

Position Description Review Process for FACULTY MEMBERS

<https://www.uidaho.edu/provost/faculty/pds>

Questions? Contact:

PeopleAdmin – Mandy Brocke (208) 885-3611 or mandyc@uidaho.edu

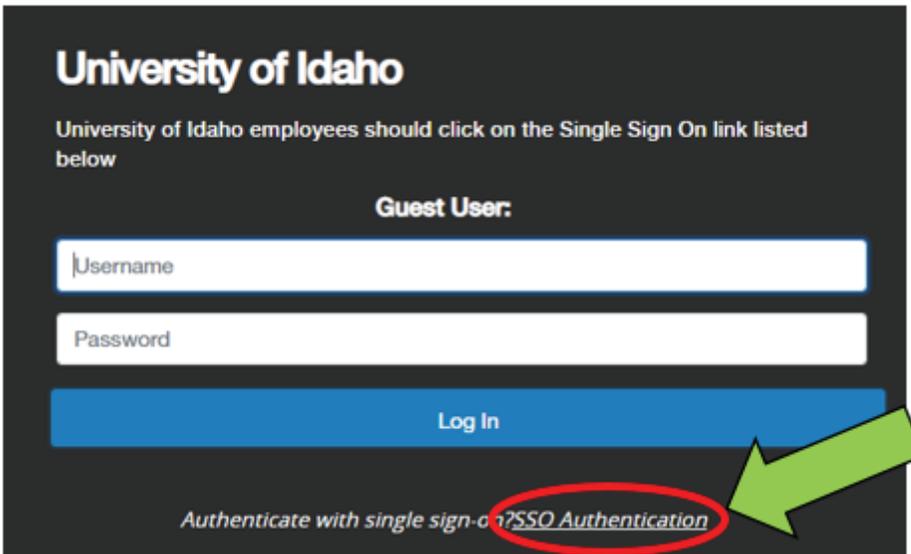
All others – Joana Espinoza (208) 885-7941 or jespinoza@uidaho.edu



Updated: September 2018

How to log in to PeopleAdmin:

1. Go to this website address: <https://uidaho.peopleadmin.com/hr/login>.
2. Click on the SSO Authentication link. **Note:** You may be prompted to login using multi-factor authentication at this point.



University of Idaho

University of Idaho employees should click on the Single Sign On link listed below

Guest User:

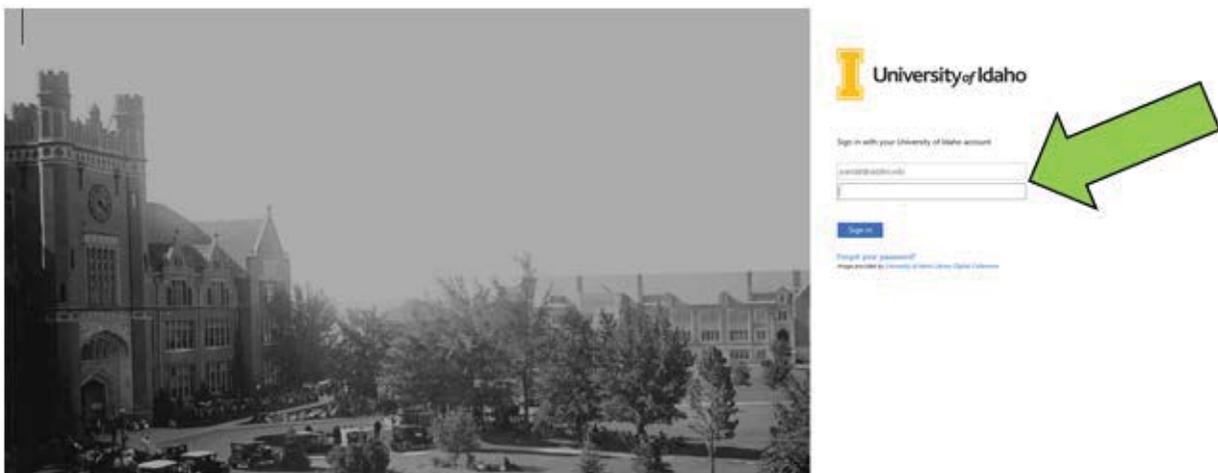
Username

Password

Log In

Authenticate with single sign-on? **SSO Authentication**

3. You will login with your current network login information.



University of Idaho

Sign in with your University of Idaho account

Username

Password

Sign In

[Forgot your password?](#)

