

Title: #IV-13A. Position Descriptions

Date: April 7, 2026 (Replaces version dated June 1, 2016)

Purpose

To establish institutional standards for maintaining current position descriptions that document the qualifications, essential job functions, and primary responsibilities associated with each staff position.

Scope

This policy applies to all staff positions at WVU Parkersburg. Faculty position descriptions are addressed separately under IV-13D.

Authority

Authority for this policy derives from the Board of Governors' responsibility to manage institutional personnel and administrative operations under W. Va. Code §18B-2A-4.

Policy

WVU Parkersburg maintains individual position descriptions identifying the qualifications and primary responsibilities associated with each staff position. Position descriptions may also identify essential job functions.

Supervisors are responsible for ensuring that position descriptions remain accurate and current. Position descriptions should be reviewed at least annually during the employee performance evaluation process.

Official copies of position descriptions are maintained by the Human Resources office and in the personnel file of each employee. The appropriate position description forms are provided by the Human Resources Office.

Responsible Administrator: Executive Director, Human Resources, 304-424-8212