

FAQ's for the position description and pilot evaluation forms

Position Descriptions:

1. If we have changes to someone's PD for Fall 2016 or Spring 2017 do we revise the old PD form or do we use the new one?

Position descriptions are for the calendar year. The pilot form is effective calendar year 2017; any substantive changes occurring in calendar 2017 should be made using the new form.

2. Should the "overall description of responsibilities and goals by category" be written by individual faculty members, or by the department chair?

Departments have different approaches to the development of the description of responsibilities. In some cases, the faculty member drafts the description, and in some cases the department administrator develops the text. In either case, it is the responsibility of the department administrator to assure that the description is consistent with the expectations for the position.

3. Should the "overall description of responsibilities and goals by category" section be written as a narrative, or will bullet points suffice?

There is no stipulation on the format of the narrative – it can be narrative, bulleted, and/or a combination. The narrative should be developed in a way that the expectations for performance are clear to the faculty member, the department administrator, and those who will review the position description as part of review processes such as third year review and tenure/promotion processes.

4. How long should this narrative be? I have half page drafts from some faculty and several pages from others . . . what sort of detail is recommended?

The intention is to provide clear descriptions of the expectations of the faculty member, consistent with department and college criteria for tenure and promotion consideration. In most cases, the text will likely be about a page and a half or two in length. We have not stipulated a length; and the content will vary somewhat given personal styles and the work of the faculty member.

5. I used to list out the courses faculty taught by semester. Where do I put that information?

The position description is for the contract period of the faculty member. You can include the individual classes taught in the narrative portion, although the listing is not required on the form. The intent is to help you and your faculty describe the foundation for annual work and for progress towards tenure and/or promotion.

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6. The new PD has a spot to list the FTE. What do I enter?

This FTE entry is intended to provide information on the appointment of the faculty member regardless of contract type (9 month or 12 month).

Annual Performance Evaluations:

1. Many departments use their own faculty annual activity report...should that be sent with the annual performance evaluation?

The annual evaluation form must be completed and submitted. If a college requires a summary of faculty activities for the year, using their own template, it is OK to attach that template/information to the evaluation form, but not required.

2. If you mark "not meeting performance expectations" is that the equivalent to giving someone a 2? Will that affect their ability to get a raise?

Yes, if you indicate that the faculty is not meeting the performance expectations identified in the position description that is the equivalent of a 2 on the old system. The CEC guidelines that are developed annually, prescribe the raise process. That information is not available for next year.

3. How do we note whether someone is not making progress in just one area? For instance, if someone is not doing well in service but that is only 5%, do you discount the other 95% of their job and mark "not meeting performance expectations"?

You can mark both boxes and indicate in the narrative that the faculty member is making progress but may need improvement in a specific area.

4. How do we document if a faculty member is not being collegial or appropriate in regards to culture and climate?

The department administrator can provide information in the narrative to describe the concerns that have emerged around culture and climate, the impact of those concerns, and how the concerns are linked to performance.

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