

## Faculty/IAS POSITION DESCRIPTION

### 1. Position Summary Statement

#### Ranked Faculty:

*General position summary statement for UWL faculty positions:*

Under general supervision of department chair, a person in this position is responsible for teaching undergraduate and/or graduate courses, and advising students. In addition to preparing for and holding classes [face-to-face, hybrid, and/or online], teaching involves maintaining currency in the content area related to the teaching assignment, evaluating students' work, assessing student outcomes, maintaining appropriate records, and holding office hours. The individual is expected to maintain an active, on-going program of scholarship appropriate to the discipline. In addition, this individual will provide service to the department, college, and university and is likely expected to provide service to the community and/or the profession. Other duties may be assigned by the chair or dean.

*[Departments/Deans should add language about any responsibilities that are required but not captured in the language above – e.g., interfacing with K-12 schools, clinical responsibilities, etc.]*

#### Ranked Faculty Librarian:

*General position summary statement for UWL faculty librarian positions:*

Under general supervision of the department chair, a person in this position is responsible for managing information by selecting, organizing, providing access to, and preserving physical and online information resources, as well as assisting and educating others in the effective utilization of such resources. Librarianship involves maintaining currency in the individual's area of expertise and maintaining an active on-going program of scholarship related to the individual's roles and responsibilities. In addition, this individual will provide service to the department, college, and university and is likely expected to provide service to the community and/or the profession. Other duties may be assigned by the chair or director.

*[Due to high variability in librarian positions, specific position descriptions will be also be provided.]*

#### Instructional Academic Staff:

*General position summary statement for UWL instructional academic staff positions:*

Under general supervision of department chair, a person in this position is responsible for teaching undergraduate and/or graduate courses. In addition to preparing for and holding classes [face-to-face, hybrid, and/or online], teaching involves maintaining currency in the content area related to the teaching assignment, evaluating students' work, assessing student outcomes, maintaining appropriate records, and holding office hours. In addition, workload may involve advising students and/or providing other service to the department. Other duties may be assigned by the chair or dean.

*[Departments/Deans should add language about any responsibilities that are required but not captured in the language above – e.g., interfacing with K-12 schools, clinical responsibilities, etc.]*

**SOE affiliated positions must also include this language in the position summary:**

This position is affiliated with the School of Education, Professional, and Continuing Education (EPC) and the dean of the EPC will provide feedback regarding hiring and personnel reviews to the department.

School of Education affiliated faculty are expected to be engaged in service and scholarly activities that inform and enhance the work they do with prospective teachers. Some additional work hours outside the academic school year may be required in order to align duties with the PK-12 school year.

UW-La Crosse's School of Education, Professional, and Continuing Education is committed to principles of equity, inclusion, and social justice. We seek to advance UW-La Crosse's strategic planning goal, "Achieving Excellence through Diversity and Equity" by increasing the retention of diverse students, faculty, and staff; teaching with identity inclusive and responsive pedagogies; and ensuring that everyone—regardless of race, ethnicity, class, gender, sexual identity, citizenship, first language, religion, ability and other identities—is included and welcomed on campus.

**Include in non-DES recruitments:** Faculty members in this position collaborate with the Department of Educational Studies on advising and curriculum related issues.

**Include in DES recruitments:** Faculty members in this position collaborate with the faculty in EPC programs outside of Educational Studies on advising and curriculum related issues.

## 2. Essential Job Functions and Responsibilities

**Faculty only:**

Teaching  
Scholarship  
Service

## 3. Required Qualifications

**Ranked Faculty:** Doctorate in the discipline or closely-related field (or terminal degree when considered the final degree within a discipline).

**Librarian Faculty:** Master's Degree.

**Instructional Academic Staff:** Master's Degree [except in rare circumstances where post-baccalaureate certification or licensure or a baccalaureate plus experience can be established as appropriate qualifications for the teaching position].

**SOE affiliated positions:**

- Minimum of 3 years teaching experience in U.S. PK-12 schools.
- Must have an advanced degree and demonstrated expertise specifically related to their assignment.

#### 4. Miscellaneous Information

##### STATEMENT ON LEAVE FOR RANKED FACULTY:

*General leave-related statement for all UWL faculty positions:*

For the purposes of medical leave (e.g., FMLA) during the ~30 weeks associated with the academic terms (15 for Fall and 15 for Spring), teaching is calculated as 60% of the overall workload; scholarship 30% and service 10%. Teaching percentage could be lower as determined by the Dean if the faculty member has a reduced teaching load from the 12 credits based on department or college workload reassignments. Scholarship range is generally 10-30% and service 10-20%. There are nine weeks of the ~39 week contract year outside of the standard 14 week semester (+ one week of finals) where 100% of the faculty member's time could be considered scholarship and/or service.

##### STATEMENT ON LEAVE FOR LIBRARIAN FACULTY:

*General leave-related statement for all UWL librarian faculty positions:*

The director (in consultation with the chair and the faculty member) will determine leave-related arrangements for library faculty when needed.

##### STATEMENT ON LEAVE FOR INSTRUCTIONAL ACADEMIC STAFF:

*General leave-related statement for all UWL instructional academic staff positions:*

For the purposes of medical leave (e.g., FMLA) during the ~30 weeks associated with the academic terms (15 for Fall and 15 for Spring), teaching is calculated as 80%+ of the overall workload; service and professional development not to exceed 20%. Teaching percentage could be lower as determined by the Dean if the instructor has a reduced teaching load from the 15 credits or contact hours. There are nine weeks of the ~39 week contract year outside of the standard 14 week semester (+ one week of finals) where 100% of the faculty member's time could be considered scholarship and/or service.