

**2023 – 2024 Faculty Senate – Pending Approval**Meeting # 29

Tuesday, April 16, 2024, 3:30 pm – 5:00 pm

Zoom only

**Present:** Barannyk, Blevins, Buchen, Chapman, Gauthier (Chair), Haltinner (Vice Chair), Justwan, Kenyon, Kirchmeier, Maas, McKenna, Miller, Mittelstaedt, Murphy, Pimentel, Ramirez, Raney, Rinker, Roberson, Sammarruca (w/o vote), Schiele, Shook, Thaxton, Tibbals.

**Absent:** Schwarzlaender (excused), Mischel

**Call to Order:** Chair Gauthier called the meeting to order at 3:30 pm.

**Approval of Minutes (vote):**

The minutes of the 2023-24 Meeting #28, April 9, 2024, were approved as distributed.

**Chair's Report:**

- It's been a pleasure serving for the past three years on the Faculty Senate which followed three years at UCC. I think that the university has huge potential when people work together, and you, the senators, can make it happen. I think that it's important to use our voices to create a sense of positivity as opposed to fear.
- After meeting with people from Pocatello, Boise, and Sandpoint, I hope that we will continue our efforts to be a land grant university with grass root projects and a laser sharp focus on quality of education and research.

**Provost's Report:**

- Our Regents are on campus tomorrow and Thursday. They visit once per year, when they have their meeting on the Moscow campus.
- Lionel Hampton Jazz Festival starts Wednesday evening, and continues all day Thursday, Friday, and Saturday. There will be about 3,400 students on campus.
- The College of Science will have "Vandal Science Days," Friday, April 19 and Saturday, April 20, from 10am to 3pm in the IRIC atrium. <https://www.uidaho.edu/sci/news/vandal-science-days>
- Faculty Gathering: Wednesday, April 17, 4:30 to 6:30, at the WWAMI Medical Education Building. <https://www.uidaho.edu/provost/faculty-gathering>
- Commencement on May 11<sup>th</sup>. Please encourage your faculty to attend.

There were no questions.

**A remark from the Secretary:**

Addressing an issue raised by a senator last week as new business, the Secretary outlined the process for communicating presidential approval of policies approved by the faculty at UFM's. She solicited suggestions for improving the process.

- **Consent Agenda**

- Committee Appointments for AY 2024-25 – Kristin Haltinner, Chair of the Committee on Committees, Attach. #2.

There was an inquiry about the Promotion and Tenure committee, not on the list.

Provost Lawrence replied that appointing that committee follows a completely different process. In the Fall, the Provost works with Senate leadership in accordance with the process prescribed in FSH 3500.

- AY 2025-26 Sabbatical Approvals – Jean-Marc Gauthier, Chair of Faculty Senate, Attach. #3.

There were no requests to take items out of the consent agenda for discussion and vote. The consent agenda stands approved by unanimous consent.

### Committee Reports:

- Proposed changes to the Faculty and Staff Handbook (voting)
  - FSH 5800 Malign Foreign Talent Recruitment Programs – Kay Dee Holmes, Assistant Director for Research Integrity, Office of Research Assurances, Attach. #4.  
Department of Defense (DOD) policies require universities to have a written policy regarding malign foreign talent recruitment programs to receive DOD funding.  
Discussion:  
There were inquiries about the definition of “malign foreign talent recruitment” programs and how to recognize them. An individual may not be aware that they are engaging with one of these programs. Kay Dee replied that it is the individual’s responsibility to disclose any such involvements. If they are not sure, they should reach out to the Office of Research Assurances.  
A senator suggested a website to point people in the right direction, to avoid oversights. Kay Dee noted that there is one, but feedback on how to improve it is welcome. There is also a link in VERAS. <https://www.uidaho.edu/research/faculty/research-assurances/foreign-interest/faq>. Compliance is not retroactive. The starting date depends on the agency. The certification is required as part of the final proposal sign-off.  
Vote: 21/22 yes; 1/22 no. Motion passes.
  - FSH 3120 Faculty Obligations: Alistair Smith, Department Chair, Earth and Spatial Sciences, Attach. #5.  
Section D-2 revised to clarify work and pay schedule for academic year appointments. Sections D-4 expanded and revised to clarify summer session obligations of faculty with academic year appointments.  
This policy was approved by the Senate at their meeting #27. In the meantime, FAC noticed a problem with the language regarding *entirely optional* summer appointments not counting toward P&T.  
Motion to amend the previously approved motion (Mittelsteadt, Rinker) as in the revision from FAC presented today.  
Vote on the motion to amend: 22/22 yes. Motion Passes.  
There was no further discussion. FSH 3120 approved as amended.
  - FSH 1640.36 Dismissal Hearing Committee – Kristin Haltinner, Chair of Committee on Committees, Attach. #6.  
The committee members requested that the Committee on Committees add language so that people serving on the committee are aware of the potential for summer meetings. This notification is a standard practice with other committees.  
Vote: 22/22 yes. Motion passes.
  - FSH 3490 General Salary Information – Brandi Terwilliger, Director of Human Resources, Attach. #7.

This policy was presented last week. Based on the Senate recommendations, it has been revised to keep those procedures in FSH. The income tax withholding and the W2 form have been removed, since those are federal requirements and not U of I policy.

No questions

Vote: 22/22 yes. Motion passes.

- FSH 3480 Compensation for Service in Addition to Regular Duties – Brandi Terwilliger, Director of Human Resources, Attach. #8.

Minor clarification edits. Confirmed changes with Provost Office. FAC also suggested revisions (in brown text).

Vote: 22/22 yes. Motion passes.

- Proposed changes to the University Catalog (voting)

- Admissions Requirements – Steve Shook, Forest, Rangeland and Fire Sciences

The final version of the UCC recommendation didn't arrive in time to be included in this binder.

There was a brief discussion on the status and procedures.

Motion to postpone (Tibbals, Mittelstaedt).

Vote: 20/20 yes. Motion passes.

- Proposed Changes to the Administrative Procedures Manual (non-voting)

- APM 50.16 Criminal Background Check– Brandi Terwilliger, Director of Human Resources, Attach. #9.

Slight edit to the policy for prior coverage, given we cannot access old records. Removal of the J-1 Scholars exception per IPO – they do not get a background check and should get one.

No questions.

- **Announcements and Communications**

- VERSO Research Information Management System and Institutional Repository – Ben Hunter, Dean of Libraries.

Vandal Expertise, Research, and Scholarship Online (VERSO), preserves and provides access to the research and creative output of the university of Idaho faculty, students and staff. This serves several functions. First, research information management systems, which support transparent aggregation, curation and use of data about institutional research activities.

Basically, these systems describe an institution, with its research and scholarship activities. For a decade, we have used VIVO, supported out of the Library. It's open source and free. We have a large volume of good data and some nice visualizations. However, there are shortcomings, typical for open-source software. Individual people cannot go in and modify their profiles within VIVO. It's a cumbersome process, so we're looking at replacing that. Institutional repositories are digital collections to capture the intellectual output of a single university community – a digital space with an institution's output, theses and dissertations, publications, preprints, open access deposit and more. We're repurposing digital collection software. It's free, but not ideal – doesn't allow for self-deposit. That is again a cumbersome process through the library. We're in the middle of kind of a soft rollout of VERSO right now.

The release timeline and future plans can be found in the presentation slides attached to these minutes. Visit [verso.uidaho.edu](http://verso.uidaho.edu).

No questions.

- IT Committee Update – Darryl Woolley, Business and Economics, Jean-Marc Gauthier, Chair of Faculty Senate.

Talking points from a recent meeting of Darryl Woolley, Jean-Marc Gauthier and Teresa Amos.

**Priorities:**

- Changes in institutional perspective of technology.
- Need for a different conversation about technology – how technology serves teaching and research.
- Cadence of change and impact of AI.
- Make sure everyone is on board.
- Timely privacy issues.

**Discussion:**

Thanks to Teresa Amos for her patience and help throughout the semester. We are happy to have found a way forward to collaborate with OIT.

A senator had a question about staffing. Is there an update on that? Are there open positions to be filled, or do we not have any openings? Understaffing is usually the answer when it takes two to four weeks to get basic things done. Teresa replied that staffing is an on-going issue.

Faculty Secretary: Is the IT committee the best path to get problems addressed, moving forward? Darryl recommended some sort of working group looking at complaints, including a couple of faculty members who are especially involved with IT issues. A formal process to handle concerns would be helpful. Also, it would be helpful to have a faculty member participate in the decisions for exceptions to the procurement process, so that the faculty's perspective can be heard, and the faculty can be aware that their perspectives have been heard in making those decisions. There should be a formal way to handle communication between faculty and OIT comprehensively.

**New Business:**

- Urgent: we need the names of new senators for the 2024-25 vacant seats. Next week, Senate 2024-25 will take nominations for the 2024-25 officers.
- A senator reported a noticeable increase of extra-curricular activities among students in his college. In a class of 45 students, on any given day, three to five of them need to be excused to participate in extracurricular activities. This creates more work and rescheduling problems.

