

UI FACULTY-STAFF HANDBOOK

CHAPTER THREE:

EMPLOYMENT INFORMATION CONCERNING FACULTY ~~AND STAFF~~

January 2008

3050

POSITION DESCRIPTIONS

*PREAMBLE: This section describes the creation and use of position descriptions that define responsibilities for faculty ~~and staff positions. See also section 3140, "Performance Expectations of Faculty."~~ This section was original to the 1979 Handbook; it has been editorially revised at intervals. In July 1998 the year covered by a position description was changed from an academic year to a calendar year. In July 2001 section B underwent some clarifying changes while the form itself underwent extensive revisions. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as to align the form with the Strategic Action Plan. In 2008 the form was revised to better integrate faculty interdisciplinary activities (including ensuring communication among all parties and eliminating the need to obtain multiple signatures) and FSH 3140 was incorporated into this policy section. Further information may be obtained from the Provost's Office (208-885-6448), the Office of the Faculty Secretary (208-885-6151), or Human Resources (208-885-3609). [rev. 7-98, 7-01, 7-07, ed. 12-06]*

**A. GENERAL.** ~~The position description establishes each faculty member's S~~specific responsibilities ~~of each faculty member are established in position descriptions.~~ These position descriptions serves a variety of important functions; in particular, ~~it they~~ constitutes the essential frame of reference in annual performance evaluation of faculty members [see 3320], ~~B~~; and consideration of faculty members for tenure and promotion [see 3520 and 3560]. [rev. 7-98, ed. 7-00, 7-02]

**B. PERFORMANCE EXPECTATIONS.** ~~Expectations designated for individual faculty members to achieve tenure or promotion in rank or satisfactory performance evaluation must be compatible with the criteria of the department or other unit concerned. Each faculty member is to be advised of these expectations in writing by the departmental or unit administrator at the time of appointment.~~

Comment [a1]: This was A of 3140

~~**B-1.** Each department or unit shall determine the faculty roles and how much value or weight is to be assigned to each of these roles. These determinations shall be documented in the department's or unit's by-laws. Each document shall be reviewed and approved by the college faculty or a committee of the college faculty. Expectations are specified in the current faculty position description and are the basis for the annual performance evaluation. Expectations must not be greater than those that can be reasonably supported in the department or unit by providing sufficient time and resources. Expectations are specified in the current faculty position description and are the basis for the annual performance evaluation.~~

Comment [a2]: Was B-1, 4 & 5 of 3140.

~~**B-2.** Except by written agreement between the faculty member and the appropriate administrator, expectations for individual faculty members are in effect for a period of one calendar year.~~

Comment [a3]: Was B-2 of 3140.

**C.BB. PROCEDURE.**

~~**C-1.** During the fall semester ~~(w~~The calendar year position description is recorded on the form appended to this section ~~W~~with a due date announced established by the provost ~~)~~ each faculty member's ~~calendar year position description is recorded on a form that provides for the classification of responsibilities in conformity with the statewide reporting system. A copy of this form is appended to this section.~~ [rev. 7-98, 1-08, ed. 7-01]~~

~~**C-2.** The form should be filled out in collaboration with the unit administrator. Faculty members involved in interdisciplinary activities should check the box on the position description form and attach a narrative explaining their activities and listing units and members involved. For faculty involved in interdisciplinary activities or with centers, the unit administrator is to solicit comments regarding the ~~content of the form position description from,~~ and discuss ~~this~~ with ~~all~~ interdisciplinary/center administrator(s) listed on the faculty member's narrative attached to the form. The form is then to be signed by the faculty member, approved by the unit administrator, ~~approved by the and~~ ~~(and opportunity given for review and comment to any interdisciplinary leader and center administrator if appropriate)~~ dean, and sent to the Provost's Office. [rev. 7-01, 7-02, 1-08]~~

~~**C-3.** Any change in duties or responsibilities that represents a significant departure from the position description is permitted only with the written consent of the faculty member and administrator involved. A revised position description should be filed in this event.~~

Comment [a4]: Was B-3 in 3140.

**C-4** When the ~~faculty audit personnel~~ activity report form (PAR) (see APM 45.09) is completed ~~in the spring~~, the unit administrator should compare the data obtained for each faculty member with the corresponding position description. Perfect agreement between the position description and the record of actual performance is not necessarily expected, but it is desirable that any discrepancy between them be as small as is feasible. [ed. 7-01]

[\(Form follows on the next pages.\)](#)

Comment [a5]: Was b-3 of 3050