

2007-2008
Faculty Affairs Subcommittee on Position Description/Annual Evaluation Forms
Agenda

Meeting #7

3:30-4:30 p.m.
Monday, April 7, 2008
Brink Hall Faculty Lounge
Order of Business

I. Call to Order.

II. Minutes.

- Minutes of Meeting #5, March 24, 2008

III. Business.

- Position Description and Summary Table
- Annual Evaluation
- Civility and Collegiality
- Review and discuss changes to *Faculty-Staff Handbook* (outreach/service)

Attachments:

Minutes #6, March 31, 2008
Revised position description and summary table
Revised annual evaluation form
Faculty-Staff Handbook proposed changes (sent previously)

University of Idaho
Faculty Affairs Subcommittee on Faculty Position Description and Annual Evaluation Forms
Meeting #6, 3:30 p.m. Monday, March 31, 2008

Present: Dakins, Fletcher, Hollenhorst, Houle, Morrison (chair), Murphy, Prather, Thompson, Stauffer; **Absent:** Crawford, Force

Call to order: Minutes were approved with the exception of making one change to the last paragraph; change the word 'Inappropriate' to 'Civil'.

Business: At the last meeting, Morrison had discussed the concept of adding a civility statement to the position description. The committee discussed this idea and recommended that another venue be considered for such a statement, e.g., in the College and Department Bylaws or added to wording in one of the sections in the *Faculty Staff Handbook* (FSH). Morrison will review current FSH policies and see what language may currently be in place.

The subcommittee reviewed and discussed the draft changes to the position description and summary table with the goal to reach a reasonably good document that could be forwarded for full vetting. Recommended edits:

1. Remove the word 'Additionally,' and begin the sentence with 'Include'. Make change to other areas containing the same sentence throughout the document.
2. Change 'Advising and Mentoring Students' to 'Advising and/or Mentoring Students' throughout the document as well as where it appears on the Performance Evaluation form.
3. Remove the word 'Activities' in the heading 'Outreach and Extension Activities'.
4. Definitions:
 - a. Fletcher reported that the Advisors Group is working on definitions for mentoring and advising; she will keep subcommittee informed of the Group's discussions
 - b. Definitions for advancement, interdisciplinary activity, professional development, professional service will be clarified as the policies in the FSH are updated to complement the forms.
5. Percentage of Responsibility Summary. Morrison reported that in checking with General Counsel, the Summer column and [*] were added to ensure compliance with contract law. Morrison will work further with Counsel to determine how summer work for academic year faculty is reflected and included for evaluation toward promotion, tenure, and as appropriate any change in employee compensation (CEC).
6. Examples for summary table: include examples for academic year as well as fiscal year faculty.

The subcommittee reviewed and discussed the draft changes to the annual performance evaluation Form 1. As noted above, wording under the teaching category will be changed to 'advising and/or mentoring students'.

1. Weighting column: members discussed the use of the weighting column and how it was applied throughout the disciplines represented by committee members. Members recommended removing the weighting column as it was seen as nonfunctional. It was also recommended that wording referencing weighting and any implementation of weighting be addressed in the FSH, section 3320.
2. There was discussion on the scoring example and whether the percentage for scholarship should be a minimum of 20 percent. Members discussed the disciplines and the expectations in the disciplines [represented at the table] and recommended to leave the example scholarship percentage at 15. In the scoring example, it was recommended to change the numeric score for scholarship to '3'.

Extending the chair and dean scores by one decimal point was discussed. When this change was made, a corresponding implementation change was not made to FSH 1565. The subcommittee discussed rounding of the dean's score and its implications. This topic will be talked about at the next meeting. At this time the language about rounding should be removed from the annual performance evaluation form.

The committee adjourned at 5:00 p.m.

