2007-2008
Faculty Affairs Subcommittee on Position Description/Annual Evaluation Forms
Agenda

Meeting #7

3:30-4:30 p.m.
Monday, April 7, 2008
Brink Hall Faculty Lounge
Order of Business

I. Call to Order.

II. Minutes.

  • Minutes of Meeting #5, March 24, 2008

III. Business.

  • Position Description and Summary Table
  • Annual Evaluation
  • Civility and Collegiality
  • Review and discuss changes to Faculty-Staff Handbook (outreach/service)

Attachments:
  Minutes #6, March 31, 2008
  Revised position description and summary table
  Revised annual evaluation form
  Faculty-Staff Handbook proposed changes (sent previously)
University of Idaho
Faculty Affairs Subcommittee on Faculty Position Description and Annual Evaluation Forms
Meeting #6, 3:30 p.m. Monday, March 31, 2008

Present: Dakins, Fletcher, Hollenhorst, Houle, Morrison (chair), Murphy, Prather, Thompson, Stauffer; Absent: Crawford, Force

Call to order: Minutes were approved with the exception of making one change to the last paragraph; change the word ‘Inappropriate’ to ‘Civil’.

Business: At the last meeting, Morrison had discussed the concept of adding a civility statement to the position description. The committee discussed this idea and recommended that another venue be considered for such a statement, e.g., in the College and Department Bylaws or added to wording in one of the sections in the Faculty Staff Handbook (FSH). Morrison will review current FSH policies and see what language may currently be in place.

The subcommittee reviewed and discussed the draft changes to the position description and summary table with the goal to reach a reasonably good document that could be forwarded for full vetting. Recommended edits:

1. Remove the word ‘Additionally,’ and begin the sentence with ‘Include’. Make change to other areas containing the same sentence throughout the document.
2. Change ‘Advising and Mentoring Students’ to ‘Advising and/or Mentoring Students’ throughout the document as well as where it appears on the Performance Evaluation form.
3. Remove the word ‘Activities’ in the heading ‘Outreach and Extension Activities’.
4. Definitions:
   a. Fletcher reported that the Advisors Group is working on definitions for mentoring and advising; she will keep subcommittee informed of the Group’s discussions
   b. Definitions for advancement, interdisciplinary activity, professional development, professional service will be clarified as the policies in the FSH are updated to complement the forms.
5. Percentage of Responsibility Summary. Morrison reported that in checking with General Counsel, the Summer column and [*] were added to ensure compliance with contract law. Morrison will work further with Counsel to determine how summer work for academic year faculty is reflected and included for evaluation toward promotion, tenure, and as appropriate any change in employee compensation (CEC).
6. Examples for summary table: include examples for academic year as well as fiscal year faculty.

The subcommittee reviewed and discussed the draft changes to the annual performance evaluation Form 1. As noted above, wording under the teaching category will be changed to ‘advising and/or mentoring students’.

1. Weighting column: members discussed the use of the weighting column and how it was applied throughout the disciplines represented by committee members. Members recommended removing the weighting column as it was seen as nonfunctional. It was also recommended that wording referencing weighting and any implementation of weighting be addressed in the FSH, section 3320.
2. There was discussion on the scoring example and whether the percentage for scholarship should be a minimum of 20 percent. Members discussed the disciplines and the expectations in the disciplines [represented at the table] and recommended to leave the example scholarship percentage at 15. In the scoring example, it was recommended to change the numeric score for scholarship to ‘3’.

Extending the chair and dean scores by one decimal point was discussed. When this change was made, a corresponding implementation change was not made to FSH 1565. The subcommittee discussed rounding of the dean’s score and its implications. This topic will be talked about at the next meeting. At this time the language about rounding should be removed from the annual performance evaluation form.

The committee adjourned at 5:00 p.m.

Respectfully submitted,

Patty Houle, Acting Scribe
UI FACULTY POSITION DESCRIPTION FOR ANNUAL PERFORMANCE REVIEW for 20__
(REVISED 7-08)

Date: __________________________  Department: ________________________________
Name: __________________________  Title/Rank: ________________________________
Appointment: Academic Year □  Fiscal Year □  Other: ______________________________
Tenure Status: Nontenured □  Tenured □  Year Tenured: __________________________

TEACHING:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Course Credits</th>
<th>Credit Responsibility</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
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<td>Fall</td>
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<td>Summer</td>
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</tbody>
</table>

1. Instruction (FSH 1565 A-2, FSH 3050; Strategic Action Plan Goal 1):

   a. Describe additional instructional responsibilities (course redesign; introduction of new delivery methods; involvement in course, program, and university level assessment of student learning outcomes; etc.):

   b. Provide a statement of your goals and objectives for teaching. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

   Est. Instruction Percentage of Responsibility:       Spring: _____  Fall: _____  Summer: _____

