NEW POSITION DESCRIPTION SYSTEM

FACULTY SENATE PRESENTATION
SEPTEMBER 17, 2018
WHY ARE WE DOING THIS?

Faculty senate approved a new position description policy in spring 2018.

Changes were approved by the UI faculty on the April 25.
WHAT ARE THE GOALS OF THE POLICY?

1. To reduce workload by eliminating the need for an annual position description update.

1. Transition to an electronic system for creating and storing faculty position descriptions.

1. Create a system where new PDs are only created when there are substantive changes to the position description.

1. Create position descriptions that are focused on the position, not the planned activities of a specific faculty member.
WHO IS INVOLVED?

1. All faculty PDs will now be processed and saved within our People Admin software.

1. Unit administrators and faculty will edit PDs in the system.

1. A second process for “signing” final versions will occur in People Admin.
HOW MANY WILL BE ENTERED?

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?

- Unit administrators will create new PDs for new faculty within People Admin in late September.

- We will publish multiple deadlines according to rank.

- We hope to have all PDs entered into People Admin by Dec. 14, 2018.
WHAT ARE THE CHALLENGES?

1. Faculty who are unaware of the change.

1. Navigating People Admin for those unfamiliar with it.

1. The PD is now about the position, not the individual occupying the position. Some may still try to make this an annual goal setting document.

1. Because the PD no longer includes goals for the year, the annual evaluation process also changed.

1. It will be more work this year, but much less work in future years.
WHAT TRAINING WILL BE PROVIDED?

Administrative Assistants were updated on Aug. 8.

Deans (Provost’s Council) were updated on Aug. 20.

Training for unit administrators and college AAC personnel is scheduled for Thursday, Sept. 27.

A communication will go to faculty at the end of September. It will include instructions, FAQ, etc.
WHERE CAN I FIND HELP?

- All materials will be available on the Provost’s website (www.uidaho.edu/provost/faculty)

- Provost’s Office personnel will be available for Position Description questions. (Exact contacts TBA)

- HR staff will be available for People Admin assistance.
QUESTIONS?
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