LSU Agricultural Center
FACULTY JOB DESCRIPTION FORM

NAME:
UNIT:
TITLE:

Job descriptions are written in accordance with AgCenter PS-46. The job description reflects the approximate duties at a point in time with the understanding that organizational and clientele needs are dynamic and reasonable adjustments may be needed during the year. The job description includes delineation of the research, extension and/or teaching responsibilities of each AgCenter faculty member. On the chart below, check each function that applies and the approximate percentage of time dedicated to that function.

JOB FUNCTIONS - Check applicable functions and indicate approximate time percentage.							
Check if function applies to position	**FUNCTION**	**0% to <15%**	**=15% to <35%**	**=35% to <50%**	**=50% to <65%**	**=65% to <85%**	**=85% to 100%**
☐	**EXTENSION**	☐	☐	☐	☐	☐	☐
☐	**RESEARCH**	☐	☐	☐	☐	☐	☐
☐	**TEACHING**	☐	☐	☐	☐	☐	☐

DESCRIPTION OF JOB RESPONSIBILITIES:

Continue on additional sheets if necessary.

SIGNATURES. *Note to faculty members, immediate supervisors and unit heads – signing constitutes your concurrence that this document properly describes the appropriate responsibilities for this position. Otherwise, attach a memo explaining your concerns.*

Faculty Member Signature:	**Immediate Supervisor Signature:**	**Unit Head Signature:**
Date:	**Date:**	**Date:**

Vice Chancellor/Designee Signature

Action: **[ ]Approved** **[ ]Not Approved – explain required action**

Signature: **Date:**