2. Advising and/or Mentoring Students (FSH 1565 A-5; Strategic Action Plan Goal 1):

   Advisees (#):  Undergraduate (Approx.):  Major ___  Minor ___  Certificates ___  Grad (Major Professor):
                   Doctoral ___  Masters Thesis ___  Masters Non-Thesis ___
   Mentees (#):   Graduate ___  Undergraduate ___

   a. Other Service to Students (organization/program advisers, masters/doctoral committees as opposed to major professor, etc.):

   b. Provide a statement of your goals and objectives for advising and/or mentoring. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

   Est. Advising and/or Mentoring Percentage of Responsibility:       Spring: _____  Fall: _____  Summer: _____

Total Teaching Percentage of Responsibility:       Spring: _____  Fall: _____  Summer: ______
(carry forward to summary table)
SCHOLARSHIP AND CREATIVE ACTIVITIES (FSH 1565 A-4 & A-10; Strategic Action Plan Goal 2): [Include Teaching/Learning (FSH 1565 A-3-a), Artistic Creativity (FSH 1565 A-3-b), Discovery (FSH 1565 A-3-c), Integration (FSH 1565 A-3-d), and Application and Engagement Activities (FSH 1565 A-3-e)]

Provide a statement of your goals and objectives for scholarship and creative activities. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. Percentage of Responsibility: Spring: _______ Fall: _______ Summer: _______
(carry forward to summary table)

OUTREACH AND EXTENSION (FSH 1565 A-3-e & A-7, Strategic Action Plan Goal 3):

Provide a statement of your goals and objectives for outreach and extension. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. Percentage of Responsibility: Spring: _______ Fall: _______ Summer: _______
(carry forward to summary table)

ORGANIZATIONAL LEADERSHIP:

1. University Service (See FSH 1565 A-6):

Provide a statement of your goals and objectives for university service. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service (FSH 1565 ?).

Est. University Service Percentage of Responsibility: Spring: _______ Fall: _______ Summer: _______

2. Administration (See FSH 1565 A-8 & A-9):

Provide a statement of your goals and objectives for administration. Include the following areas, as appropriate: advancement, interdisciplinary activity, professional development and professional service*.

Est. Administration Percentage of Responsibility: Spring: _______ Fall: _______ Summer: _______

Total Organizational Leadership Percentage Responsibility: Spring: _______ Fall: _______ Summer: _______
(carry forward to summary table)
### Percentage of Responsibility Summary

<table>
<thead>
<tr>
<th>Area</th>
<th>Planned Percentage Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
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<tr>
<td>Scholarship and Creative Activities</td>
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<tr>
<td>Outreach &amp; Extension Activities</td>
<td></td>
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<tr>
<td>Organizational Leadership</td>
<td></td>
</tr>
</tbody>
</table>

| Total (All must equal 100%)        |        |      |         |        |

*Summer column should only be completed by faculty members who have a twelve month, fiscal year appointment (see examples below).

#### Example Academic Year:

<table>
<thead>
<tr>
<th>Area</th>
<th>Spring</th>
<th>Fall</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>10% (x.5)</td>
<td>70% (x.5)</td>
<td>= 40%</td>
</tr>
<tr>
<td>Scholarship</td>
<td>85% (x.5)</td>
<td>25% (x.5)</td>
<td>= 55%</td>
</tr>
<tr>
<td>Advising</td>
<td>5% (x.5)</td>
<td>5% (x.5)</td>
<td>= 5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

#### Example Fiscal Year:

<table>
<thead>
<tr>
<th>Area</th>
<th>Spring</th>
<th>Fall</th>
<th>Summer</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>10% (x.375)</td>
<td>70% (x.375)</td>
<td>(x.25)</td>
<td>= 40%</td>
</tr>
<tr>
<td>Scholarship</td>
<td>85% (x.375)</td>
<td>25% (x.375)</td>
<td>(x.25)</td>
<td>= 55%</td>
</tr>
<tr>
<td>Advising</td>
<td>5% (x.375)</td>
<td>5% (x.375)</td>
<td>(x.25)</td>
<td>= 5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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</tbody>
</table>

*not sure what the average for the below appts. are or whether the .375 .375 and .25 is correct.*

#### AUTHENTICATION

1. Incumbent Faculty Member: I agree that this is a reasonable definition of my responsibilities to the University of Idaho for the forthcoming calendar year.

   __________________________________________
   Signature of Faculty Member

2. Approval of Unit Administrator(s) (including interdisciplinary/center administrator(s) or faculty with joint appointments when appropriate): I agree that this position description is a reasonable reflection of the stated expectations for progress towards tenure, promotion and/or continued satisfactory performance evaluation (per FSH 3140 B2).

