

**Appendix A to February 21, 2003
AFC Meeting Minutes**

AFC-RPT Committee Recommendations Concerning Position Description Revisions and the Appraisal Process

Presented to the Ag Faculty Council for Consideration on February 21, 2003

Background:

Section 1.1.3 of Appendix D of the OSU Faculty Handbook notes the importance of providing information about the faculty member's job description and applicable criteria to the faculty member, and clearly states "These items are provided to a faculty member in the form of the initial letter of offer, written policy and procedure statements of the unit, college and University and formal appraisal and development statements."

The RPT committee of Ag. Faculty Council recommends that the Ag. Faculty Council approve the following recommendations to be made to Dean Curl:

- 1) The Ag. Faculty Council believes that requiring current faculty members to rewrite their job descriptions more specifically as called for in the Dean's recent proposal is not necessary as it would be redundant with, and perhaps contrary to, established policy as outlined in Section 1.1.3 of Appendix D to the Faculty Handbook.
- 2) A position description, which identifies major responsibilities, should be developed when an individual is offered a position. This description should be stated clearly in the "letter of offer". The current practice of many departments, to negotiate position descriptions and specific job duties at the time of hire, in fact culminating in the letter of offer that describes these points, should be encouraged for all departments in DASNR. While the initial letter of offer should provide sufficient information about job responsibilities, a position description should not be written so narrowly or specifically that it would need frequent revision.
- 3) When there are major changes in a faculty member's appointment or duties, the faculty member and administrators together can rewrite the job description as appropriate.
- 4) As a separate matter, we suggest that the division look at ways to improve mentoring systems to help faculty be successful.