**Adjournment:**

The agenda being completed, the Chair adjourned the meeting at 4:44pm.

Respectfully Submitted,

Francesca Sammarruca  
Secretary of the University Faculty & Secretary to Faculty Senate

**University of Idaho**  
**2023 – 2024 Faculty Senate Agenda**

Meeting #29

Tuesday, April 16, 2024 at 3:30 pm  
Zoom Only

- I. Call to Order
- II. Approval of Minutes
  - Minutes of the 2023-24 Faculty Senate Meeting #28 April 9, 2024 **Attach. #1**
- III. Chair's Report
  - University Faculty Meeting #3 is on Monday, April 29, at 3pm PT.
- IV. Provost's Report
- V. Consent Agenda
  - Committee Appointments for AY 2024-25 – Kristin Haltinner, Chair of the Committee on Committees. **Attach. #2**
  - AY 2025-26 Sabbatical Approvals – Jean-Marc Gauthier, Chair of Faculty Senate **Attach. #3**
- VI. Committee Reports (voting)
  - Proposed changes to the Faculty Staff Handbook
    - FSH 5800 Malign Foreign Talent Recruitment Programs – Kay Dee Holmes, Assistant Director for Research Integrity, Office of Research Assurances **Attach. #4**
    - FSH 3120 Faculty Obligations During the Period of Appointment – Alistair Smith, Department Chair, Earth and Spatial Sciences **Attach. #5**
    - FSH 1640.36 Dismissal Hearing Committee – Kristin Haltinner, Chair of Committee on Committees **Attach. #6**
    - FSH 3490 General Salary Information – Brandi Terwilliger, Director of Human Resources **Attach. #7**
    - FSH 3480 Compensation for Service in Addition to Regular Duties – Brandi Terwilliger, Director of Human Resources **Attach. #8**
  - Proposed changes to the University Catalog (voting)
    - Admissions Requirements – Steve Shook, Forest, Rangeland and Fire Sciences
  - Proposed Changes to the Administrative Procedures Manual (non-voting)
    - APM 50.16 Criminal Background Check – Brandi Terwilliger, Director of Human Resources **Attach. #9**
- VII. Announcements and Communications
  - VERSO Research Information Management System and Institutional Repository – Ben Hunter, Dean, Library
  - IT Committee Update – Darryl Woolley, Business and Economics, Jean-Marc Gauthier, Chair of Faculty Senate
  - Graduate Level Distinguished Scholarships – Jerry McMurtry, Dean College of Graduate Studies

VIII. New Business

IX. Adjournment

Attachments

- **Attach. #1** Minutes of the 2023-24 Faculty Senate Meeting #28 April 9, 2024
- **Attach. #2** Committee Appointments
- **Attach. #3** Sabbatical Approvals
- **Attach. #4** FSH 5800
- **Attach. #5** FSH 3120
- **Attach. #6** FSH 1640.36
- **Attach. #7** FSH 3490
- **Attach. #8** FSH 3480
- **Attach. #9** APM 50.16

**2023 – 2024 Faculty Senate – Pending Approval**

**Meeting # 28**

Tuesday, April 9, 2024, 3:30 pm – 5:00 pm

Zoom only

**Present:** Barannyk, Blevins, Buchen, Chapman, Gauthier (Chair), Haltinner (Vice Chair), Justwan, Kenyon, Kirchmeier, Maas, Mischel, Mittelstaedt, Murphy, Pimentel, Ramirez, Raney, Rinker, Sammarruca (w/o vote), Schiele, Schwarzlaender, Shook, , Thaxton, Tibbals.

**Absent:** Strickland (excused), Roberson, Miller, McKenna

**Call to Order:** Chair Gauthier called the meeting to order at 3:30 pm.

**Approval of Minutes (vote):**

The minutes of the 2023-24 Meeting #27, April 2, 2024, were approved as distributed.

**Chair's Report:**

- Teresa Amos (OIT) provided answers to the questions compiled by Faculty Senate. Teresa Amos, IT Committee Chair Darryl Woolley and Faculty Senate Chair Gauthier will meet tomorrow. We are happy to have found a common ground for constructive conversations about OIT issues.

**Provost's Report, delivered by Vice Provost Diane Kelly-Rily:**

- On April 4, we all received a memo from President Green and Provost Lawrence about updating our strategic plan. We seek nominations for the working group. The nomination form is at [https://uidaho.co1.qualtrics.com/jfe/form/SV\\_ONGjSqP59N1zTPo](https://uidaho.co1.qualtrics.com/jfe/form/SV_ONGjSqP59N1zTPo) A strategic plan town hall will be announced in early fall.
- Long-Range Campus Development Plan. Feedback on campus visioning is encouraged. <http://www.uidaho.edu/vision2050> . Please share this information with your colleagues. You can be entered in a raffle for a \$50 vandal gift card.
- Graduation is only a month away. There will be two ceremonies. Please attend and encourage your colleagues to attend. Idaho author Anthony Doerr, author of the Pulitzer prize-winning novel "All the light we cannot see," will be the commencement speaker at both ceremonies.

**Discussion:**

Vice Chair Haltinner emphasized the importance of working with the Campus Planning Advisory Committee and Instructional Space Committee. These are university-level senate committees who are seeking opportunities to provide more input.

A senator wondered about the recent news that a consultant was hired. They argue that planning future campus developments should be an opportunity for faculty, staff and administrators to come together in shared governance. Vice Provost Kelly-Riley noted that everyone is welcome to participate and provide meaningful input.

Chair Gauthier asked about updates from the University of Phoenix task force in view of what is happening. At this point, Provost Lawrence joined the meeting. He replied that there are no updates. President Green continues to work on a solution.

Vice Chair Haltinner suggested to include Sarah Dawson, Sustainability Director, in campus planning activities. She may bring useful insight with, for instance, infrastructure updates to be more energy efficient.

Faculty Secretary: Last week, Senate approved revised FSH 3120 Faculty Obligations During Period of

Appointment. There was some discussion about summer appointments not counting toward P&T. FAC was made aware of these concerns and reconsidered that point yesterday. They noticed there is a mistake: It's not for this policy to inform on what does or does not count for P&T. As approved last week, FSH 3120 is in conflict with P&T policies, which refer to the PD for P&T required material. More next week. The Vice Provost confirmed. It's a significant enough change to warrant reconsideration.

### Committee Reports:

- Proposed changes to the Faculty and Staff Handbook (voting)
  - FSH 4120 Catalog Change Procedures – Erin James, Professor of English, Karen Humes, Earth and Spatial Sciences, Attach. #2.  
Revisions are proposed to include “university-wide interdisciplinary committees” as bodies with authority to initiate and submit curriculum changes to UCC (in addition to units and colleges) for programs that involve multiple colleges. This is necessary for logical and proper faculty control and maintenance of curriculum for interdisciplinary programs delivered by faculty across many colleges. Faculty Senate will be the “gatekeeper” for the establishment and oversight of committees empowered by this addition to the language of FSH 4120. Because university-wide programs are relatively rare, similar requests for the creation of other interdisciplinary curriculum committees will likely be rare as well for the foreseeable future. The proposed additions have been reviewed and contributed to by the policy owner (UI Registrar).  
FSH 4120 and FSH 1640.93 will be considered together.
  - FSH 1640.93 University Committee for Academic Certificates in Sustainability –Erin James, Professor of English, Karen Humes, Earth and Spatial Sciences, Attach. #3.  
In September 2023, the Faculty Senate approved the creation of an Ad-Hoc University-wide Faculty Committee for the Undergraduate Academic Certificate in Sustainability. The purpose of that committee was to serve as the curriculum body for developing the initial curriculum for the university-wide certificate, including the solicitation/review of courses and submission of the proposed curriculum to UCC. The curriculum includes courses from nine colleges. Now that the certificate has been fully approved and students will be able to enroll starting in July 2024, we are requesting that a standing committee be created to maintain, review and assess the university wide undergraduate certificate. The proposed language does refer to the possibility of the standing committee creating another certificate, because there have been requests to develop a similar university-wide certificate at the graduate level.  
There were no questions.  
Vote: 20/21 yes; 1/21 no. Motion passes.
  - FSH 5800 Malign Foreign Talent Recruitment Programs – Kay Dee Holmes, Assistant Director for Research Integrity, Office of Research Assurances, Attach. #4.  
No presenter available. No action taken. [It was discovered that Ms. Holmes was not notified that this policy was to be discussed at this meeting, nor was she sent a meeting invite. This policy will be presented at the next meeting and Ms. Holmes invited to attend.]
  - FSH 3490 General Salary Information – Brandi Terwilliger, Director of Human Resources, Attach. #5.  
Per request from Payroll, they are deleting FSH 3490 and move the appropriate information to APM 55.05. Income Tax withholding and W-2 form requirements are not U of I policy.



Discussion:

There were questions about the reasons for this change. Some senators expressed concerns with the move to APM because APM is not reviewable by Faculty Senate. Motion (Mittelsteadt, Murphy): Send the policy back to HR with the request to have all relevant content in FSH rather than in APM. Vote: 17/18 yes; 1/18 no. Motion passes.

