POSITION DESCRIPTIONS

PREAMBLE: This section describes the creation and use of position descriptions that define responsibilities for faculty and staff positions. See also section 3140, "Performance Expectations of Faculty." This section was original to the 1979 Handbook; it has been editorially revised at intervals. In July 1998 the year covered by a position description was changed from an academic year to a calendar year. In July 2001 section B underwent some clarifying changes while the form itself underwent extensive revisions. Further information may be obtained from the Provost's Office (208-885-6448), the Office of the Faculty Secretary (208-885-6151), or Human Resource Services (208-885-3609). [rev. 7-98, 7-01]

A. GENERAL. Specific responsibilities of each faculty member are established in position descriptions. These position descriptions serve a variety of important functions; in particular, they constitute the essential frame of reference in annual performance evaluation of faculty members [see 3320 B A 1 b], periodic review of tenured faculty members [see 3320 C], and consideration of faculty members for tenure and promotion [see 3520 and 3560]. [rev. 7-98, ed. 7-00]

B. PROCEDURE.

B-1. During the fall semester (with a due date announced by the provost) each faculty member's calendar-year position description is recorded on a form that provides for the classification of responsibilities in conformity with the statewide reporting system. A copy of this form is appended to this section. (An alternate form is available for use when the position description is perceived by the faculty member, unit administrator, and dean to be exactly the same as for the preceding contract year.) [rev. 7-98, ed. 7-01]

B-2. The form should be filled out in collaboration with the unit administrator, signed by the faculty member, approved by the dean, approved by the unit administrator, and sent to the Provost's Office. [rev. 7-01]

B-3. When the faculty activity audit is completed in the spring, the unit administrator should compare the data obtained for each faculty member with the corresponding position description. Perfect agreement between the position description and the record of actual performance is not necessarily expected, but it is desirable that any discrepancy between them be as small as is feasible. [ed. 7-01]