## FACULTY POSITION DESCRIPTION

**ENTER CALENDAR YEAR** for review period: _____

<table>
<thead>
<tr>
<th>Faculty Name:</th>
<th>V Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Rank:</td>
<td>Administrative Title:</td>
</tr>
<tr>
<td>Unit(s):</td>
<td>(if applicable)</td>
</tr>
</tbody>
</table>

### Overall description of responsibilities and goals by category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Service and Leadership</td>
<td>5</td>
</tr>
<tr>
<td>Outreach and Extension</td>
<td>5</td>
</tr>
<tr>
<td>Scholarship and Creative Activities</td>
<td>30</td>
</tr>
<tr>
<td>Teaching and Advising</td>
<td>60</td>
</tr>
</tbody>
</table>

### 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.

### 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

______________________________
(e.g. joint appointments [if applicable])

Date

### 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
Instructors will provide syllabi to their unit offices at the beginning of each term for courses for which they are responsible. Each syllabus should include expected learning outcomes for the course and should describe an example of how at least one learning outcome is assessed.

If the above box is checked, the unit administrator is responsible to solicit comments from, and discuss with, the interdisciplinary/center administrators listed whether the interdisciplinary/center activities as stated are accurate. All solicited comments are to be attached to this form. (FSH 3050 B-2, 3520 E-1, G-3, G-4 c, 3560 C, and E-2d, and 3320 A-1 d).