- Proposed changes to the University Catalog (voting)

- UCC 547 Doctorate in Anatomical Sciences – David Pfeiffer, Medical Education Program (WWAMI), Attach. #6.

They are developing a new school of health and medical professions which will house multiple new graduate and professional degree programs, including doctorate in clinical psychology, graduate program in gerontology, two new nursing programs, a PA program, all of which are geared towards meeting the increasing health needs across the State of Idaho. Today, we are proposing an additional program, the doctorate of Anatomical Sciences or DAS program. The focus of this program is to help meet the increasing shortage of highly trained anatomists who are qualified to teach in healthcare and health science programs within Idaho. Across the country, there's an increasing shortage of well-trained anatomists or classically trained anatomists.

Discussion:

Vice Chair Haltinner asked how all the new medical programs being developed will be staffed. David Pfeiffer replied that staffing will be accomplished partially with new hires and partially with existing faculty.

Vote: 20/20 yes. Motion passes.

- UCC 531 Child Feeding Undergraduate Academic Certificate – Trevor White, Family and Consumer Sciences, Attach. #7.

We are proposing an academic certificate called child feeding for those professionals who are currently working in fields such as childcare provider dietitians, therapists, things of that nature to give them a 13 credit kind of experience in nutrition, meal management, and child development.

Discussion:

A senator pointed out the omission of some standardized text that should be included for all certificates and proposes a friendly amendment: *At the beginning of the curricular requirements, include the language "All required coursework must be completed with a grade of 'C' or better, per regulation O-10-a."*

Vote on motion with friendly amendment: 19/19 yes. Motion passes.

- Proposed Changes to the Administrative Procedures Manual (non-voting)

- APM 50.14 Name, Social Security Number and Address Changes – Brandi Terwilliger, Director of Human Resources, Attach. #8.

Updated to reflect correct processes.

Discussion:

There was a brief exchange on consistency of capitalization everywhere.

- APM 50.08 Evaluations for Classified and Exempt Staff – Brandi Terwilliger, Director of Human Resources, Attach. #9.

Revision to provide updated terminology and procedures.

There were no questions.

- **Announcements and Communications**

- Open Discussion on Admission Standards – Jean-Marc Gauthier, Chair of Faculty Senate. Steve Shook, representing UCC, gave a short summary of the meeting of OSBE representatives with UCC and Faculty Senate. He then presented the new UCC admission criteria recommendations, approved at their last meeting the day before. The members of FSL thanked UCC members for their thorough work and thoughtful approach. One of the elements in the decision is the direct admission process, where the State sends a letter to students who meet certain performance metrics to let them know they have been admitted into a set of public universities in Idaho. Another aspect UCC discussed is how to handle the students who are presently in the Vandal Gateway pilot program in the context of new admissions standards. They were provided data on the ISAT from OSBE staff representatives. Initially, UCC did not include the ISAT as part of their considerations because they had not seen data. The final document from UCC will go out next week ready to move forward.

Steve went over the draft:

1. Students with a high school GPA of  $\geq 3.0$  or ISAT Math level  $\geq 3$  and ELA/Literacy level  $\geq 3$  will be directly admitted.
2. Students with a high school GPA of 2.60-2.99 will require a minimum 740 SAT Verbal + Math or 15 ACT scores:
  - The 740 SAT Verbal + Math and 15 ACT thresholds are the same as the 2019 admissions standards.
  - Students with  $< 740$  SAT Verbal + Math or  $< 15$  ACT (or no SAT/ACT scores) can appeal through the Admissions Committee.
3. Students with a high school GPA of 2.30-2.59 will be admitted to the Vandal Gateway Program.
4. Students with a high school GPA of  $< 2.30$  can appeal to the Admissions Committee.

All 4 points above were voted on and unanimously approved by UCC. Students with HS GPA of 2.3 to 2.59 would be admitted to the Vandal Gateway pilot program, while students with HS GPA of 2.3 or lower would appeal to the Admissions Committee. This is a very small number of applicants. The final document from UCC will include rationale for those choices.

Discussion:

A senator noted that a student could be in both categories 1 and 2. If they have the appropriate ISAT scores, they would fall in category 1, but they could also be in category 2 if their GPA is less than 3. Steve concurred, but noted that the top standard is for direct admission only. Those students get a letter from the State Board informing them that they have been directly admitted into the University of Idaho. The Admissions office would automatically admit them. The senator remained confused and wondered whether some clarification should be included in category 2. Provost Lawrence joined the conversation. He suggested that the issue raised by the senator can be easily addressed in the redline document, by clarifying that an Idaho student who has a 3 and 3 is admitted regardless SAT score or GPA. Steve confirmed that this was the intent of UCC. A senator inquired about the 740 (total) score for the SAT. He did some research and learned that the benchmark for considering a student to be college ready is 1010, quite far from 740. Steve recalled this being discussed at UCC meetings. Eventually, they decided to use the previous standard largely because GPA is statistically a better measure of student performance than the SAT score or standardized test scores, as mentioned yesterday by State Board

representatives. The senator reiterated that the benchmark given by the college board is 480 in reading and writing, and 530 in math, while we're asking for a 740 total. That's 250 points less. Perhaps some things may be tweaked in the future, if they're not working well, especially on the retention side. Retention numbers for lower GPA suggest that low GPAs are the main concern on the retention side.

It was argued that we send to the Appeals Committee students with higher GPA than those in the 2.3 to 2.59 group without test scores that go directly to VGP, which seems unfair. The appeal process is cumbersome. At the same time, there are concerns about changing the standards for VGP, which would invalidate the pilot data.

The Provost reported that 50 to 100 students could be impacted by this "double standard." If those students were allowed to go into VGP, we track them as a separate cohort for data purposes. They would get extra support. The Provost will make sure that the VGP team is part of the conversation.

A senator suggested that UI encourages students to submit test scores, even if not required. Provost Lawrence responded that we currently do that. Submitting test scores is highly encouraged, and they are also used for placement. However, OSBE staff shared that the number of students taking the SAT is declining in the state because it's no longer required. Many of the school districts still do it. Also, the SAT contract with the State runs out in one or two years. So, we will see continued decline.

There seems to be some general agreement that, from a statistical point of view, it'd be nice to control for GPA and be able to look at test scores. It may also help to make the appeal process less cumbersome. Are those letters and essays actually useful in evaluating whether or not a student with low GPA can succeed in college? Vice Chair Haltinner displayed a plot of retention rates by GPA. For the 2.6 to 2.99 group, the retention rate 58%. Provost Lawrence noticed that it's not different from the lowest group. Vice Chair Haltinner added that GPAs of 0.0 (not included in the plot) are assigned to home schooled students and those from unaccredited schools. Those people are reviewed by the Admissions Committee, regardless.

- Dependents Benefit Task Force Update – Kristin Haltinner.

At the beginning of the fall semester, we created a task force to look at the possibility of expanding the dependent benefit at the University of Idaho. The members are Charles Tibbals, Rebecca Latshaw from staff affairs, Lyudmyla Baranyk, and me. Brief overview of UI's current policy: We have a 50% tuition rate for eligible dependents of employees – people that you can claim as dependents on your taxes. Only one dependent per household per semester can access that benefit. The benefit does not extend to eligible dependents of retired employees or deceased employees. Kristin proceeded to show data provided by HR about the use of the benefit. At most, 37% of the people who are eligible are using it. Note that this is just an estimate, because the information that can be accessed is limited.

Other universities: Washington State offers free tuition up to 6 credits, with no limit on the number of children who can access it at a time. Idaho State offers 50% tuition for dependents, only one at a time, not transferable to other institutions, like us. Boise State provides employees with free tuition for dependents under 26. The benefit can be extended to other State institutions, and only one child can use it at a time. The task force only looked at public schools because of constraints from operating within a State, and found a huge range in what different institutions were doing. Every state, except for Idaho, allows multiple dependents to access the benefit concurrently. Arizona State University provides this benefit to eligible dependents of people who are retired (after serving at least 5 years) or have passed. The task force wishes to pursue the extension of the dependent tuition benefit to allow multiple dependents to access it

concurrently. We also want to include retirees with eligible dependents and the families of deceased employees. We have no way of knowing with certainty how much this would cost. We are scheduled to talk to President Green about this next week. Once we figure out what we need to do to make this happen, we hope to bring a formal proposal to Faculty Senate to consider based on feedback from President Green. We welcome your feedback.

Discussion:

There was some discussion on the definition of “retiree.” Diane Whitney placed the relevant FSH article in the chat, FSH 3730 C.

There were some questions about the process. The task force tried to assess what other universities are doing. We worked with Brian Foisy, and we are meeting with President Green to make sure this is even possible. From there, we'll work out details and then come to Faculty Senate. It will not be this year.

**New Business:**

- A senator conveyed a message from a constituent. He is very concerned with the way that we're messaging FSH changes. After a UFM, there is a communication listing the approved policies, but people are not able to actually go see a redline of what those changes are. So they have to do it on their own, and it's a very difficult process for people who aren't on Faculty Senate to understand what changes were approved on an ongoing basis. So his request was simply whether we could get come up with a better process for messaging all the changes that happen every year.

