

3050 - POSITION DESCRIPTIONS
UI FACULTY POSITION DESCRIPTION FOR ANNUAL PERFORMANCE REVIEW for 20__
(REVISED 1-09)

Name:

Department:

Appointment: Academic Year

Fiscal Year

Title/Rank:

Tenure Status: Nontenured

Tenured

Other:

Year Tenured:

NOTE: Each category below (I-IV) may include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and extramural professional service.

I. TEACHING AND ADVISING:

1. Instruction (FSH 1565 C-1 a; Strategic Action Plan Goal 1):

a. Courseload:

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

* Percentage/or credit(s) of responsibility for a team taught course.

**See summary table on back page.

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

c. Provide a statement of your goals and objectives for teaching.

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

2. Advising and/or Mentoring Students (FSH 1565 C-1 b; 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.

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

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

II. SCHOLARSHIP AND CREATIVE ACTIVITIES (FSH 1565 C-2; Strategic Action Plan Goal 2): [May include Teaching/Learning (FSH 1565 C-2 a), Artistic Creativity (FSH 1565 C-2 b), Discovery (FSH 1565 C-2 c), Integration (FSH C-2 d), and Scholarship of Outreach/Application/Engagement Activities (FSH 1565 C-2 e)]

Provide a statement of your goals and objectives for scholarship and creative activities.

Est. Percentage of Responsibility: **Spring:** _____ **Fall:** _____ **Summer:** _____
(carry forward to summary table)

III. OUTREACH AND EXTENSION (FSH 1565 C-3, Strategic Action Plan Goal 3): [May include Extension (FSH 1565 C-3 b) Distance Education (FSH 1565 C-3 c) Service Learning (FSH 1565 C-3 d) Cooperative Education (FSH 1565 C-3 e) Technology Transfer (FSH 1565 C-3 f)]

Provide a statement of your goals and objectives for outreach and extension.

Est. Percentage of Responsibility: **Spring:** _____ **Fall:** _____ **Summer:** _____
(carry forward to summary table)

IV. UNIVERSITY SERVICE AND LEADERSHIP:

1. Intramural Service (See FSH 1565 C-4 a):

a. Provide a statement of your goals and objectives for intramural service.

Est. Intramural Service Percentage of Responsibility: Spring: _____ Fall: _____ Summer: _____

2. Unit Administration (See FSH 1565 C-5):

a. Provide a statement of your goals and objectives for unit administration.

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

3. Other Administration (See FSH 1565 C-4 b):

a. Provide a statement of your goals and objectives for other administration.

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

Total University Service & Leadership Percentage Responsibility: Spring: _____ Fall: _____ Summer: _____
(carry forward to summary table)

| Percentage of Responsibility Summary | | | | |
|--|-------------------------------|------|---------|--------|
| Area | Planned Percentage Allocation | | | |
| | Spring | Fall | Summer* | Annual |
| Teaching and Advising | | | | |
| Scholarship and Creative Activities | | | | |
| Outreach & Extension | | | | |
| University Service & Leadership | | | | |
| Total (All must equal 100%) | | | | |

*Summer column should only be completed by faculty members who have a twelve month, fiscal year appointment. Academic year appointments (this includes all appointments less than 12 months) may attach a narrative for evaluation purposes with respect to their plans for additional activities undertaken in the summer that are outside their position description.

| Example Academic Year: | Spring | Fall | Annual |
|---------------------------------|-----------|-----------|--------|
| Teaching and Advising | 40% (x.5) | 60% (x.5) | = 50% |
| Scholarship/Creative Act. | 45% (x.5) | 25% (x.5) | = 35% |
| Outreach & Extension | 10% (x.5) | 10% (x.5) | = 10% |
| University Service & Leadership | 5% (x.5) | 5% (x.5) | = 5% |
| Total | 100% | 100% | 100% |

| Example Fiscal Year: | Spring | Fall | Summer | Annual |
|---------------------------------|-------------|-------------|------------|--------|
| Teaching and Advising | 20% (x.375) | 14% (x.375) | 9% (x.25) | = 15% |
| Scholarship/Creative Act. | 42% (x.375) | 40% (x.375) | 37% (x.25) | = 40% |
| Outreach & Extension | 23% (x.375) | 33% (x.375) | 44% (x.25) | = 32% |
| University Service & Leadership | 15% (x.375) | 13% (x.375) | 10% (x.25) | = 13% |
| Total | 100% | 100% | 100% | 100% |

Interdisciplinary Activities: Attach narrative.**

**If the above box is checked, the unit administrator is responsible to solicit comments from, and discuss with, the interdisciplinary/center administrators listed whether the interdisciplinary activities as stated are accurate. All solicited comments are to be attached to this form. (FSH 3050 B-2, 3520 E-1, G-3, G-4 c, 3560 C, and E-2d, and 3320 A-1 d).

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

Signature of Faculty Member/Date

2. Unit Administrator(s) (including 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.

Unit Administrator/Date

Unit Administrator (joint appointments if applicable)/Date

3. 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.

Signature of Dean/Date