

POLICY COVER SHEET

(See *Faculty Staff Handbook 1460* for instructions.)

[1/08]

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency
 Minor Amendment
Chapter & Title: **FSH 3050 – Position Description & FSH 3140 (incorporated into 3050)**
 All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
 *Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using "track changes."

Originator(s): Subcommittees of Faculty Affairs formed to review P&T Process since 2006
 (Please see FSH 1460 C) Name Date
Telephone & Email: Charles Morrison Chair, charlesm@uidaho.edu

Policy Sponsor: (If different than originator.) Faculty Affairs - Don Crowley 12/5/08
 Name Date
Telephone & Email: Crowley@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: Hoey Graham, 12/5/08

I. Policy/Procedure Statement: Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
 Changes to this policy began in 2006 with the formation of a sub-committee of Faculty Affairs to review and clarify current P&T processes. See http://www.webs.uidaho.edu/facultycouncil/CommitteeWebPages/Agenda_Minutes_Faculty_Affairs_P&T_Subcommittee.htm for all records of this sub-committee. Then in 2007-08 a second sub-committee was formed at the recommendation of the first sub-committee to review policy and a request to simplify the forms by the Provost, to also include interdisciplinary activities, tie AE to PD, connect to Strategic Action Plan goals. See http://www.webs.uidaho.edu/facultycouncil/CommitteeWebPages/Agenda_Minutes_Fac_Affairs_Subcommittee_PDAE.htm for records of this sub-committee's work.
 FSH 3140 Performance Expectations is closely related to one's position description as such 3140 was incorporated into FSH 3050 – Position Description.

II. Reason/Rationale: Reason this addition, revision, and/or deletion is necessary, if different than above?
 Many discrepancies were found in policy, forms and policy were inconsistent, unclear processes, process changes.

III. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
 none

IV. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
 FSH 1565, 3320, 3520, 3560, 3570, 3420 & 3140

V. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
 If not a minor amendment forward to: _____

Policy Coordinator
 Appr. & Date: _____
 [Office Use Only]

APM
 F&A Appr.: _____
 [Office Use Only]

FSH
 Appr. _____
 FC _____
 GFM _____
 Pres./Prov. _____
 [Office Use Only]

Track # UP-09-024
 Date Rec.: 12/5/08
 Posted: t-sheet 12/16/08
 h/c _____
 web _____
 Register: _____
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