Secretary: The UFM binder contains all the redlines and supporting material. The “Policy Reports” sent out by the Secretary are a notification of approved or disapproved policies, with links to the corresponding item in the binder. The binder is available to all.

A senator inquired about APM vs. FSH. Who decides what ends up in one or the other? think Response: Diane Whitney met with FSL in November to talk about this exact issue. We have a folder in teams that has a list of every policy owner. The goal is for us to go through every single policy and think about who else, besides the current owner of that policy, needs to be involved in changes to that policy. It is a lengthy and complicated process. Part of it is to look at what other institutions are doing. This is a huge project that next year Senate really needs to dive into as a priority. Shared governance is about making sure that people who need to be involved in decisions are involved in those decisions. This doesn't solve the broader issue raised by the senator, but we have started the process toward more transparency.

Diane Whitney: We've discussed this at length with leadership. Despite what you might think from the name, FSH doesn't only apply to faculty and staff. We have chapters in there that do deal with some administrative matters, and also an entire chapter dealing with student issues, and despite the name of the APM, it has always contained policies and procedures. The difference is that APM contains items that only pertain to the administrative units of the University, like facilities, auxiliary services, public safety and security, etc. and FSH is kind of a mismatch, because we do have the whole employment Chapter 3, that has a lot of HR policies in there. How the decision was made to put those in the FSH is lost to history. Currently, when something fits in with the FSH, that's where it goes, and if it's an administrative unit item that already exists in the APM, that's where it goes. I can assure you I have never been part of a conversation where there was an attempt to hide something in the APM opposed to the FSH. All FSH and APM items have always come to Senate and they are always presented for a review. Under the existing Policy on Policies FSH 1460, only FSH items go to Faculty Senate for vote.

**Adjournment:**

The agenda being completed, the Chair adjourned the meeting at 5:01pm.

Respectfully Submitted,

Francesca Sammarruca  
Secretary of the University Faculty & Secretary to Faculty Senate

Committee	Employee Type	Committee Designation	Last name	First Name	Last Yr. of Term	College
Academic Hearing Board	Faculty		Hansen	Keith	2025-26	DOS
Academic Hearing Board	Faculty		Engle-Newman	Christopher	2025-26	LAW
Academic Hearing Board	Faculty/Administrator	Administrator	Soule	Terry	2024-25	COE
Academic Hearing Board	Faculty		Turpin	Zachary	2026-27	CLASS
Academic Hearing Board	Faculty		Liang	Xi	2025-26	CALS
Academic Petitions Committee	Faculty/Associate Dean		Harley	Grant	2024-25	COS
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean	Craig	Traci	2024-25	CLASS
Academic Petitions Committee	Faculty		Baggs	Belle	2026-27	EHHS
Academic Petitions Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A	

<b>Academic Petitions Committee</b>	Faculty/CTC		Kitzrow	Martha	2025-26	DOS
<b>Academic Petitions Committee</b>	Faculty		Abdel-Rahim	Ahmed	2025-26	COE
<b>Academic Petitions Committee</b>	Faculty/Alternate/Associate Dean	Alternate - Committee Appoints			2026-27	
<b>Academic Petitions Committee</b>	Faculty/Alternate/Associate Dean	Alternate - Committee Appoints			2026-27	
<b>Academic Petitions Committee</b>	Faculty/Alternate	Alternate - Committee Appoints			2026-27	
<b>Academic Petitions Committee</b>	Faculty/Alternate	Alternate - Committee Appoints	Attebury	Ramirose	2024-25	LIB
<b>Academic Petitions Committee</b>	Faculty/Alternate/CTC	Alternate - Committee Appoints			2026-27	
<b>Administrative Hearing Board</b>	Faculty		Thorne	Deborah	2026-27	CLASS
<b>Administrative Hearing Board</b>	Registrar or Designee	Ex Officio	Hubbard	Dwaine	N/A	
<b>Administrative Hearing Board</b>	Student Accounts Manager or Designee	Ex Officio	Wambeke	Connie	N/A	

<b>Administrative Hearing Board</b>	Faculty		Bernards	Matthew	2024-25	COE
<b>Administrative Hearing Board</b>	Staff		Severson	Jess	2026-27	
<b>Administrative Hearing Board</b>	Student	ASUI to fill			2024-25	ASUI
<b>Administrative Hearing Board</b>	Faculty/Law		Adams	Mark	2024-25	LAW
<b>Administrative Hearing Board</b>	Faculty		Gordon	Stefan	2025-26	CLASS
<b>Admissions Committee</b>	Director Counseling & Testing Center or Designee		Lambeth	Gregory	N/A	DOS
<b>Admissions Committee</b>	Director of Admissions or Designee	w/o vote	Goodwin	Melissa	N/A	SEM
<b>Admissions Committee</b>	Faculty		Scheef	Andrew	2025-26	EHHS
<b>Admissions Committee</b>	Faculty		Fox-Amato	Matt	2024-25	CLASS
<b>Admissions Committee</b>	Faculty		Hong	Zonglie	2025-26	CALS



<b>Admissions Committee</b>	Faculty		Omodt	Kelly	2025-26	LIB
<b>Admissions Committee</b>	Faculty		Manker	Gretchen	2024-25	CALS
<b>Admissions Committee</b>	Faculty/American Language & Culture Program (ALCP)		Hussein	Ibtesam	2025-26	CLASS
<b>Admissions Committee</b>	Faculty/Alternate	Alternate Appt by Chair	Haltinner	Kristin		CLASS
<b>Admissions Committee</b>	Faculty/Alternate	Alternate Appt by Chair	Gilbert	Laurel		CLASS
<b>Admissions Committee</b>	Faculty/Alternate	Alternate Appt by Chair				
<b>Admissions Committee</b>	Faculty/Alternate	Alternate Appt by Chair	Levan	Krissi		CLASS
<b>Admissions Committee</b>	Faculty/Alternate	Alternate Appt by Chair	Li	Feng		COE
<b>Admissions Committee</b>	Professional Advisor		Wnek	Zachary	N/A	
<b>Admissions Committee</b>	Student Support Services designee	w/o vote	Fausto	Mercedes	N/A	

<b>Admissions Committee</b>	Student Support Programs (optional)	w/o vote	Mai	Nhu	N/A	& Testing Center
<b>Admissions Committee</b>	Office of Multicultural Affaris	w/o vote	Martinez	Jesse	2024-25	
<b>Admissions Committee</b>	Ubuntu Chair or Designee	*Awaiting Chair Appointment*			2024-25	
<b>Americans with Disabilities Act Advisory Committee</b>	Center for Disability Access and Resources or Designee		Voss	Cory	N/A	DOS
<b>Americans with Disabilities Act Advisory Committee</b>	Director Counseling & Testing or Designee		Mushlitz	Ally	N/A	DOS
<b>Americans with Disabilities Act Advisory Committee</b>	Director of the OCRI or Designee		Wernz	Jackie	N/A	
<b>Americans with Disabilities Act Advisory Committee</b>	Staff	Staff Council Assigns	Feldman	Amber	2024-25	
<b>Americans with Disabilities Act Advisory Committee</b>	Faculty/Library		Stone	Julia	2024-25	LIB
<b>Americans with Disabilities Act Advisory Committee</b>	OIT Director or Designee		English	Tom	N/A	
<b>Americans with Disabilities Act Advisory Committee</b>	Faculty/Disability experience knowledge	Boise	Rumel	John	2025-26	LAW

<b>Americans with Disabilities Act Advisory Committee</b>	Student/Graduate	GSPA to fill			2024-25	
<b>Americans with Disabilities Act Advisory Committee</b>	Faculty		Eichner	Katrina	2024-25	CLASS
<b>Americans with Disabilities Act Advisory Committee</b>	Director of Housing and Residence Life		Kerr	Julie	N/A	Housing and Residence Life
<b>Americans with Disabilities Act Advisory Committee</b>	Staff	Staff Council Assigns	Bass	Kaity	2024-25	General Accounting
<b>Americans with Disabilities Act Advisory Committee</b>	Public Safety & Security or Designee	w/o vote	Lovell	Bruce	N/A	
<b>Americans with Disabilities Act Advisory Committee</b>	Center on Disabilities and Human Development	w/o vote	Kramer	Krista	N/A	Center on Disabilities and Human Development (CDHD)
<b>Americans with Disabilities Act Advisory Committee</b>	Facilities Director or Designee		Pankopf	Ray	N/A	
<b>Americans with Disabilities Act Advisory Committee</b>	Parking & Transportation Services	w/o vote	Schwartz	Nik	N/A	
<b>Americans with Disabilities Act Advisory Committee</b>	Executive Director for Human Resources or Designee		Schumaker	Robin	N/A	
<b>Americans with Disabilities Act Advisory Committee</b>	General Counsel Representative	w/o vote	Rytter	Kim	N/A	

