

**XIII-E7 PROFESSIONAL STAFF POSITION DESCRIPTION
Shall Be Updated Annually***

Page ____ of ____

Period Covered by this E-7:

Full-time: July 1, 20____ to June 30, 20____ (Due within thirty days of hire and by July 31 of subsequent appointments)

Part-time: _____ to _____ (Due within 21 days of appointment)

Professional Staff

Member: _____

Job Title: _____

Department/Work

Area: _____

President or

Designee: _____

Full-Time

Part Time

Format the E7 as follows (use additional pages as necessary):

Job Description Item (Goal) [use I, II, III, ...]

Objective(s) (if appropriate and mutually agreed) Item(s) [use A, B, C, ...]

Activities/Methods Item(s) [are 1, 2, 3,

College Service (as applicable):

President or Designee

Professional Staff Member

Date _____

Date _____

*Per 12.04.A.1 and 12.06.A, if substantive and ongoing duties are modified and/or added, the E-7 shall be rewritten.