XIII- E7

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.