<b>Americans with Disabilities Act Advisory Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>Borah Foundation Committee</b>	Faculty		Darragh	Janine	2025-26	EHHS
<b>Borah Foundation Committee</b>	Associate Director of the Martin Institute	w/o vote	Afatchao	Kodjotse	N/A	CLASS
<b>Borah Foundation Committee</b>	Faculty		Vierling	Lee	2024-25	CNR
<b>Borah Foundation Committee</b>	Faculty		Scarnecchia	Dennis	2025-26	CNR
<b>Borah Foundation Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Borah Foundation Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Borah Foundation Committee</b>	Faculty		Conlon Khan	Lori	2024-25	CLASS
<b>Borah Foundation Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Borah Foundation Committee</b>	Faculty		Krishna	Bal	2025-26	CLASS

<b>Borah Foundation Committee</b>	Staff	Staff Council Assigns	Carrel	Shelby	2025-26	
<b>Borah Foundation Committee</b>	Staff	Staff Council Assigns	Hull	Emily	2025-26	
<b>Borah Foundation Committee</b>	Student	ASUI to fill	Weber	Ella	2024-25	ASUI
<b>Borah Foundation Committee</b>	Faculty		Nelson	Andrew	2025-26	CNR
<b>University Budget &amp; Finance Committee</b>	Budget Office Representative	Ex Officio/Non-voting	Mahoney	Trina	N/A	
<b>University Budget &amp; Finance Committee</b>	Faculty/At-Large		Kersting-Lark	Dulce	2025-26	LIB
<b>University Budget &amp; Finance Committee</b>	Faculty/CAA		Johnson	Aaron	2026-27	CAA
<b>University Budget &amp; Finance Committee</b>	Faculty/CALS		Becker	Hydee	2026-27	CALS
<b>University Budget &amp; Finance Committee</b>	Faculty/CBE	Chair 2024-5	Groza	Mya	2025-26	CBE
<b>University Budget &amp; Finance Committee</b>	Faculty/CEHHS		Kim	Juhee	2025-26	EHHS

<b>University Budget &amp; Finance Committee</b>	Faculty/CLASS		Lange	Michelle	2025-26	CLASS
<b>University Budget &amp; Finance Committee</b>	Faculty/CNR		Latta	Greg	2025-26	CNR
<b>University Budget &amp; Finance Committee</b>	Faculty/COS		Ridenhour	Benjamin	2025-26	COS
<b>University Budget &amp; Finance Committee</b>	Faculty/ENGR		Li	Feng	2025-26	ENGR
<b>University Budget &amp; Finance Committee</b>	Faculty/LAW		Gerwick Couture	Wendy	2026-27	LAW
<b>University Budget &amp; Finance Committee</b>	Faculty/Senate Member	*Awaiting Senate Appointments*			2024-25	
<b>University Budget &amp; Finance Committee</b>	Provost & Executive Vice President	Ex Officio/Non-voting	Lawrence	Torrey	N/A	
<b>University Budget &amp; Finance Committee</b>	Staff/Academic Affairs	Staff Council Assigns	Buchert	Charity	2024-25	CALS
<b>University Budget &amp; Finance Committee</b>	Staff/Advancement	Staff Council Assigns	Doering	Zachary	2025-26	Advancement
<b>University Budget &amp; Finance Committee</b>	Staff/Finance & Administration	Staff Council Assigns	Richards	Kenwyn	2025-26	

<b>University Budget &amp; Finance Committee</b>	Staff/ITS	Staff Council Assigns	Amos	Teresa	2024-25	
<b>University Budget &amp; Finance Committee</b>	Staff/ORED		Franklin	Chelsea	2025-26	ORED
<b>University Budget &amp; Finance Committee</b>	Student/ASUI	ASUI to fill			2024-25	ASUI
<b>University Budget &amp; Finance Committee</b>	Student/Graduate/GPSA	GSPA to fill			2024-25	LAW
<b>University Budget &amp; Finance Committee</b>	Student/Law/SBA	SBA to fill			2024-25	LAW
<b>University Budget &amp; Finance Committee</b>	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting	Foisy	Brian	N/A	
<b>Campus Planning Advisory Committee</b>	Faculty		Pyo	TH	2024-25	CBE
<b>Campus Planning Advisory Committee</b>	Student	ASUI to fill			2024-25	
<b>Campus Planning Advisory Committee</b>	Vice President for Information Technology (CIO)		Ewart	Daniel	N/A	
<b>Campus Planning Advisory Committee</b>	Vice President for Finance and Administration or Designee		Salisbury	Kim	N/A	

<b>Campus Planning Advisory Committee</b>	Assistant Vice President for Facilities		Vineyard	Rusty	N/A	
<b>Campus Planning Advisory Committee</b>	Faculty Senate	*Awaiting Senate Appointments*			2024-25	
<b>Campus Planning Advisory Committee</b>	Faculty Senate	*Awaiting Senate Appointments*			2024-25	
<b>Campus Planning Advisory Committee</b>	Faculty		Perret	Robert	2024-25	LIB
<b>Campus Planning Advisory Committee</b>	Faculty		Fehrenkamp	Bethaney	2025-26	WWAMI
<b>Campus Planning Advisory Committee</b>	Coordinator for CDAR or designee		Voss	Cory	N/A	
<b>Campus Planning Advisory Committee</b>	Staff		Matson	Eric	2024-25	
<b>Campus Planning Advisory Committee</b>	Faculty		Kennedy	Brian	2025-26	CNR
<b>Commencement Committee</b>	Faculty		Kenyon	Jylisa	2025-26	LIB
<b>Commencement Committee</b>	Registrar		Brown	Lindsey	N/A	



<b>Commencement Committee</b>	Faculty		Wilson	Miranda	2025-26	CLASS
<b>Commencement Committee</b>	Faculty		Park	Young	2025-26	CBE
<b>Commencement Committee</b>	Faculty		Barannyk	Lyudmyla	2024-25	COS
<b>Commencement Committee</b>	Faculty		Moritz	Cleave	2026-27	CLASS
<b>Commencement Committee</b>	Honors Student	ASUI to fill				
<b>Committee on Committees</b>	Vice Chair/Fac Senate	*Awaiting Senate Elections*			2024-25	
<b>Committee on Committees</b>	Staff Council Elections Chair	Staff Council Assigns			2026-27	
<b>Committee on Committees</b>	Student/ASUI President or Designee	ASUI to fill			2024-25	
<b>Committee on Committees</b>	Faculty		Seamon	Richard	2026-27	LAW
<b>Committee on Committees</b>	Faculty		Chen	Linda	2026-27	CBE

<b>Committee on Committees</b>	Faculty		Meeuf	Russell	2024-25	CLASS
<b>Committee on Committees</b>	Faculty		Campbell	Sarah	2024-25	CLASS
<b>Committee on Committees</b>	Faculty Secretary	w/o vote	Sammarruca	Francesca	N/A	COS
<b>Committee on Committees</b>	Faculty		Blaine	Anna	2024-25	LAW
<b>Committee on Committees</b>	Faculty		Lee	Katherine	2025-26	CALS
<b>Dismissal Hearings Committee</b>	Faculty		Powell	Madison	2026-27	CALS
<b>Dismissal Hearings Committee</b>	Faculty/Administrator/Alternate		Butterfield	Sean	2026-27	CLASS
<b>Dismissal Hearings Committee</b>	Faculty		Spear	Rhett	2024-25	CALS
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Johnson	Jason	2026-27	CLASS
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Zhao	Meng	2025-26	COS

<b>Dismissal Hearings Committee</b>	Faculty/Administrator/Alternate		Hollingshead	Aleksandra	2024-25	EHHS
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Brehm	Matthew	2025-26	CAA
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Ay	Suat	2025-26	COE
<b>Dismissal Hearings Committee</b>	Faculty/Administrator		Strand	Eva	2025-26	CNR
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Dublin	Merritt	2024-25	LAW
<b>Dismissal Hearings Committee</b>	Faculty		Devezer	Berna	2026-27	CBE
<b>Dismissal Hearings Committee</b>	Faculty		Albertson	Doug	2024-25	CBE
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Ball	Katherine	2024-25	LAW
<b>Dismissal Hearings Committee</b>	Faculty/Alternate		Loiacono	Catherine	2026-27	EHHS
<b>Instructional Space Committee</b>	Registrar or Designee	<b>Chair</b>	Unzicker	Ted	N/A	Office of the Registrar

<b>Instructional Space Committee</b>	Faculty		Prather	Timothy	2024-25	CALS
<b>Instructional Space Committee</b>	Facilities	Facilities Assigns			N/A	
<b>Instructional Space Committee</b>	Center for Excellence Teaching & Learning Representative		Habib	Douglas	N/A	
<b>Instructional Space Committee</b>	Student/ASUI Representative	ASUI to fill			2024-25	ASUI
<b>Instructional Space Committee</b>	Purchasing Representative		McIlroy	Julia	N/A	
<b>Instructional Space Committee</b>	Registrar Office Representative		Miller	Tammy	N/A	
<b>Instructional Space Committee</b>	Faculty		Locke	Kenneth	2024-25	CLASS
<b>Instructional Space Committee</b>	Director of General Education	Ex Officio/Non-voting	Panttaja	Dean	N/A	
<b>Instructional Space Committee</b>	Faculty		Kitchel	Allen	2024-25	EHHS
<b>Instructional Space Committee</b>	Student/ASUI Representative	ASUI to fill			2024-25	ASUI

