

SECTION II: JOB DESCRIPTION

Include: Copies of all relevant job description materials including all signed and dated revisions to the original job descriptions.

The job description should

- Explain the candidate's workload, including importance and percentage of time devoted to teaching and advising, research, service/outreach or other activities as appropriate.
- Describe the role of the candidate within the department's mission and strategic plan.
- Include signature of candidate indicating agreement with the summary; **or if a disagreement exists**, include an explanation of differences prepared and signed by the candidate.
- Include signature of department head.