

Procedures concerning Creation and Maintenance of PRSs

MOTION: Insert a new subsection before FH 3.4.1 (Procedure for Mediating PRS Disputes) which modifies the third through seventh paragraphs of the new FH 3.4 and renumber the succeeding sections. The modifications will serve (i) to clarify the procedures for creation of the first PRS; (ii) to establish a formal process for review; and (iii) require specification of the primary department for joint appointments. The eighth paragraph of FH 3.4 will be moved to the spot just before this proposed subsection.

RATIONALE: Faculty responsibilities and duties change throughout faculty careers. The PRS should reflect substantive changes in position responsibilities. It is easy to forget to update the PRS. To address this, the proposal recommends annual review of the PRS as part of the annual review process and requires formal review with any major action review or renewal.

SUMMARY OF CHANGES:

Procedure for Creating the First PRS: The spirit of S14-19-2 is to apply FH 3.4 to all faculty regardless of rank. This motion clarifies the procedure for creation of the first PRS. It recommends having a negotiated PRS in place for new tenure-eligible/tenured faculty within six weeks of the first day of work. It recommends having a PRS in place at the time at which the contract is signed for non-tenure-eligible faculty.

Joint Appointments: For joint appointments, the proposal below requires that the PRS identify the primary department. For tenure-eligible/tenured faculty, the primary department is the department in which the tenure decision will be made or in which the tenure resides.

Review and Maintenance of the PRS: With respect to review of the PRS, the proposal below makes two changes:

(1) **Recommended Annual Review of PRS:** The proposal below recommends that faculty members (briefly or substantively) discuss the accuracy of the PRS during their required meetings with department chairs as part of annual review. If no substantive changes to the PRS are needed, no action needs to take place. (Like the original text [¶6], this proposal does not mandate annual discussion of the PRS.)

(2) **Required Formal Review of PRS:** The proposed text below requires a formal review date of the PRS to be printed on the PRS. This formal review date ensures that the faculty member and chair are both aware of and agree to the timeline for formal review of the PRS. Unlike the annual review, the formal review requires a change in the next formal review date and therefore does require new signatures from the faculty member and chair. This proposed policy builds on the original text [¶5] which required review of the PRS at the time of tenure. This proposal goes further, requiring formal review of the PRS to accompany any major action review for tenure-eligible/tenured faculty (preliminary review, promotion and tenure review, post-tenure review) and renewal for non-tenure-eligible faculty.

ORGANIZATION:

If approved (and if S14-19-1 and S14-19-2 have been approved), the structure of FH 3.4 will be as follows:

3.4 Position Responsibility Statement**3.4.1 Procedures for Establishment and Maintenance of the PRS****3.4.1.1 Procedures at Initial Appointment****3.4.1.1.1 Joint Appointments****3.4.1.2 Review and Update of the PRS****3.4.1.2.1 Formal Review of the PRS****3.4.2 Procedure for Mediating PRS Disputes****PROPOSED TEXT:**

Note: The current paragraph numbers of the August 2015's edition of FH 5.1.1.5 (which becomes FH 3.4 by approval of S14-19-1) are listed in square brackets to help readers distinguish what is preserved from what is changed from the reorganization of the text. The square brackets would not be included in the FH changes.

3.4 Position Responsibility Statement

[¶1] It is the policy of Iowa State University that evaluations of tenure-eligible/tenured faculty 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.

[¶2] 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 of tenure-eligible/tenured faculty or for advancement of non-tenure-eligible faculty. The position responsibility statement 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 for tenure-eligible/tenured faculty or for advancement for non-tenure-eligible faculty. 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.

[Proposed changes begin here:]

[¶3 partial] The ~~statement~~ PRS 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 should be brief but may include detail important to the department and/or faculty member.

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

3.4.1 Procedures for Establishment and Maintenance of the PRS

~~[¶4] At the time of appointment or within the first semester of the appointment, Within six weeks of the first day of work, the chair and the new tenure-eligible/tenured faculty member will should agree on a ~~position responsibility statement~~ PRS that ~~should be~~ based on the job advertisement. ~~Tenure-eligible/tenured faculty are expected to have substantive discussions with their chair in establishing their PRS. NTE faculty will generally have an initial PRS with a narrower scope of duties. Upon initial appointment, most lecturers, clinicians, and NTE research faculty will sign a PRS indicating the specific duties for which they are hired. In all cases, the PRS~~ 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, unless the new faculty member is already tenured. Any changes in the expectations for the tenure-eligible/tenured faculty member must be made in consultation between the chair and the faculty member.~~~~

3.4.1.1 Joint Appointments

[¶7] In the case of faculty members who have appointments in two departments (or a department and a program), a ~~position responsibility statement~~ PRS 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. ~~For tenure-eligible/tenured faculty, the PRS will specify the primary department in which the faculty member's tenure resides or in which a tenure decision will be made. Because evaluations of faculty initiate in their primary department, changes and updates to the PRS will initiate in that primary department. Faculty members with joint appointments are expected to communicate with the chair in their secondary department or program to maintain a PRS signed by all three parties.~~

3.4.1.2 Review and Update of the PRS

[¶3 partial] The ~~statement~~ PRS will 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 and faculty circumstances. Faculty members and their chairs may discuss the PRS and modify it (if appropriate) at any time. FH 5.1.1.2 states that review of the PRS is to occur during the annual review meeting between the faculty member and the chair. The PRS should not be rewritten unless there is the expectation of a substantive change in the faculty member's position responsibilities. The statement 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 should be brief but may include detail important to the department and/or faculty member. The position responsibility statement PRS cannot be changed unilaterally by either the chair or the faculty member. The governance document in each department may specify the procedure by which a position responsibility statement can be changed. The policy for changing the PRS for a non-tenure-eligible faculty member is found in (FH section 5.4.1.2) henceforth, the statements in this section will relate only to tenure-eligible and tenured faculty.~~

3.4.1.2.1 Formal Review of the PRS

~~[¶5] When tenure is granted, the faculty member and his/her chair will review the details of the position responsibility statement and make any necessary changes.~~

~~[¶6] Every PRS shall specify a date for formal review. The review date should correspond with major action reviews for tenure-eligible/tenured faculty (preliminary review, promotion and tenure review, post-tenure review) and with renewal for NTE faculty. During or immediately after the formal review, even if no changes are made, the PRS shall be updated with a new formal review date and signed and dated by both parties. The faculty member's department(s) and college(s) shall receive a copy of the updated PRS with signatures. Department governance documents may specify more frequent intervals for formal review of PRSs, but departments are prohibited from conducting formal reviews less frequently than the intervals here specified. At least every five years as part of the annual review process, tenured faculty members will 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.~~