<b>Instructional Space Committee</b>	Information Technology Representative		Schmidt	Ken	N/A	ITS
<b>Instructional Space Committee</b>	Facilities		Vineyard	Rusty	N/A	
<b>Faculty and Staff Policy Group</b>	Staff	Staff Council Assigns	Keim	Elissa	2026-27	
<b>Faculty and Staff Policy Group</b>	Faculty		Perrigue	Anne	2025-26	CLASS
<b>Faculty and Staff Policy Group</b>	Staff	Staff Council Assigns	Amos	Teresa	2025-26	
<b>Faculty and Staff Policy Group</b>	Faculty Secretary	Ex Officio	Sammarruca	Francesca	N/A	COS
<b>Faculty and Staff Policy Group</b>	Faculty/Senate Member	*Awaiting Senate Appointments*			2024-25	
<b>Faculty and Staff Policy Group</b>	Policy Coordinator or Designee	Ex Officio	Whitney	Diane	N/A	
<b>Faculty and Staff Policy Group</b>	Faculty		Nelson	Sarah	2024-25	CLASS
<b>Faculty and Staff Policy Group</b>	Staff/Council Member	Staff Council Assigns	Jameson	Arlette	2024-25	Human Resources

<b>Faculty Affairs Committee</b>	Faculty		Murphy	Tim	2026-27	LAW
<b>Faculty Affairs Committee</b>	Faculty		McGriff	Michael	2026-27	CLASS
<b>Faculty Affairs Committee</b>	Faculty		Chapman	Erin	2026-27	CALS
<b>Faculty Affairs Committee</b>	Faculty		Pennick	Chelsea	2027-28	CNR
<b>Faculty Affairs Committee</b>	Vice Provost for Faculty	Ex Officio/Non-voting	Kelly-Riley	Diane	N/A	
<b>Faculty Affairs Committee</b>	Faculty		Hormel	Leontina	2025-26	CLASS
<b>Faculty Affairs Committee</b>	Faculty/Department Chair		Holyoke	Laura	2027-28	EHHS
<b>Faculty Affairs Committee</b>	Faculty		Robertson	Dakota	2025-26	COE
<b>Faculty Affairs Committee</b>	Faculty Secretary	Ex Officio/Non-voting	Sammarruca	Francesca	N/A	COS
<b>Faculty Affairs Committee</b>	Faculty		Gunder	Jessica	2024-25	LAW

<b>Faculty Affairs Committee</b>	Faculty		Blevins	Kathryn	2024-25	CLASS
<b>Faculty Appeals Hearing Board</b>	Faculty	<b>Chair</b>	Kerr	Ashley	2025-26	CLASS
<b>Faculty Appeals Hearing Board</b>	Faculty		Wulfhorst	JD	2025-26	CNR
<b>Faculty Appeals Hearing Board</b>	Faculty		Skinner	Kate	2025-26	CLASS
<b>Faculty Appeals Hearing Board</b>	Faculty		Maas	Alex	2024-25	CALS
<b>Faculty Appeals Hearing Board</b>	Faculty	Coeur d'Alene	Stauffer	Larry	2025-26	COE
<b>Faculty Appeals Hearing Board</b>	Faculty/Alternate		Overton	Michael	2025-26	CLASS
<b>Faculty Appeals Hearing Board</b>	Faculty/Alternate		Schwarzlaender	Mark	2026-27	CALS
<b>Faculty Appeals Hearing Board</b>	Faculty/Alternate		Pimentel	David	2025-26	LAW
<b>Faculty Appeals Hearing Board</b>	Faculty/Alternate		Schab	Aaron	2025-26	CLASS

<b>Faculty Appeals Hearing Board</b>	Faculty/Off Campus/Alternate	Boise	Walsh	Olga	2024-25	CALS
<b>Faculty Appeals Hearing Board</b>	Faculty/Off Campus/Alternate	Boise	Qiang	You	2026-27	COS
<b>Faculty Appeals Hearing Board</b>	Faculty/Off Campus/Alternate	Idaho Falls	Roberson	Dakota	2025-26	COE
<b>Faculty Appeals Hearing Board</b>	Faculty/Department Chair		Goebel	Charles	2026-27	CNR
<b>Faculty Appeals Hearing Board</b>	Faculty/Department Chair/Alternate		Scruggs	Philip	2025-26	EHHS
<b>Faculty Appeals Hearing Board</b>	Faculty/Department Chair/Alternate		Butterfield	Sean	2025-26	CLASS
<b>Arts Committee</b>	Faculty		Yumna	Kurdi	2026-27	CAA
<b>Arts Committee</b>	Moscow Arts Commission Art Director or Designee	Ex Officio/Non-voting	Cherry	Megan	N/A	
<b>Arts Committee</b>	Faculty		Garrison	Leonard	2025-26	CLASS
<b>Arts Committee</b>	Administrator/Designated by the President	Ex Officio/Non-voting			N/A	



Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting			N/A	
Arts Committee	Administrator in the Arts	Ex Officio/Non-voting	Corry	Shauna	N/A	CAA
Arts Committee	Staff		Espinoza-Aguilar	Norma	2025-26	
Arts Committee	Faculty		Smith	Rochelle	2025-26	LIB
Arts Committee	Student/ASUI Fine Arts Committee when possible	ASUI to fill			2024-25	ASUI
Arts Committee	Facilities Management	Ex Officio/Non-voting	Pankopf	Raymond M.	N/A	
Arts Committee	Faculty		Klement	David	2024-25	CLASS
Arts Committee	Faculty		McCleary	Lauren	2025-26	CAA
Arts Committee	Student	ASUI to fill			2024-25	ASUI
Arts Committee	UI Foundation or Designee	Ex Officio/Non-voting	Linduist	Shawna	N/A	UI Foundation

<b>Arts Committee</b>	Library Special Collections	Ex Officio/Non-voting	Kersting-Lark	Dulce	N/A	Library Special Collections
<b>Grievance Committee for Student Employees</b>	Student	ASUI to fill			2024-25	ASUI
<b>Grievance Committee for Student Employees</b>	Staff/Council Member	Staff Council Assigns	Noble	Tami	2024-25	
<b>Grievance Committee for Student Employees</b>	Student	ASUI to fill			2024-25	ASUI
<b>Grievance Committee for Student Employees</b>	Faculty/Senate Member	*Awaiting Senate Appointments*			2024-25	
<b>Grievance Committee for Student Employees</b>	Student	ASUI to fill			2024-25	ASUI
<b>Honors Program Committee</b>	Director of University Honors Program	w/o vote	Reineke	Sandra	N/A	
<b>Honors Program Committee</b>	Faculty		Zajchowski	Chris	2025-26	CNR
<b>Honors Program Committee</b>	Faculty		Trujillo-Barrera	Andres	2024-25	CALS
<b>Honors Program Committee</b>	Faculty		Aston	D. Eric	2024-25	COE

<b>Honors Program Committee</b>	Faculty		Thompson-Franklin	Samantha	2025-26	LIB
<b>Honors Program Committee</b>	Faculty		Frost	Keith	2026-27	CALS
<b>Honors Program Committee</b>	Faculty		McDunn	Benjamin	2025-26	CLASS
<b>Honors Program Committee</b>	Academic Dean (annual appointment)		McMurtry	Jerry	2024-25	COGS
<b>Honors Program Committee</b>	Program Coordinator of University Honors Program	Secretary - w/o Vote	Tkach	Mary	N/A	
<b>Honors Program Committee</b>	President of Honors Student Advisory Board or Designee				2024-25	
<b>Information Technology Committee</b>	Faculty	Fort Hall Reservation	Gunn	Danielle	2025-26	CALS
<b>Information Technology Committee</b>	Vice President for Research or Designee		Ehlert	Blair	N/A	OSP
<b>Information Technology Committee</b>	Registrar or Designee	w/o vote	Miller	Tammy	N/A	
<b>Information Technology Committee</b>	Vice President for Finance and Administration or Designee	w/o vote	Milleson	Jake	N/A	Contracts and Purchasing Services

<b>Information Technology Committee</b>	Vice Provost for Digital Learning or Designee	w/o vote	Udas	Ken	N/A	Provost's Area
<b>Information Technology Committee</b>	Vice President for Information Technology or Designee	w/o vote	Amos	Teresa	N/A	
<b>Information Technology Committee</b>	Director of CETL or Designee		Quallen	Sean	N/A	
<b>Information Technology Committee</b>	Faculty		Barnes	Jason	2025-26	COS
<b>Information Technology Committee</b>	Faculty		Woolley	Darryl	2025-26	CBE
<b>Information Technology Committee</b>	Faculty		Zadehgol	Ata	2025-26	COE
<b>Information Technology Committee</b>	Faculty		Shih	Ting-Yen	2024-25	COS
<b>Information Technology Committee</b>	Faculty/Library		Prorak	Diane	2025-26	LIB
<b>Information Technology Committee</b>	Faculty/Off Campus	Idaho Falls	Vakanski	Alex	2024-25	COE
<b>Information Technology Committee</b>	Student Computing Advisory Committee or Designee	ASUI to fill				