Faculty Member Position Description Review and Signatures

You will receive an email when your department administrator has created a position description for you. The email contains a link to log in to PeopleAdmin.

4. After logging into PeopleAdmin, locate your **Inbox** in the center of the page.
5. Click on the 3rd tab labeled **Actions**.
6. Click on the **title** of your position (e.g. Regular Faculty, Clinical Faculty, Research Faculty, etc.)

Home Position Descriptions ▾ Titles ▾

Welcome to your Online Recruitment System

Inbox

SEARCH

Postings Hiring Proposals **Actions** 1 Search Handling Lists Filters

TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Regular Faculty Agr Economics & Rural Soc	Modify or Reactivate PCN Faculty	Faculty Member Approver	0

7. Click the **Edit** button in the summary box.

Modify or Reactivate PCN: Regular Faculty (Faculty) Edit

Current Status: Draft

Position Type: Faculty
Division: Agr Economics & Rural Sociology

Created by: Mandy Brocke
Owner: Mandy Brocke

Summary History Settings

✔ Action Information **Edit**

8. From the list of tabs on the left side, click on the third one called **Position Responsibilities**.



9. On the Position Responsibilities page, you should see two sections:

- a. Job Duty Functions: after discussion with your supervisor, update percentages, if needed

Job Duty Functions

Job Duty Function	Teaching & Advising
Percentage Of Time	<input type="text" value="70%"/>
<input type="checkbox"/> Remove Entry?	
Job Duty Function	Scholarship & Creative Activities
Percentage Of Time	<input type="text" value="20%"/>
<input type="checkbox"/> Remove Entry?	
Job Duty Function	Outreach & Extension
Percentage Of Time	<input type="text" value="0%"/>
<input type="checkbox"/> Remove Entry?	
Job Duty Function	University Service & Leadership
Percentage Of Time	<input type="text" value="10%"/>

- a. Role Expectations: after discussion with your supervisor, update the description, if needed

Role Expectations

Description of Expectations

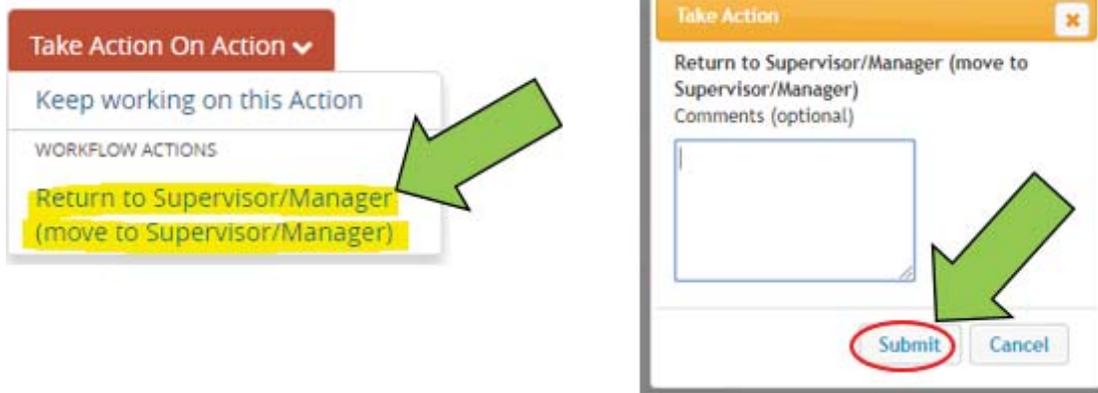
Limited to 500 words

10. If you make changes, click **Save** on the top or bottom of the page.

11. To send the action back to your supervisor, click on **Action Summary** on the left side.



12. Hover over the **Take Action on Action** button on the top right side of the screen, and click on **Return to Supervisor/Manager**. A pop-up box will appear, where you should provide comments to your supervisor about what changes (if any) were made to your position description. Then, click **Submit**.