Respectfully submitted,

Patty Houle, Acting Scribe

UI FACULTY POSITION DESCRIPTION FOR ANNUAL PERFORMANCE REVIEW for 20__
(REVISED 7-08)

Date: _____ **Department:** _____
Name: _____ **Title/Rank:** _____
Appointment: Academic Year Fiscal Year **Other:** _____
Tenure Status: Nontenured Tenured **Year Tenured:** _____

TEACHING:

Semester	Subject	Course #	Section	Course Credits	Credit Responsibility	Course Title
Spring						
Fall						
Summer						

1. Instruction (FSH 1565 A-2, FSH 3050; Strategic Action Plan Goal 1):

a. Describe additional instructional responsibilities (course redesign; introduction of new delivery methods; involvement in course, program, and university level assessment of student learning outcomes; etc.):

b. Provide a statement of your goals and objectives for teaching. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. Instruction Percentage of Responsibility: Spring: _____ Fall: _____ Summer: _____

2. Advising and/or Mentoring Students (FSH 1565 A-5; Strategic Action Plan Goal 1):

Advisees (#): Undergraduate (Approx.): Major ___ Minor ___ Certificates ___
 Grad (Major Professor): Doctoral ___ Masters Thesis ___ Masters Non-Thesis ___

Mentees (#): Graduate ___ Undergraduate ___

a. Other Service to Students (organization/program advisers, masters/doctoral committees as opposed to major professor, etc.):

b. Provide a statement of your goals and objectives for advising and/or mentoring. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. Advising and/or Mentoring Percentage of Responsibility: Spring: _____ Fall: _____
 Summer: _____

Total Teaching Percentage of Responsibility: Spring: _____ Fall: _____ Summer: _____
 (carry forward to summary table)

SCHOLARSHIP AND CREATIVE ACTIVITIES (FSH 1565 A-4 & A-10; Strategic Action Plan Goal 2): [Include Teaching/Learning (FSH 1565 A-3-a), Artistic Creativity (FSH 1565 A-3-b), Discovery (FSH 1565 A-3-c), Integration (FSH 1565 A-3-d), and Application and Engagement Activities (FSH 1565 A-3-e)]

Provide a statement of your goals and objectives for scholarship and creative activities. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. Percentage of Responsibility:

Spring: _____ **Fall:** _____ **Summer:** _____
(carry forward to summary table)

OUTREACH AND EXTENSION (FSH 1565 A-3-e & A-7, Strategic Action Plan Goal 3):

Provide a statement of your goals and objectives for outreach and extension. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. Percentage of Responsibility:

Spring: _____ **Fall:** _____ **Summer:** _____
(carry forward to summary table)

ORGANIZATIONAL LEADERSHIP:

1. University Service (See FSH 1565 A-6):

Provide a statement of your goals and objectives for university service. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. University Service Percentage of Responsibility: **Spring:** _____ **Fall:** _____ **Summer:** _____

2. Administration (See FSH 1565 A-8 & A-9):

Provide a statement of your goals and objectives for administration. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service*.

Est. Administration Percentage of Responsibility: **Spring:** _____ **Fall:** _____ **Summer:** _____

Total Organizational Leadership Percentage Responsibility: **Spring:** _____ **Fall:** _____ **Summer:** _____
(carry forward to summary table)

Percentage of Responsibility Summary

Area	Planned Percentage Allocation			
	Spring	Fall	Summer*	Annual
Teaching				
Scholarship and Creative Activities				
Outreach & Extension Activities				
Organizational Leadership				
Total (All must equal 100%)				

*Summer column should only be completed by faculty members who have a twelve month, fiscal year appointment (see examples below).

Example Academic Year:

	Spring	Fall	Annual
Teaching	10% (x.5)	70% (x.5)	= 40%
Scholarship	85% (x.5)	25% (x.5)	= 55%
Advising	5% (x.5)	5% (x.5)	= 5%
Total	100%	100%	100%

not sure what the average for the below appts. are or whether the .375 .375 and .25 is correct.

***Example Fiscal Year:**

	Spring	Fall	Summer	Annual
Teaching	10% (x.375)	70% (x.375)	(x.25)	= 40%
Scholarship	85% (x.375)	25% (x.375)	(x.25)	= 55%
Advising	5% (x.375)	5% (x.375)	(x.25)	= 5%
Total	100%	100%	100%	100%

AUTHENTICATION

- Incumbent Faculty Member: I agree that this is a reasonable definition of my responsibilities to the University of Idaho for the forthcoming calendar year.

Signature of Faculty Member

- Approval of Unit Administrator(s) (including interdisciplinary/center administrator(s) or faculty with joint appointments when appropriate): I agree that this position description is a reasonable reflection of the stated expectations for progress towards tenure, promotion and/or continued satisfactory performance evaluation (per FSH 3140 B2).

