

**Position Responsibility Statement
In the Department of Educational Leadership and Policy Studies
College of Human Sciences**

It is the policy of Iowa State University, and therefore all colleges and departments that evaluations of tenure-eligible/tenured faculty are based on the position responsibilities of faculty members and other activities that relate to faculty appointments. All faculty members must therefore create and have approved a Position Responsibility Statement (PRS).

The PRS is a tool that allows for a flexible and individualized statement that is general and only includes 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, for advancement for non-tenure-eligible faculty, and for annual review.

The statement is subject to the policies found in the College of Human Sciences Governance Document (<http://www.hs.iastate.edu/facstaff/governance/govdocapprovedDec2008.pdf>) and the ISU Faculty Handbook, Section 5.1.1.5 for tenure-eligible faculty (<http://www.provost.iastate.edu/faculty/handbook/current/section5.html#section-5.1.1.5>.) and Section 5.4.1.2 (<http://www.provost.iastate.edu/faculty/handbook/current/section5.html#section-5.4.1.2>.) for non-tenure-eligible faculty members.

The PRS descriptions should be brief and flexible but 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. At the time of appointment or within the first semester of the appointment, the chair and the new tenure-eligible/tenured 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. 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 and when appropriate include advisement from the Dean of the College.

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. At least every five years as part of the annual review process, tenured faculty members will re-evaluate their position responsibilities with their chairs.

Below is a template that can be used to assist in developing a PRS in the ELPS Department. Note that this should be personalized and the items shown are just suggestions of the types of activities that might be included in each section. Do not merely fill in the blanks provided but customize it to accurately describe the general professional responsibilities you are involved with.

**College of Human Sciences
Iowa State University
Position Responsibility Statement**

**Department of Educational Leadership
and Policy Studies**

Name of Faculty Member

The following is intended to outline the position responsibilities of College of Human Sciences faculty. In general, the position statement remains in effect for probationary faculty for the first three years of appointment. For probationary faculty (after their first three years of appointment) and tenured faculty, the statement will be re-evaluated on a pre-determined basis. Information related to the time period for re-evaluation, procedures by which a statement may be modified, and methods through which the typical distribution of responsibility may be changed are included in the department's governance document.

The typical distribution of responsibilities for faculty in the College of Human Sciences is 40% teaching, 40% scholarship, and 20% service. A faculty member is expected to teach six credits, on average, per semester in his or her area of specialization, sustain an active agenda of scholarly activities, and participate on department and college level committees / work groups. Some faculty will also be expected to utilize their professional expertise to disseminate information outside of the traditional classroom.

More specifically, it is mutually agreed that _____ (name of faculty member) will contribute to the department, college, and university in the following areas:

Teaching _____ % time and effort

Teach _____ courses (or credits) per year.

Probably not necessary, but you may want to specify the general type of courses (higher education, educational administration, research and evaluation, methodology, etc.) by adding the following clause to the sentence: "including regular teaching of courses in _____, _____, and _____ at the (undergraduate and/or the graduate level)".

Note: Other items that might be used to individualize the statement include:

- 1. supervise internship experiences, seminars or field experiences*
- 2. advise graduate students and/or serve on masters and doctoral committees*
- 3. direct capstone portfolios, theses and/ or dissertations*
- 4. engage in continuing education and distance-learning activities*
- 5. direct curricular development activities*
- 6. develop teaching materials that serve the department and/or educational community as a whole*

7. maintain a minimum of number of "office hours"

Scholarship _____ % time and effort

Sustain a program of research/scholarly activities that leads to regional or national presentations and to publication in books, refereed journals, or other scholarly works. Consideration might also be given to identifying appropriate professional outlets for such work.

and/or

Maintain a research program related to his/her discipline and seek external support for this endeavor.

and/or

Sustain an active agenda of artistic or other related activities leading to juried regional or national outlets or performances.

and/or

Sustain a program of scholarship resulting from research/creative activities that is documented through means appropriate to the area of specialization.

Professional Practice (where appropriate) _____ % time and effort

Activities that might be incorporated in this section include such things as

- 1. utilize professional expertise through leadership of _____ (i.e. outreach service activities and/or projects)*
- 2. engage in activities related to technology transfer*
- 3. serve as a journal editor and/or on editorial boards or granting agency review boards*
- 4. provide leadership in professional societies*
- 5. interact with partners/clients to assist in solving a problem (meeting with an organization or school to examine a particular problem, collaboration with an AEA specialist to create an in-service program)*

Institutional Service _____ % time and effort

Serve on _____ (one, two, etc.) or more departmental committees and other college and university committees as needed

Other activities that might be incorporated include:

- 1. supervise graduate assistant/temporary instructor teaching*
- 2. serve in an administrative role as _____ (associate chair, program coordinator, etc.)*
- 3. direct activities related to the departmental academic review/accreditation process*
- 4. direct activities related to the recruitment of students*

Other

Place activities that do not fit into the first four categories in this section.

For educational administration faculty, consider a statement that stipulates that faculty need to maintain an ongoing involvement in activities in settings similar to those for which practitioner preparation students are being prepared.

For faculty subject to the “40 hour collaborative teaching requirement,” consider inserting a statement such as: shall spend a minimum of eight hours each year in team teaching activities in appropriate school settings.

Signature of Faculty Member

Signature of Department Chair

Date

Date