How to Describe
Position Description and Job Expectation
College of Agriculture and Life Sciences

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

**Appointment or Salary Source:** The % of the faculty member’s salary paid by Texas A&M University, Texas A&M AgriLife Extension and/or Texas A&M AgriLife Research.

**Job Expectation:** As per University Rule 12.01.99.M2 and Texas AgriLife Research policy 12.99.99.A1.01 every professorial ranked position has job expectations in teaching, research (scholarship) and service, and Texas AgriLife 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 AgriLife Extension employees have an additional job expectation in extension.

For example, 100% TAMU positions 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 and Vice Chancellor has been clear that the position description in the CV of the dossier should reflect the job expectation as agreed upon by the faculty member and the unit head and/or resident director.*

**Position Description**
- What were you hired to do?
- How much 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 expectations in each of the areas teaching, research, extension (where appropriate) and service; and none of these areas can be eliminated.
- The description of your position description should be discussed with and agreed upon with your Head or Resident Director during your annual review.
Possible Models
Describe Job Expectations in Position Description of your Curriculum Vitae

Current Position
Assistant Professor
September 2009-present
Department of Environmental Studies
Appointment: 66% Texas A&M University: 33% Texas A&M AgriLife Research

Position Description
Teaching
Primary responsibility will be to teach the department’s introductory core curriculum undergraduate course every semester, and coordinate all laboratory sections and teaching assistants. Teach one graduate course every year in the area of hydrology. Advise undergraduate and graduate students on independent research projects.

Research
Develop a competitive and extramurally funded, translational research program in the area of water quality and conservation as it effects the production of crops in arid environments.

Service
Serve on one or more departmental and college committees. Make periodic presentations to industry stakeholders. Serve as a manuscript reviewer for scientific journals.

Current Position
Assistant Professor
September 2009-present
Department of Plant Science
Appointment: 66% Texas A&M University: 33% Texas A&M AgriLife Research

Position Description
The principal investigator’s primary responsibility will be to develop a comprehensive breeding research program to focus on development and release of improved cultivars/germplasm, with emphasis on food and fiber crops. The basis of this program will be an intensive screening and selection process intended to enhance yield, quality, pest resistance, levels of human health related compounds, and suitability for mechanical harvest. An integral component of the program will be fundamental research into the genetics of disease resistance, crop physiology and phytochemical synthesis. Application of quantitative and molecular genetics theory will be required to examine the relationship between phenotypic traits and gene function. Traditional breeding techniques will be combined with molecular biology and plant pathology procedures to expedite the process of crop improvement. Teaching responsibility will be to teach an undergraduate plant breeding course every year. In addition, as an advisor for graduate students the investigator will be responsible for training young scientists in the field of plant breeding and recruiting good candidates for the program. Service responsibility will include service on departmental committees, editorial service to scientific journals, participation in scientific
society committees, and present research results to relevant stakeholders in the industry to help them solve problems and improve their productivity.