

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Effective Date: March 15, 2005

AG CENTER PS-46
Revision: 0

FACULTY JOB DESCRIPTIONS

Purpose

LSU AgCenter faculty members are evaluated annually in accordance with PS- 39. This evaluation measures progress in fulfillment of job responsibilities and assigned duties. It is important that this evaluation be based on a mutual understanding by the faculty member and evaluating administrator(s) of the specific and detailed responsibilities of each faculty member. This policy statement requires that a current job description be included with each annual evaluation.

General Policy

Each LSU AgCenter faculty member evaluated under PS-39 will maintain a current job description. This job description should be included as part of the faculty members' annual evaluation and will also facilitate the promotion and tenure process under PS-42. The job description is intended to define the research, extension, and/or teaching responsibilities of each AgCenter faculty member. The job description should include the approximate percentage of the faculty member's time dedicated to each component. It is intended to clarify those activities and accomplishments that are expected from each faculty member and to ensure that faculty members are evaluated based on defined job expectations. Faculty responsibilities change over time for many reasons. Therefore this document must be reviewed annually and updated as necessary to reflect current responsibilities. The job description for faculty with research appointments should list active CRIS projects approved by the LSU AgCenter. The job description for faculty with extension appointments should reference the approved plan of work. The job description must be signed and dated by the faculty member, his/her evaluating supervisor, and the appropriate vice-chancellor(s) or his/her designee.

Attachments:

Faculty Job Description Form

Appendix A: Outline for Tenure-Track Faculty Job Description

Appendix B: Outline for an Extension Agent Job Description