   __________________________________________
   Unit Administrator

   __________________________________________
   Unit Administrator (joint appointments if applicable)

   __________________________________________
   Interdisciplinary/Center Administrator (when appropriate)

   __________________________________________
   Interdisciplinary/Center Administrator (when appropriate)

3. Approval of 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 evaluation (per FSH 3140 B2).

   __________________________________________
   Signature of Dean
**ANNUAL PERFORMANCE EVALUATION FORM 1: EVALUATION OF FACULTY**
*(INCLUDES DISCLOSURE OF CONFLICTS FSH 6240)*

(Confidential)

<table>
<thead>
<tr>
<th>Position Description (PD) Responsibilities</th>
<th>PD %</th>
<th>Numeric Score</th>
<th>PD% x score = total</th>
<th>COMMENTS INCLUDING ACCOMPLISHMENTS and IMPACTS WHEN APPLICABLE (Use back if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TEACHING</strong></td>
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<tr>
<td>1. Instruction (FSH 1565 A-2, FSH 3050; Strategic Action Plan Goal 1)</td>
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<tr>
<td>2. Advising and/or Mentoring Students (FSH 1565 A-5; Strategic Action Plan Goal 1)</td>
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<tr>
<td><strong>Total TEACHING</strong></td>
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<tr>
<td><strong>SCHOLARSHIP and CREATIVE ACTIVITIES</strong></td>
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<tr>
<td>(FSH 1565 A-3,A-4,A-10; Strategic Action Plan Goal 2)</td>
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<tr>
<td><strong>OUTREACH and EXTENSION</strong></td>
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<td>(FSH 1565 A-3-e,A-7, Strategic Action Plan Goal 3)</td>
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<td><strong>ORGANIZATIONAL LEADERSHIP</strong></td>
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<tr>
<td>1. University Service (FSH 1565 A-6)</td>
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<td>2. Administration (FSH 1565 A-8, A-9)</td>
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<tr>
<td><strong>Total ORGANIZATIONAL LEADERSHIP</strong></td>
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</tbody>
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*Scoring Key*

5 = Exceptional performance  
4 = Above expectations  
3 = Meets expectations  
2 = Below expectations  
1 = Unacceptable performance

**Scoring Example:**

<table>
<thead>
<tr>
<th>PD%</th>
<th>Numeric Score</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching 65%</td>
<td>4</td>
<td>.65x4 = 2.6</td>
</tr>
<tr>
<td>Scholarship 15%</td>
<td>3</td>
<td>.15x3 = .45</td>
</tr>
<tr>
<td>Outreach &amp; Extension 10%</td>
<td>3</td>
<td>.10x3 = .3</td>
</tr>
<tr>
<td>Org. Leadership 10%</td>
<td>3</td>
<td>.10x3 = .3</td>
</tr>
<tr>
<td>Dept. Chair Score (transfer total to box below)</td>
<td>3.65</td>
<td></td>
</tr>
</tbody>
</table>

**Department & College Score**

May reflect a weighting—not necessarily a mathematical average—of the numerical scores by the appropriate position description percentages. The weighted, department and college scores, may extend one decimal place.

(Continued on next page)
Narrative Evaluation: A narrative on progress toward promotion and/or tenure is to be completed by all appropriate evaluators (Unit, Center, and/or Interdisciplinary Administrators). Each evaluator is to include a signed narrative for all faculty using separate pages and attach to this form. If the narrative is not attached the form will be returned by the college.

_____________________________________________________
Unit Administrator Signature

_____________________________________________________
Interdisciplinary/Center Administrator (when appropriate)

_____________________________________________________
Interdisciplinary/Center Administrator (when appropriate)

_____________________________________________________
Faculty Signature

_____Agree  _____Disagree (summarize reasons below)

Summary of Reasons:

_____________________________________________________
Dean Signature

FSH 6240 Required Disclosure of Conflicts

You must complete this disclosure annually with your performance evaluation. If you have a conflict to disclose then you also will need to complete Form FSH 6240A. Likewise, if there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change. University of Idaho FSH Policy 6240 Conflicts of Interest or Commitment is available at http://www.webs.uidaho.edu/fsh/6240.html. If you have any questions about the form or about specific potential or actual conflicts of interest, please contact your unit administrator or the Chair of the university's Ethical Guidance and Oversight Committee. Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240 B – Disclosure of Outside Employment or Consulting for Compensation.

☐ I have reviewed FSH 6240 and DO NOT have any conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date below.

☐ I have reviewed FSH 6240 and DO have conflicts of interest, conflicts of commitment or apparent conflicts to report. Please, sign below, and fill out form FSH 6240A. Submit completed FSH 6240A to your unit administrator along with separate pages describing a plan to manage each conflict or apparent conflict.

Your signature below certifies that you have reviewed FSH 6240 regarding disclosure of conflicts, and that the information that you provide regarding disclosure of any conflict is accurate to the best of your knowledge as of the date of this document, and you commit to providing an update if a material change occurs in the information you have provided.

_____________________________________________________
Faculty Signature