the promotion and tenure process. The position responsibility statement shall not violate the faculty member's academic freedom in teaching, in the selection of topics or methods of research, or in extension/professional practice.

The statement ~~will must~~ be subject to regular review by the faculty member and his/her chair, and allow for flexibility in responsibilities over time and for the changing nature of faculty appointments. The statement ~~will should~~ allow both faculty members and their administrative and peer evaluators to understand the basis of the academic appointment and to place that into context with the promotion and tenure criteria. The descriptions ~~will should~~ be brief but may include detail important to the department and/or faculty member. The position responsibility statement cannot be changed unilaterally by either the chair or the faculty member. ~~The A department~~-governance document ~~in each department may may~~ specify the procedure by which a position responsibility statement can be changed.

At the time of appointment ~~or within the first semester of the appointment~~, the chair and the new faculty member will agree on a position responsibility statement that should be based on the job advertisement. ~~This document will be signed and dated by both parties. The signed and dated copy will be on file in the faculty member's personnel file and in the dean's office.~~ This PRS should stand for the first three years of appointment. In most cases, this initial statement will remain in effect until the tenure review. Any changes in the expectations for the untenured faculty member must be made in consultation between the chair and the faculty member.

When tenure is granted, the faculty member and his/her chair ~~will should~~ review the details of the position responsibility statement and make any necessary changes.

At least every ~~five~~ ~~seven~~ years as part of the annual review process, tenured faculty members ~~will~~ ~~should~~ re-evaluate their position responsibilities with their chairs. The statement may be reviewed and/or changed more frequently as part of the annual review process, but this is not mandated. Any changes in the statement must be made in consultation between the chair and the tenured faculty member ~~and signed and dated by both parties. The signed and dated copy will be on file in each faculty member's personnel file and in the dean's office.~~

~~In the case of faculty members who have appointments in two departments (or a department and a program), a position responsibility statement will be written by the faculty member and the two chairs and signed and dated by all three parties. Each department and college involved will receive copies of those statements as indicated above.~~

~~Department chairs will have a position responsibility statement, written by the department chair and the dean, describing the administrative and other departmental responsibilities of the position.~~

### **Procedure (Mediation Guidelines) to Handle Disagreements Related to the Position Responsibility Statement**

~~When both parties (the faculty member and the department chair) agree to the Position Responsibility Statement, it will be signed by both parties and dated. If however one of the parties disagrees with a proposed change to the faculty member's PRS, either party may refer the matter to the PRS Mediation Panel, which will be in place in each department. This panel will consist of one tenured faculty member selected by the faculty member involved in the disagreement and one tenured faculty member selected by the department chair. A third tenured faculty member will also serve, and unless the department decides otherwise, the default policy for obtaining that member will be by faculty election in the department at the beginning of each year.<sup>1</sup> The elected faculty member must be in place as soon as possible following passage of this change and no later than the end of the following semester. The faculty members selected by the two parties will be selected at the time of the disagreement between those two parties.~~

~~The party referring the matter to the PRS Mediation Panel will submit to the panel the faculty member's existing PRS, the text of the proposed PRS, an explanation of why the change is being sought/or is not acceptable, and the faculty member's curriculum vita. The other party should provide a written explanation of why the proposed change is not acceptable/is being sought. The PRS Mediation Panel will review the materials that have been submitted, meet with both parties, deliberate on the issue, and deliver a written opinion in a timely fashion (not more than two months) on how the disagreement should be resolved. The faculty member and the department chair should then reconsider the matter to see if an agreement can now be reached based on the panel's recommendation. If an agreement between the faculty member and the department chair does not then emerge within ten working days, the matter will be forwarded by the party~~

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<sup>1</sup> ~~Departments who desire another method of obtaining the third member may choose one of the following: a) a tenured faculty member who is chair of an elected departmental council; b) a tenured faculty member who has been elected by the department to the promotion and tenure review committee and who chairs that committee. c) a tenured faculty member who has been elected by the department to the post-tenure review committee and who chairs that committee.~~

disagreeing with the proposed change to the faculty member's college where a mechanism, which will be fair and equitable to both parties (e.g., elected group) will be in place for further consideration and resolution. If the issue is not resolved at this level, the matter will be taken to the dean of the college by the party disagreeing with the proposed change.

During the time of this mediation process, the existing signed and dated Position Responsibility Statement will remain in effect.

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