

Faculty Administrative Job Description Template

For Campus Use Only:

Revision Date: _____

Date approved for Use: _____

Exemption : _____

Faculty Affairs Review: _____

UICHR Approval: _____

Job Title: _____

College: _____

ORG Code: _____

Department: _____

Faculty Affairs Review: _____

Job Specifications

New Position

Update

This position must be held in conjunction with a percent time faculty appointment

Will this position hold a percent time?

No (Administrative stipend) Yes (greater than 0% time) - at an effort of: _____

Area of Administrative Responsibility(select all that apply): Teaching Research Clinical

Rank Applicable to: All ranks listed below or specific ranks as checked:

TCH ASSOC INSTR LECTURER ASST PROF ASSOC PROF PROF

Rank of appointment to be commensurate with norms and criteria for faculty appointments within College/Departments

Rank is approved by the Departmental Advisory Committee as appropriate to the required faculty level of education and experience

Tenure Applicable to:

Tenured Tenure-Track Non-Tenured

Reports to: (Check appropriate box reflecting reporting line)

Department Head Dean Other: Please specify

Supervision (May supervise any or all of the following):

Faculty Administrative Staff Graduate Assistants/Student Employees

UIC Human Resources Review: _____

Job Summary (In 1-2 paragraphs, please provide a brief description of overall duties.)

Job Responsibilities *(Outline Essential Duties and Responsibilities)*

Job Knowledge & Skills, Education, Experience *(Provide information that substantiates faculty only rank).*

Working Conditions

** If not within general office conditions, attach detailed environment checklist.*

General office environment: Regular travel not expected but may occur occasionally around previously scheduled events. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

Certify

I attest that the information provided in this job description accurately reflects the duties, knowledge, skills, abilities and experiences appropriate to perform the job. I further attest that the candidate selected will be expected to perform the duties described in the job description.

Title

Authorized By *(print)*

Signature

Date

Acknowledgement of Receipt

Title

Employee Name *(print)*

Date

Employee Signature

UIC Human Resources Use Only:

Approved under 36e (4) of the State Universities Civil Service System Statutes.

50002

50005

50006

Not approved

Disclaimer

This job description reflects the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees holding this position.