

Frequently Asked Questions (FAQs) about Job Responsibility Distributions

1. What does the “distribution of job responsibility percentages” mean?

The distribution of your job responsibility percentages tells you the percentage your effort you are to devote to teaching, scholarship/creative activities, and service. In many cases those percentages are the following: 40% teaching / 40% scholarship-creative activities / 20% service. The distribution of your job responsibility percentages are established by your academic unit.

2. What is the benefit of having the distribution of my job responsibility percentages explicitly established by my academic unit?

Your pay raises and promotions are likely being determined based at least to some extent on the distribution of your job responsibility percentages. It behooves you to have those percentages established explicitly so you can know how you are being evaluated for pay raises and promotions.

3. Can any faculty member request changes to the distribution of their job responsibility percentages?

All benefitted faculty can request changes in the distribution of their job responsibility percentages in accord with the Policies and Procedures for Faculty Development document. Benefitted faculty are faculty in the following faculty series: the tenure line Professorial Series, the Professorial Series in University Libraries, the Teaching Professorial Series, the Clinical Professorial Series, the Professors of the Practice Series, and the Research Professorial Series.

4. Can I get whatever distribution of job responsibility percentages that I request?

Not necessarily. The administrative head of your academic unit must approve of your request (and that request must also be approved by your Dean if the head of your academic unit is not the Dean). In other words, any request for a change in the distribution of job responsibility percentages must be negotiated to the satisfaction of both the faculty member and the administrative head of the academic unit, with the approval of the Dean. In addition, both the request and its approval for a change in the distribution of job responsibility percentages must take into consideration the impact of such a change on the academic unit and the broader University.

5. Why should we allow faculty to change the distribution of their job responsibility percentages?

The interests and abilities of faculty members can change, for example, as they progress through their careers. The needs of a faculty member's academic unit can also change over time. In addition, other circumstances can arise where it is appropriate to alter job responsibilities. As a result, faculty members should be given the opportunity to negotiate changes in the distribution of their job responsibilities. These negotiations are equally available to all benefitted faculty members so that they can be evaluated and valued for their actual contributions and achievements.

5. Will I know the distribution of job responsibility percentages of other faculty members?

It is up to your academic unit to decide whether to share this information.

5. Can the administrative head of my academic unit mandate that I change the distribution of my job responsibility percentages?

If you have received a “warning for unsatisfactory performance” during three out of five years the administrative head of your academic unit might mandate a change in your job responsibility percentages.

6. By what criteria can I be given a “warning of unsatisfactory performance”?

The criteria are established by your academic unit.

7. Can I appeal a “warning of unsatisfactory performance”?

Yes, the University has an Employee Grievance Process which allows faculty members to grieve administrative actions, which includes a warning of unsatisfactory performance.

You can find that policy at:

www.du.edu/facsen

Select “Faculty Resources” at the top of the page

Select “Senate Documents” on the left-hand side of the page

Scroll down to find “Grievance Policy