

3050 - POSITION DESCRIPTIONS
UI FACULTY POSITION DESCRIPTION FOR ANNUAL PERFORMANCE REVIEW for 20__
(revised 10-10)

Name:

Department:

Title/Rank:

Appointment: Academic Year

Fiscal Year

Other:

Tenure Status: Nontenured

Tenured

Year Tenured:

NOTE: Each category below (I-IV) may include the following areas, as appropriate: advancement, interdisciplinary activity, activity at centers, professional development and extramural professional service (see 1565 B for definitions). *[ed. 10-10]*.

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, Distance Education, Service Learning, Cooperative Education, Technology Transfer (see FSH 1565 B for definitions) *[ed. 10-10]*]

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-4 b.1.): *[ed. 10-10]*

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.2.): *[ed. 10-10]*

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/Center 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/center 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.

Signature of Unit Administrator/Date

Signature of Additional Unit Administrator /Date
(e.g. joint appointments if applicable)

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