13. If your supervisor makes changes, you will receive an email and this process starts again.



The PD now goes to the college AAC for routing, then to the Provosts Office and HR for review.

How to sign your position description:

The signature action will allow the faculty member, unit administrator, dean, and joint appointment administrator (if applicable) to sign.

1. You will receive an email when you have a position description to sign. Log in to PeopleAdmin using the link in that email or using the link above.
2. Locate the inbox at the top of your homepage, and click on the **Actions** tab. Actions awaiting your signature will be listed as **Signatures** under the Type column.
3. Click on the **position title** to access it.

Welcome to your Online Recruitment System

Inbox

SEARCH

Postings Hiring Proposal **Actions** Signatures Handling Lists

TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
Regular Faculty	Signatures Faculty	Faculty Member Approver	0

4. Click **Edit** in the summary box.

Signatures: Regular Faculty (Faculty) [Edit](#)

Current Status: Faculty Member Approver

Position Type: Faculty
Division: Agr Economics & Rural Sociology

Created by: Mandy Brocke
Owner: Faculty Member
Approver: Jason Barnes

Summary | History | Settings

✓ Action Information **Edit**

5. Click on the **Signature** tab on the left side.
6. Type your name (i.e., electronic signature) and current date in the **Employee** fields. Click **Save** [Save](#) on the top or bottom of the page.

Home | Position Descriptions | Titles

Actions / ... / Signatures / Regular Faculty / Edit

Editing Action

- ✓ Action Information
- ✓ Position Responsibilities
- Signature**
- Action Summary

Signature

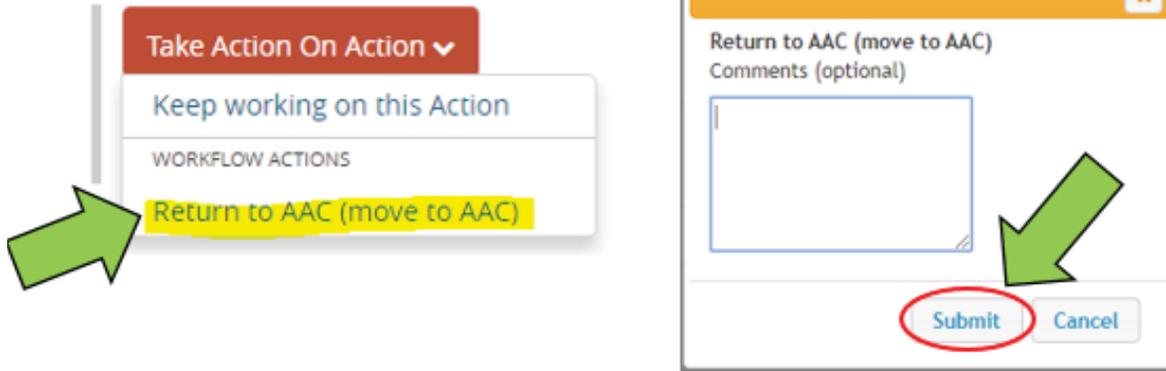
[Check spelling](#)

Signature

Employee Signature (Printed Name)

Current Date

7. Click on **Action Summary** on the section list on the left side of the screen.
8. Hover over Take **Action on Action** on the top right side of the screen, and click on **Return to AAC**.
9. In the pop box that appears, click **Submit**.



10. Done!