

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 100 - Appointment Types and Appointment Processing
NUMBER: 114

SUBJECT: Guidelines for Faculty Administrative Job Descriptions

APPROVED BY: Office of the Provost **EFFECTIVE DATE:** August 16, 2011
Revised November 1, 2016

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NUMBER OF PAGES: 1

OBJECTIVE: To define the policy and procedures for establishing and updating administrative job descriptions held by faculty members.

POLICY: Under the State Universities Civil Service Act (Illinois Compiled Statutes, 110 ILCS 70/36e(4)), faculty positions are exempted. Faculty who perform administrative duties and receive an administrative appointment require an approved job description that is less than three years old that is signed and dated by the incumbent and supervisor or designated representative (Refer to the State Universities Civil Service System Rules and Procedures, Classification of Positions, Section 2.2). Positions that are specifically covered under the *University of Illinois Statutes* (e.g. department head, chair) do not require a job description through this process. In addition, the Director of Graduate Studies is specifically covered under the Graduate College and does not require a job description through this process.

APPLICABILITY: UIC faculty employees holding an administrative appointment paid as a stipend or percent time appointment.

PROCEDURE: Units seeking to establish an administrative job description for a faculty member should complete the Faculty Administrative Job Description Template and transmit it through their usual departmental/college review process. Once reviewed, colleges should submit to Faculty Affairs via facultyaffairs@uic.edu. Faculty Affairs will review and route the description to UIC Human Resources (HR) for final review and approval. UIC HR will notify Faculty Affairs and the unit upon approval.

REFERENCES:

[University of Illinois Statutes, Article IX, Academic and Administrative Staffs](#)
[UIC HR Policies and Procedures, Establishing Academic Professional Positions, HRPP 404-01](#)
[Faculty Affairs Faculty Administrative Job Description Template](#)
Graduate College: [Role of the Director of Graduate Studies](#)