



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Job Descriptions

Policy:

Job descriptions detail the responsibilities, qualifications, skills and abilities, and physical requirements for each job and as such are required for all employees. Job descriptions provide a basis on which to develop and assess most employment-related activities. These include goal and expectation setting, performance review and appraisal, pay determination, succession planning, training and development, and career pathing.

Immediate supervisors are required to provide the Office of Human Resources with a detailed description of each position within their departments. Copies of all University job descriptions are to be maintained on file in the Office of Human Resources.

New employees provide signed acknowledgment of their job descriptions upon hire. Copies of Job Description Acknowledgment forms become part of the employee personnel file.