

A photograph of the University of Idaho's clock tower, a large red brick building with a prominent clock face, set against a sunset sky with soft pink and orange clouds. The tower has multiple levels with arched windows and decorative stonework.

# FACULTY POSITION DESCRIPTION AND EVALUATION PILOT FORMS



University of Idaho

# FSH 1565 ACADEMIC RANKS AND RESPONSIBILITIES

## RESPONSIBILITY AREAS:

<b>C-1. TEACHING AND ADVISING:</b> <ul style="list-style-type: none"><li>a. Instruction</li><li>b. Advising and/or Mentoring Students</li></ul>	<b>C-3. OUTREACH AND EXTENSION:</b>
<b>C-2. SCHOLARSHIP AND CREATIVE ACTIVITIES:</b> <ul style="list-style-type: none"><li>a. Scholarship in Teaching &amp; Learning</li><li>b. Scholarship in Artistic Creativity</li><li>c. Scholarship in Discovery</li><li>d. Scholarship of Integration</li><li>e. Scholarship of Outreach/Application/Engagement</li></ul>	<b>C-4. UNIVERSITY SERVICE AND LEADERSHIP:</b> <ul style="list-style-type: none"><li>a. Intramural Service</li><li>b. Administration<ul style="list-style-type: none"><li>1) Unit Administration</li><li>2) Other</li></ul></li></ul>



# FSH 3050 POSITION DESCRIPTION

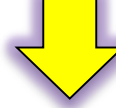
*The position description establishes each faculty member's specific responsibilities in the four major responsibility areas identified in FSH [1565](#) C. The position description serves a variety of important functions; in particular, it constitutes the essential frame of reference in annual performance evaluation of faculty and consideration of faculty members for tenure and promotion.*



# FSH 3050 POSITION DESCRIPTION FORM (PILOT)



**Pilot form:** Position Description (interactive [Word](#)) (non-interactive [pdf](#)) ([MAC users](#)) [*add. 7-16*]



## Instruction for interactive bar graph in Word file:

1. right click on graph
2. select "edit data"
3. enter percentages
4. graph automatically updates

Position Description form ([Word](#)) ([pdf](#))

**MAC Users:** The template is an excel spreadsheet with a section to update the chart. See Slide 7 for instruction on the interactive bar graph in Excel.



# FSH 3050 POSITION DESCRIPTION FORM (PILOT) WORD TEMPLATE FORM

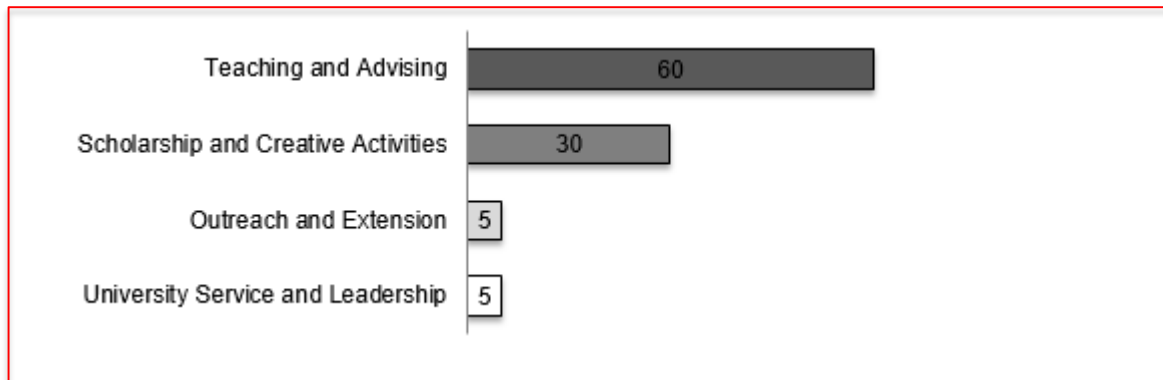


## FACULTY POSITION DESCRIPTION<sup>1</sup>

ENTER CALENDAR YEAR for review period:

Faculty Name:  
Title/Rank:  
Unit(s):

V Number:  
Administrative Title:  
(if applicable)  
FTE:

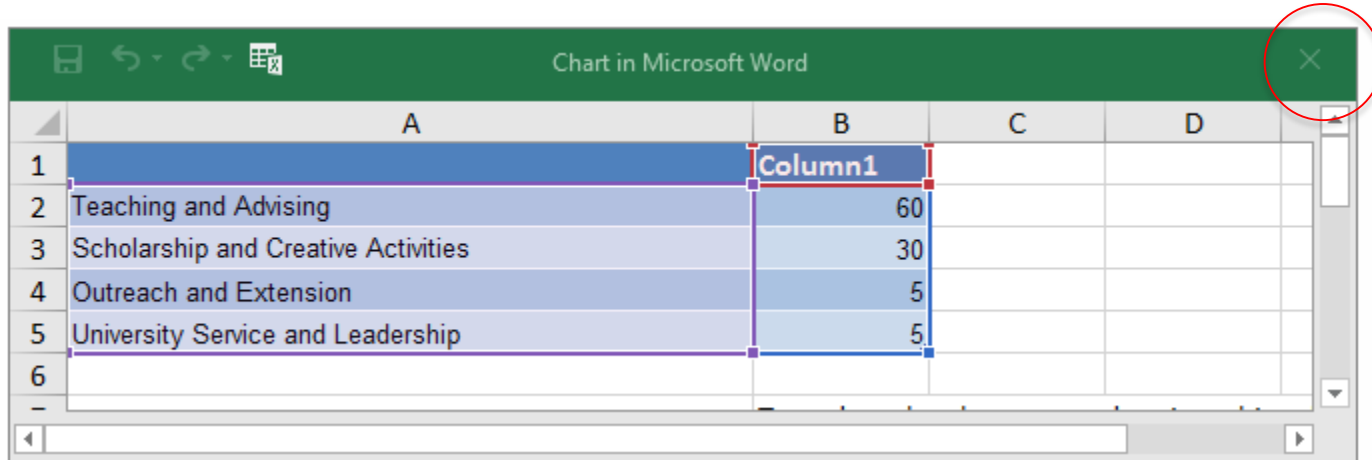


**Chart Area**

- Right click
- Select edit data



# FSH 3050 POSITION DESCRIPTION FORM (PILOT) WORD TEMPLATE FORM



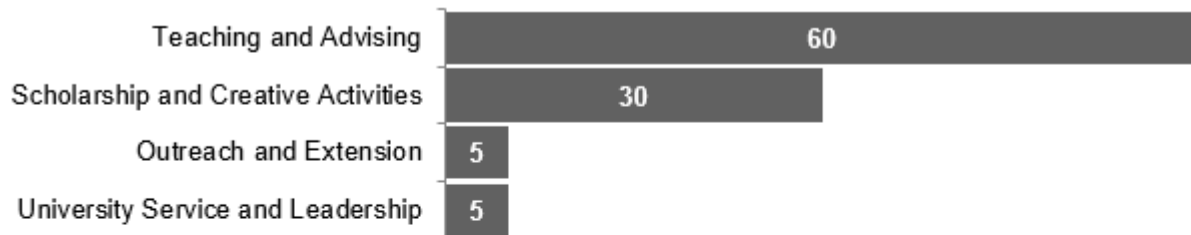
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1		Column1		
2	Teaching and Advising	60		
3	Scholarship and Creative Activities	30		
4	Outreach and Extension	5		
5	University Service and Leadership	5		
6				

- Enter the percentages in column1
- Close by pushing the X
- Graph automatically updates in Word document



# FSH 3050 POSITION DESCRIPTION FORM (PILOT) EXCEL TEMPLATE FORM FOR MAC USERS



To update the chart, enter data into this table. The data are automatically saved in the chart.

Teaching and Advising	60
Scholarship and Creative Activities	30
Outreach and Extension	5
University Service and Leadership	5



# FSH 3050 POSITION DESCRIPTION FORM (PILOT)

Overall description of responsibilities and goals by category<sup>2</sup>:



**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

☐ Interdisciplinary/Center Activities: Attach narrative.<sup>3</sup>

**Unit Administrator(s):** 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])

**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

**\*\*Attention\*\***

Ensure all signature blocks are completed as applicable & comply with footnotes on the bottom of the form



