POLICY COVER SHEET

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

Faculty/Staff Handbook [FSH] ☐ Addition ☐ Revision* ☐ Deletion* ☐ Emergency
Minor Amendment ☒

Chapter & Title: FSH 3050 – Position Description - form

Minor Amendment ☐

Chapter & Title: ____________________________________________

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):
Brian Ellison, Faculty Affairs Chair (FS-17-006) 9/27/16
Fac. Sec. Don Crowley (FS-17-010) 10/4/16
(Please see FSH 1460 C)

Telephone & Email:
bellison@uidaho.edu crowley@uidaho.edu

Policy Sponsor: (If different than originator.)

Name Date

Reviewed by General Counsel ___Yes ___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.

* FS-17-006-Faculty Affairs review and confirmation of form for final approval.
* FS-1-010 – Fac. Secretary – minor edits - Add footnote referring to FSH 1565 faculty responsibilities, add place for entering FTE and reverse order of titles in bar graph to align with FSH 1565.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

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: ____________________________________________

Policy Coordinator Appr. & Date: __________________________
[Office Use Only]

FSH Appr. ___________
FC FS-17-006 & 010
GFM ___________
Pres./Prov. ___________
[Office Use Only]

Track # ___________
Date Rec.: ___________
Posted: t-sheet _________
    h/c _________
    web _________
Register: ___________
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APM F&A Appr.: _______
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