Unit Administrator

Unit Administrator (joint appointments if applicable)

Interdisciplinary/Center Administrator (when appropriate)

Interdisciplinary/Center Administrator (when appropriate)

- Approval of College Dean: I agree that this position description is a reasonable reflection of the stated expectations for progress towards tenure, promotion and/or continued satisfactory performance evaluation (per FSH 3140 B2).

Signature of Dean

(FSH 3320)

ANNUAL PERFORMANCE EVALUATION FORM 1: EVALUATION OF FACULTY
(INCLUDES DISCLOSURE OF CONFLICTS FSH 6240)
(Confidential)

Name: _____

Date: _____

Department(s): _____

Evaluator(s): _____

NOTE: Faculty and administrator(s) are to review and address the objectives as stated on the previous year's position description.

Position Description (PD) Responsibilities	PD %	Numeric Score	PD% x score = total	COMMENTS INCLUDING ACCOMPLISHMENTS and IMPACTS WHEN APPLICABLE (Use back if necessary)
TEACHING 1. Instruction (FSH 1565 A-2, FSH 3050; Strategic Action Plan Goal 1) 2. Advising and/or Mentoring Students (FSH 1565 A-5; Strategic Action Plan Goal 1)				
Total TEACHING				
SCHOLARSHIP and CREATIVE ACTIVITIES (FSH 1565 A-3,A-4,A-10; Strategic Action Plan Goal 2)				
OUTREACH and EXTENSION (FSH 1565 A-3-e,A-7, Strategic Action Plan Goal 3)				
ORGANIZATIONAL LEADERSHIP 1. University Service (FSH 1565 A-6) 2. Administration (FSH 1565 A-8, A-9)				
Total ORGANIZATIONAL LEADERSHIP				

***Scoring Key**

- 5 = Exceptional performance
- 4 = Above expectations
- 3 = Meets expectations
- 2 = Below expectations
- 1 = Unacceptable performance

Scoring Example:

PD%	Numeric Score	Total
Teaching 65%	4	.65x4 = 2.6
Scholarship 15%	3	.15x3 = .45
Outreach & Extension 10%	3	.10x3 = .3
Org. Leadership 10%	3	.10x3 = .3
Dept. Chair Score (transfer total to box below)		3.65

Department & College Score

May reflect a weighting—not necessarily a mathematical average—of the numerical scores by the appropriate position description percentages. The weighted, department and college scores, may extend one decimal place.

Department Chair Score

College Dean Score

(Continued on next page)

Narrative Evaluation: A narrative on progress toward promotion and/or tenure is to be completed by all appropriate evaluators (Unit, Center, and/or Interdisciplinary Administrators). Each evaluator is to include a signed narrative for all faculty using separate pages and attach to this form. **If the narrative is not attached the form will be returned by the college.**

Unit Administrator Signature

Interdisciplinary/Center Administrator (when appropriate)

Interdisciplinary/Center Administrator (when appropriate)

Faculty Signature

___ Agree

___ Disagree (summarize reasons below)

Summary of Reasons:

Dean Signature

FSH 6240 Required Disclosure of Conflicts

You must complete this disclosure annually with your performance evaluation. If you have a conflict to disclose then you also will need to complete Form FSH 6240A. Likewise, if there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change. University of Idaho FSH Policy 6240 Conflicts of Interest or Commitment is available at <http://www.webs.uidaho.edu/fsh/6240.html>. If you have any questions about the form or about specific potential or actual conflicts of interest, please contact your unit administrator or the Chair of the university's Ethical Guidance and Oversight Committee. **Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240 B – Disclosure of Outside Employment or Consulting for Compensation.**

- I have reviewed FSH 6240 and **DO NOT** have any conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date below.
- I have reviewed FSH 6240 and **DO** have conflicts of interest, conflicts of commitment or apparent conflicts to report. Please, sign below, and fill out form FSH 6240A. Submit completed FSH 6240A to your unit administrator along with separate pages describing a plan to manage each conflict or apparent conflict.

Your signature below certifies that you have reviewed FSH 6240 regarding disclosure of conflicts, and that the information that you provide regarding disclosure of any conflict is accurate to the best of your knowledge as of the date of this document, and you commit to providing an update if a material change occurs in the information you have provided.

Faculty Signature