<b>Ubuntu</b>	Student Affairs Representatives	Ex Officio/Non-voting	Ropski	Beth	2024-25	DOS
<b>Ubuntu</b>	Director CDAR or Designee		Gash	Katelyn	2026-27	
<b>Ubuntu</b>	Director of International Programs or Designee		Kestle	Mimi	2026-27	
<b>Ubuntu</b>	Equity, Diversity and Inclusion Appointee		Rodriguez	Denessy	2025-26	
<b>Ubuntu</b>	Faculty	Canyon County	Howard	Tasha	2025-26	CALS
<b>Ubuntu</b>	Faculty		Cieslik-Miskmen	Caitlin	2026-27	CLASS
<b>Ubuntu</b>	Faculty		Hollingshead	Aleksandra	2024-25	CEHHS
<b>Ubuntu</b>	Faculty		Ritcher	Jamaica	2025-26	CLASS
<b>Ubuntu</b>	Human Resources Representative	Ex Officio/Non-voting	Terwilliger	Brandi	N/A	
<b>Ubuntu</b>	Director of OCRI	Ex Officio/Non-voting	Wernz	Jackie	N/A	

<b>Ubuntu</b>	Staff	Staff Council Assigns	Armitage	Kali	2024-25	
<b>Ubuntu</b>	Staff/Council Member	Staff Council Assigns	Gutierrez-Aguirre	David	2024-25	Facilities
<b>Ubuntu</b>	ASUI Director of Diversity Affairs or Designee	ASUI to fill			2024-25	ASUI
<b>Ubuntu</b>	Student/Graduate	GPSA to fill			2024-25	
<b>Ubuntu</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>Library Affairs Committee</b>	Faculty/Library		Seiferle-Valencia	Marco	2024-25	LIB
<b>Library Affairs Committee</b>	Faculty/Humanities		Klement	David	2025-26	CLASS
<b>Library Affairs Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>Library Affairs Committee</b>	Dean Library Services	w/o vote	Hunter	Ben	N/A	LIB
<b>Library Affairs Committee</b>	Faculty/Sciences		Hedman	Matthew	2024-25	COS

<b>Library Affairs Committee</b>	Faculty	Kimberly	Olsen Nelson	Nora	2025-26	CALS
<b>Library Affairs Committee</b>	Faculty/CLASS		Grindal	Matt	2024-25	CLASS
<b>Library Affairs Committee</b>	Student/Graduate	GPSA to fill			2024-25	
<b>Officer Education Committee</b>	Faculty		Awwad-Rafferty	Rula	2025-26	CAA
<b>Officer Education Committee</b>	Head of Aerospace Studies (WSU)		Jeffers	Nickolas	N/A	
<b>Officer Education Committee</b>	Faculty		Smith	Bill	2026-27	CLASS
<b>Officer Education Committee</b>	Vice Provost for Academic Affairs or or Designee	Ex Officio	Kelly-Riley	Diane	N/A	
<b>Officer Education Committee</b>	Head of Naval Science		Lockard	Price	N/A	
<b>Officer Education Committee</b>	Faculty		Bauscher	Rich	2024-25	EHHS
<b>Officer Education Committee</b>	Head of Military Science		Warren	Ross	N/A	

<b>Officer Education Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Officer Education Committee</b>	Student/ROTC	ASUI to fill			2024-25	
<b>Parking Committee</b>	Staff	Staff Council Assigns	Smith	Randy	2025-26	Facilities
<b>Parking Committee</b>	Staff	Staff Council Assigns	Bogar	Ashley	2024-25	
<b>Parking Committee</b>	Parking Coordinator	w/o vote	Schwartz	Nikolas	N/A	
<b>Parking Committee</b>	Staff	Staff Council Assigns	Gorham	Claire	2026-27	Academic Advising
<b>Parking Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Parking Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Parking Committee</b>	Faculty		Ekins	James	2024-25	CALS
<b>Parking Committee</b>	Faculty		McBrayer	Markie	2024-25	CLASS



<b>Parking Committee</b>	Faculty		Ruble	Alex	2026-27	CLASS
<b>Sabbatical Leave Evaluation Committee</b>	Faculty/Natural Science		Powell	Madison	2025-26	CALS
<b>Sabbatical Leave Evaluation Committee</b>	Faculty		Hickman	Dan	2025-26	CBE
<b>Sabbatical Leave Evaluation Committee</b>	Faculty		Vella	Chantal	2024-25	EHHS
<b>Sabbatical Leave Evaluation Committee</b>	Vice Provost of Academic Affairs or Designee	w/o vote	Kelly-Riley	Diane	N/A	
<b>Sabbatical Leave Evaluation Committee</b>	Faculty/Humanities		Rodriguez	Javier	2026-27	CLASS
<b>Sabbatical Leave Evaluation Committee</b>	Faculty/Social Sciences		Smentkowski	Brian	2026-27	CLASS
<b>Safety and Loss-Control Committee</b>	Asstistant VP of Facilities or Designee		Vineyard	Rusty	N/A	
<b>Safety and Loss-Control Committee</b>	Commander, Moscow Police Department	Ex Officio/Non-voting	Berrett	Tyson	N/A	
<b>Safety and Loss-Control Committee</b>	Director of Environmental Health & Safety	Ex Officio/Non-voting	Abd El-Fatah	Samir	N/A	Radiation

<b>Safety and Loss-Control Committee</b>	Director of Student Health Services or Designee	*Position currently vacant*			N/A	Student Affairs
<b>Safety and Loss-Control Committee</b>	Director of University Residences or Designee		Ray	Corey	N/A	University Housing
<b>Safety and Loss-Control Committee</b>	Event Support Services		Sheffler	KC	N/A	Admin & Business Ops
<b>Safety and Loss-Control Committee</b>	Faculty/CAA		Lew	Roger	2024-25	CAA
<b>Safety and Loss-Control Committee</b>	Faculty/CALS		Lynch	Laurel	2025-26	CALS
<b>Safety and Loss-Control Committee</b>	Faculty/CBE		Stone	Robert	2026-27	CBE
<b>Safety and Loss-Control Committee</b>	Faculty/CEHHS		Pomerantz	Kirsten	2024-25	EHHS
<b>Safety and Loss-Control Committee</b>	Faculty/CLASS		Cohen	Rajal	2025-26	CLASS
<b>Safety and Loss-Control Committee</b>	Faculty/CNR		Cal	Lili	2024-25	CNR
<b>Safety and Loss-Control Committee</b>	Faculty/COS		Hernandez Vargas	Esteban Abelardo	2025-26	COS

<b>Safety and Loss-Control Committee</b>	Faculty/ENGR		Mirkouei	Amin	2024-25	ENG
<b>Safety and Loss-Control Committee</b>	Faculty/LAW		Murphy	Tim	2024-25	LAW
<b>Safety and Loss-Control Committee</b>	Faculty/Library		Weymouth	Andrew	2026-27	Library
<b>Safety and Loss-Control Committee</b>	OIT Represetative		Hall	Cass	N/A	
<b>Safety and Loss-Control Committee</b>	Occupational Safety Specialist	Ex Officio/Non-voting	Ewart	Char	N/A	
<b>Safety and Loss-Control Committee</b>	Research & Economic Development		Cavolo	Bryon	N/A	OSP
<b>Safety and Loss-Control Committee</b>	Risk Manager or Designee		Spink	Nancy	N/A	
<b>Safety and Loss-Control Committee</b>	Senior Human Resources Executive or Designee		Lindquist	Steven	N/A	
<b>Safety and Loss-Control Committee</b>	Staff Council Representative	Staff Council Assigns	Barber	Matthew	2024-25	Military & Veterans' Services
<b>Safety and Loss-Control Committee</b>	Student/Graduate	GPSA to fill			2024-25	

<b>Safety and Loss-Control Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>Scientific Misconduct Committee</b>	Faculty/Tenured		Prather	Tim	2025-26	CALS
<b>Scientific Misconduct Committee</b>	Faculty/Tenured		Kobziar	Leda	2024-25	CNR
<b>Scientific Misconduct Committee</b>	Faculty/Tenured		Kinder	Cindy	2026-27	
<b>Scientific Misconduct Committee</b>	Faculty/Tenured		Waits	Lisette	2024-25	CNR
<b>Scientific Misconduct Committee</b>	Faculty/Tenured		Luckhart	Shirley	2026-27	CALS
<b>Scientific Misconduct Committee</b>	Faculty/Tenured		Tohaneanu	Stefan	2024-25	COS
<b>Scientific Misconduct Committee</b>	Faculty/Tenured - Alternate		Boris Tarre	Marta	2025-26	CLASS
<b>Scientific Misconduct Committee</b>	Faculty/Tenured - Alternate			Wilder	Michael	2024-25
<b>Scientific Misconduct Committee</b>	Faculty/Tenured - Alternate		Borrelli	R.A.	2025-26	COE (Idaho Falls)

