

Sample one

Position Responsibility Statement (PRS) April 2013 College of Agriculture and Life Sciences - Iowa State University

This PRS is valid for the time period beginning _____ and ending _____.
This PRS must be reviewed at least every 5 years but can be revised more frequently under mutual agreement between the faculty member and the department chair.

Name: _____ **Academic Rank:** _____

Department: _____ **Base Appointment (A or B):** _____

Time Distribution: This section quantifies the responsibilities agreed upon by the faculty member and the Department Chair.

<u>Category</u>	<u>Responsibilities</u>
Teaching/Advising	_____
Research (may include outreach activities)	_____
Extension (formal appointment)	_____
Service	_____
Other: _____ (e.g. outreach, economic development, international engagement, diversity, administration)	_____

PRS Description

This is a narrative description of responsibilities in teaching/advising, research, Extension, and other responsibilities. This description can be prepared as an integrated, paragraph-long statement or as shorter statements under the preceding categories.

Approved:

Faculty Member

Date

Chair

Date