POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Facility/Staff Handbook [FSH] ☐ Addition ☒ Revision* ☐ Deletion* ☐ Emergency

Minor Amendment

Chapter & Title: FSH 3050 – Position Description Policy & Form and FSH 3320 – Annual Evaluation policy

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.
*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Marty Ytreberg Name Date March 22, 2018
(Please see FSH 1460 C) Telephone & Email: 208-885-6908 ytreberg@uidaho.edu

Policy Sponsor: (If different than originator.)
Name Date

Telephone & Email:

Reviewed by General Counsel ___Yes ___X__No Name & Date: ________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

FAC approved March 22, 2018. The changes to the position description (PD) policy and form are to: (i) Eliminate the annual process. The PD will be initially created by the unit administrator(s) when a faculty member is hired (or once policy goes into effect for current faculty) and modified only if substantial changes occur. (ii) Make the PD form electronic. There will no longer be paper forms. (iii) Clean up, clarify and simplify language.

The changes to the Annual Evaluation (AE) policy adds the word “and goals” to FSH 3320 A-1 to encourage a discussion.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
None

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
None

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: _____________

Track #: _____________
Date Rec.: _____________
Posted: t-sheet _____________
h/e _____________
web _____________
Register: _____________
(Office Use Only)

Policy Coordinator
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