

FAQ: New Position Description Policy and the People Admin Process

Why are we doing this?

- Faculty senate approved a new position description policy in April 2018
- [Changes were approved](#) by the UI faculty at the April 25, 2018, faculty meeting.
- [FSH 3050 "Position Descriptions"](#) as approved

What are the goals of the policy?

- Move to an electronic system ([People Admin](#)) for creating and storing faculty position descriptions.
- Create a system where new PDs are only created with a substantial job change. It is no longer an annual process.
- Create position descriptions that describe the position, not the planned activities of a specific faculty member for the upcoming year.

Who is involved?

- All regular faculty will edit and approve their PD within the online system.
- Unit administrators and college leadership will edit and approve PDs in the system.
- A second process for “signing” final versions will take place in People Admin.

How many PDs will be entered into the new system?

- There are approximately 867 faculty who have a position description at UI.
- This does not include temporary or part-time faculty.

What is the timeline? When will we begin? When are they due?

- Unit administrators will begin PDs for new faculty in late September.
- We will publish deadlines for others according to rank.
- We hope to have all PDs entered and signed by Friday, Dec. 14, 2018.

What are the challenges?

1. Faculty and administrators who are unaware of the policy change.
2. Navigating People Admin for those unfamiliar with it.
3. The PD is now describes the position expectations, not the annual activity plan for an individual occupying the position. Some may still try to use this as an annual goal setting document.
4. Because the PD no longer includes specific goals for the year, the annual evaluation process will also change. Note: there were also [changes approved](#) to the evaluation policy [FSH 3320](#)
5. The new policy could require more work this year, but it will require far less work in the future!

What training will be provided?

1. Administrative Assistants were updated on Aug. 8, 2018.

2. Dean's (Provost's Council) were updated on Aug. 20, 2018.
3. Associate Deans were updated on Aug. 28, 2018.
4. Faculty Senate was updated on Sept. 17, 2018.
5. Training for unit administrators and college AAC personnel occurred on Thursday, Sept. 27.
6. Faculty will an email about the new policy at the end of September. It will include web links to FAQ, People Admin instructions, etc.

Deadlines

- Oct 12 New hires (if no new hire, then complete at least one assistant professor)
- Nov 9 Assistant Professors
- Nov 30 Associate Professors
- Dec 14 Full Professors, Distinguished Professors, and faculty administrators

Where can I find help?

- All materials will be available on the [Provost's website](#) section on Faculty Processes
- **Questions about the position description process?** Contact Joana Espinoza, jespinoza@uidaho.edu, 885-7941
- **Questions about People Admin software?** Contact Mandy Brock, mandyc@uidaho.edu, 885-3611

Additional Questions and Answers from the Training on 9.27.18

Q: What if someone agrees to teach a course in a "one off" situation such as an emergency, sabbatical coverage, mid-year resignation, etc.?

A: This doesn't actually change the original expectations of the position so a PD change isn't required. In many cases, the faculty member is agreeing to do additional work (above the job expectations) that could then be reported in the annual evaluation; however, if the faculty member or unit administrator feel the PD should change to reflect a major change in expectations, then changing the PD is acceptable.

Note: I realize this isn't a clear answer, but the system is designed to be more flexible. There is certainly room to interpret "substantial change" in the policy. We must also realize that not all of these "cover a class" situations are the same.

Q: Should the PD be updated for sabbatical?

A: Yes. Because in most cases there is a change in all four areas of the PD. This is certainly "substantial". Then the PD should be updated upon return to campus.

Note: I suggest not deleting the Description of Expectations but rather changing the percentages and making a note about sabbatical at the bottom of the box. This will be really simple to update upon return (change percentages and remove the note).

Q: What if a new faculty member negotiates a decreased teaching load for one semester?

The simplest solution would be to use one PD that doesn't change. Enter the percentages of what is normally expected and explain the decreased teaching load in the Description box.

Q: What if a new faculty member negotiates a "ramp up" teaching plan over a number of years?

A: This has more significant percentage changes than the previous question. It would be most accurate to update it as it ramps up. If the timeframe is over a number of years, then update it each year until it settles (i.e. 2 course the first year, 3 courses the second year, four courses the fourth year, etc.). Or the percentage could be an average over a specified number of years and the changing load explained in the Description box. Again – what reflects the expectation of the position most accurately.

Q: What if we have teaching loads that alternate annually (i.e. alternate between 4 courses one year then 3 courses the next)?

A: This doesn't require annual PD revision if the pattern is regular. Enter percentages that are an average of the two years and explain the alternating system in the Description box.