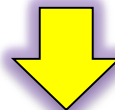


# FSH 3320 ANNUAL PERFORMANCE EVALUATION

*Annual evaluation of the performance of each member of the faculty is, primarily, the responsibility of the faculty member and his/her unit administrator. Each unit will develop criteria in its bylaws for third-year and periodic review of its faculty. The committee for all reviews will be defined in unit bylaws and will include tenure-track faculty. The materials listed in [FSH 3560](#) E-2 a and b (**Evals, PDs., etc.**) are critical and used by review committees when considering progress towards promotion and/or tenure.*



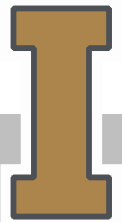
# FSH 3320 ANNUAL PERFORMANCE EVALUATION FORM (PILOT)



## Evaluation of Faculty and/or Administrators for the Calendar Year:

- Annual Performance Evaluation of Faculty ([Word](#)) (pdf) (**pilot form**)[add. 7-16]
- Annual Performance Evaluation Form 1 ([Word](#))\* (pdf)
- Annual Performance Evaluation Form 2A ([Word](#)) (pdf)

**\*NOTE:** In October of 2010 it was determined that elimination of Form 2A (above) was possible. Form 1 may be used in lieu of Form 2A by administrators, if desired. Given this change, form contact the Faculty Secretary's Office or Provost's Office for further clarification.



# FSH 3320 ANNUAL PERFORMANCE EVALUATION FORM (PILOT)

## FACULTY ANNUAL EVALUATION

FSH 3320 : Form 1  
review period:

**Faculty Name:**

**V Number:**

**Unit(s):**

**Administrative Title:**  
(if applicable)

**Evaluator(s):**



# FSH 3320 ANNUAL PERFORMANCE EVALUATION FORM (PILOT)

Responsibilities	PD %	Achievements and Impacts not listed on Curriculum Vitae
TEACHING AND ADVISING FSH 1565 C-1		
SCHOLARSHIP and CREATIVE ACTIVITIES FSH 1565 C-2		
OUTREACH and EXTENSION FSH 1565 C-3		
SERVICE & LEADERSHIP FSH 1565 C-4, 1420E		




# FSH 3320 ANNUAL PERFORMANCE EVALUATION FORM (PILOT)

## Commentary on Faculty Performance

The unit administrator provides commentary that supports the findings of the review. Statements/examples should specifically indicate meeting or exceeding, OR below or unacceptable performance for meeting identified expectations.

## Recommendations (optional):

These should be specifically identified to help the faculty member meet requirements, expectations, and to provide the faculty member with opportunity for professional growth.

- 
- ☐ Faculty member is making progress on the goals defined in the position description, and contributes positively to life and learning at the University of Idaho.
  - ☐ Faculty member is not meeting University of Idaho performance expectations.

- The commentary and recommendation should support the unit administrators selection.



# FSH 3320 ANNUAL PERFORMANCE EVALUATION FORM (PILOT)

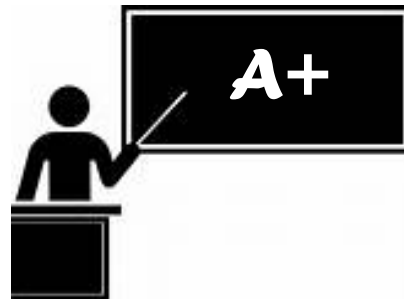
It is the responsibility of the unit administrator and then the college dean to ensure the following are in order:

- Required signature blocks are completed on the form
- Appropriate comments are attached when applicable
- 2<sup>nd</sup> faculty signature is obtained when applicable
- Disclosure of Conflicts is completed properly including signature blocks
- Form 6240A and a plan are submitted if a conflict or apparent conflict exists



# SUMMARY

- Helping with the transition
- Communication plan
- FAQ
- Scenarios
- Q & A



## Contacts and for assistance in completing forms:

Mary Stout, Assistant to the Provost, [stoutm@uidaho.edu](mailto:stoutm@uidaho.edu), 885-6444

Joana Espinoza, Assistant to the Vice Provosts, [jespinoza@uidaho.edu](mailto:jespinoza@uidaho.edu), 885-7941

Jeanne Stevenson, Vice Provost for Faculty, [jeannec@uidaho.edu](mailto:jeannec@uidaho.edu), 885-7941

*\*\*Individual PDF files for each PD and Eval may be submitted to [provost@uidaho.edu](mailto:provost@uidaho.edu) upon completion, which includes all applicable signatures and attachments to the form within the file.*

