Position Descriptions
How to Describe the Job Expectation Load or Effort
College of Nursing

There is a difference between a faculty member’s salary source and their job expectation.

**Salary Source:** Is the % of the faculty member’s salary paid by Texas A&M University, Texas A&M College of Nursing and/or Texas A&M College of Nursing Research.

**Job Expectation:** As per University Rule 12.01.99.M2 and Texas College of Nursing Research policy 12.99.99.A1.01 every professorial ranked position has job expectations in teaching, research (scholarship) and service, and Texas College of Nursing Extension Professorial Career Ladder System has job expectations in extension, research (scholarship), teaching and service. Therefore, every professorial ranked faculty member has an expectation of accomplishments in teaching, research (scholarship) and service; and Texas A&M College of Nursing Extension employees have an additional job expectation in extension.

For example, a 100% TAMU position may have been hired with the expectation of developing a nationally recognized basic research program, with minimal expectation of classroom teaching. Thus, the salary source is not always proportional to the job expectation.

The Dean of Faculties has been clear that the position description in the CV of the dossier should reflect the job expectations and relative load or effort as agreed upon by the faculty member and the college administration.

**Position Description – it should describe:**
- What were you hired to do?
- How much load or effort is allocated to the teaching, research, extension and service mission of your position?
- **Think of it as describing your position description in the form of a plan of work.**
- The reader should be able to read your position description and develop an accurate interpretation of your job expectation.
- Keep in mind there are minimum load expectations in each of the areas teaching, research, extension (where appropriate) and service; and none of these areas can be zero.
  - To be promoted, typically, faculty must demonstrate true excellence and recognized accomplishments in at least one area, and above average accomplishments in a second area. The position description should accurately delineate the areas of emphasis.
- The faculty member’s position description should be discussed with and agreed upon with the Dean or Associate Dean during each annual review.
### Example

To Describe Job Expectations in Position Description of Curriculum Vitae

<table>
<thead>
<tr>
<th>A model that indicates major load or effort on research or scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Position</strong> – that indicates major load or effort on research</td>
</tr>
<tr>
<td>Assistant Professor</td>
</tr>
<tr>
<td>September 2012-present</td>
</tr>
<tr>
<td>College of Nursing</td>
</tr>
<tr>
<td>Salary Source: 66% Texas A&amp;M University: 33% Texas A&amp;M College of Nursing</td>
</tr>
</tbody>
</table>

### Position Description

The principal investigator's primary load and effort will be to develop a comprehensive research program to focus on development and implementation of interventions to reduce health disparities related to diabetes in rural Hispanic populations. An integral component of the program will be fundamental research into the genetics of diabetes. This research trajectory will focus on developing competitive and extramurally funded program of research focused on culturally tailored interventions for rural Hispanic populations within interdisciplinary teams. Teaching responsibility will be a lesser load to teach one graduate course every semester. In addition, emphasis will be on for advancing graduate and undergraduate student participation in research. Service responsibility will include a modest load in service on departmental committees, reviewer service to scientific journals, participation in scientific society committees, and present research results to relevant stakeholders.