<b>University Staff Compensation Committee</b>	Vice President for Finance and Administration or Designee	Ex Officio/Non-voting	Salisbury	Kim	N/A	
<b>University Staff Compensation Committee</b>	Senior Executive of Human Resources	Ex Officio/Non-voting	Terwilliger	Brandi	N/A	
<b>University Staff Compensation Committee</b>	Staff/Off-Campus	Staff Council Assigns - CDA	St. John	Tammy	2026-27	COE
<b>University Staff Compensation Committee</b>	Staff/Off-Campus	Staff Council Assigns - Boise	Owens	Jason	2024-25	
<b>University Staff Compensation Committee</b>	Staff	Staff Council Assigns	Taff	Heather	2026-27	
<b>University Staff Compensation Committee</b>	Staff/Staff Council	Staff Council Assigns	Mattoon	Michele	2024-25	
<b>University Staff Compensation Committee</b>	Staff	Staff Council Assigns	Anderson	Eric	2024-25	
<b>University Staff Compensation Committee</b>	Staff	Staff Council Assigns	Brown	Lindsey	2025-26	Registrar's Office
<b>University Staff Compensation Committee</b>	Staff	Staff Council Assigns	Bunney	Cretia	2025-26	Payroll Services
<b>University Staff Compensation Committee</b>	Staff	Staff Council Assigns	White	Trevor	2026-27	CALS

<b>University Staff Compensation Committee</b>	Staff	Staff Council Assigns	Osborne	Kimberly	2025-26	CAA
<b>Student Conduct Board</b>	Faculty		Heimgartner	Candi	2025-26	COS
<b>Student Conduct Board</b>	Staff		Hofmaister	Emma	2026-27	DOS
<b>Student Conduct Board</b>	Student/Graduate	GPSA to fill			2024-25	
<b>Student Conduct Board</b>	Faculty		Bailey	Josh	2024-25	CEHHS
<b>Student Conduct Board</b>	Staff		Tomlin	Erin	2025-26	LAW
<b>Student Conduct Board</b>	Student	ASUI to fill			2024-25	
<b>Student Conduct Board</b>	Faculty		Moreno	Perri	2025-26	LIB
<b>Student Conduct Board</b>	Faculty		Kim	Juhee	2024-25	EHHS
<b>Student Conduct Board</b>	Student	ASUI to fill			2024-25	ASUI

<b>Student Conduct Board</b>	Staff		Exline	Annie	2024-25	UCM
<b>Student Conduct Board</b>	Faculty		Martin	Todd	2025-26	CBE
<b>Student Conduct Board</b>	Staff		Cook	Christopher	2025-26	Admissions & Campus Visits
<b>Student Conduct Board</b>	Student	ASUI to fill			2024-25	ASUI
<b>Student Conduct Board</b>	Student	ASUI to fill			2024-25	ASUI
<b>Student Conduct Board</b>	Faculty		Sweet	Dawn	2026-27	CLASS
<b>Student Conduct Board</b>	Faculty		Smith	Kasee	2025-26	CALS
<b>Student Conduct Board</b>	Staff	Staff Council Assigns	Asplund	Stacy	2026-27	Development
<b>Student Conduct Board</b>	Staff	Staff Council Assigns	Jameson	Arlette	2024-25	Human Resources
<b>Student Conduct Board</b>	Staff	Staff Council Assigns	Goodwin	Jen	2026-27	Career Services

<b>Student Conduct Board</b>	Student/Law	SBA to fill			2024-25	
<b>Student Conduct Board</b>	Student	ASUI to fill			2024-25	ASUI
<b>Student Financial Aid Committee</b>	Faculty	Boise	Billing	Carol	2025-26	EHHS
<b>Student Financial Aid Committee</b>	Staff Designated by Director of Student Financial Aid		Arevalos	Evelina	N/A	
<b>Student Financial Aid Committee</b>	Director of Student Financial Aid	w/o vote	Croyle	Randi	N/A	
<b>Student Financial Aid Committee</b>	Faculty		Becker	Hydee	2025-26	CALS
<b>Student Financial Aid Committee</b>	Student	ASUI to fill			2024-25	ASUI
<b>Student Financial Aid Committee</b>	Faculty		Sarathchandra	Dilshani	2026-27	CTC
<b>Student Financial Aid Committee</b>	Faculty		Pula	Kacy	2024-25	CLASS
<b>Student Financial Aid Committee</b>	Student	ASUI to fill			2024-25	ASUI



<b>Student Financial Aid Committee</b>	Student Support Staff Representative	w/o vote	Damron	Cori	N/A	Dean of Students
<b>Student Financial Aid Committee</b>	Faculty	Idaho Falls	Mirkouei	Amin	2024-25	COE
<b>University Teaching Committee</b>	Faculty		Halverson	Rachel	2026-27	CLASS
<b>University Teaching Committee</b>	Faculty		Strickland	Michael	2025-26	CALS
<b>University Teaching Committee</b>	Faculty		Miller	Brant	2025-26	EHHS
<b>University Teaching Committee</b>	Faculty		Drake	Tom	2024-25	CLASS
<b>University Teaching Committee</b>	Associate Dean	*Torrey seeking volunteers*			2026-27	
<b>University Teaching Committee</b>	Institutional Effectiveness and Accreditation Representative	w/o vote	Mahuron	Sara	N/A	
<b>University Teaching Committee</b>	Director of General Education	*Role Vacant/Hiring in Process*			N/A	
<b>University Teaching Committee</b>	Director of CETL or Designee	w/o vote	Smentowski	Brian	N/A	

<b>University Teaching Committee</b>	Student/Graduate or Undergraduate	ASUI/GPSA to fill			2024-25	
<b>University Teaching Committee</b>	Faculty		Edgar	Don	2026-27	CALS
<b>University Teaching Committee</b>	Faculty		Launchbaugh	Karen	2026-27	CNR
<b>University Advising Committee</b>	Faculty		Swenson	Matthew	2025-26	COE
<b>University Advising Committee</b>	Executive Director of Student Success Initiatives or Designee		Lebeau	Jennifer	N/A	
<b>University Advising Committee</b>	Academic Advisor		Weso	Keniahkiw (Kay Kay)	2024-25	
<b>University Advising Committee</b>	Associate Dean		Strand	Eva	2026-27	
<b>University Advising Committee</b>	Faculty		Kittell	Ellen	2025-26	CLASS
<b>University Advising Committee</b>	Faculty		Vella	Chantal	2025-26	EHHS
<b>University Advising Committee</b>	Faculty	Boise	Vos	Jaap	2025-26	CNR

<b>University Advising Committee</b>	Faculty		McDunn	Benjamin	2026-27	CLASS
<b>University Advising Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>University Advising Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>University Advising Committee</b>	University Advising Services Director		Bertlin	Shawna	2025-26	
<b>University Committee for General Education</b>	Asst. Director of Institutional Research and Assess. or Designee	w/o vote			N/A	
<b>University Committee for General Education</b>	CLASS Dean or Designee	w/o vote	Quinlan	Sean	N/A	CLASS
<b>University Committee for General Education</b>	COS Dean or Designee	w/o vote	Nielsen	Mark	N/A	COS
<b>University Committee for General Education</b>	Director of Academic Advising or Designee	w/o vote	Bertlin	Shawna	N/A	
<b>University Committee for General Education</b>	Director of General Education	w/o vote	Panttaja	Dean	N/A	
<b>University Committee for General Education</b>	Faculty/CAA		McCleary	Lauren	2025-27	CAA

<b>University Committee for General Education</b>	Faculty/CALS		Glaze	Benton	2025-26	CALS
<b>University Committee for General Education</b>	Faculty/CBE		Stuen	Eric	2024-25	CBE
<b>University Committee for General Education</b>	Faculty/CEHHS		Dixon	Raymond	2024-25	EHHS
<b>University Committee for General Education</b>	Faculty/CNR	*Awaiting recommendation of college Dean*			2026-27	
<b>University Committee for General Education</b>	Faculty/ENGR		Moberly	James	2024-25	ENGR
<b>University Committee for General Education</b>	Faculty/Library		Rodrigues	Tyler	2024-25	LIB
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Humanistic & Artistic		Volem	Margot	2025-26	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Humanistic & Artistic		Slater	Christine	2026-27	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Mathematical		Boester	Tim	2025-26	COS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Mathematical		Welhan	Manuel	2024-25	COS

<b>University Committee for General Education</b>	Faculty/SBOE GEM - Oral Comm.		Carter	Diane	2024-25	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Oral Comm.		Folwell	Annette	2024-25	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Scientific		Heinse	Robert	2024-25	COS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Scientific		Cross	Jeff	2025-26	COS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Social & Behavioral		Kolpan	Katharine	2025-26	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Social & Behavioral		Thorsteinson	Todd	2024-25	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Written Comm.	*Seeking help from Tara MacDonald*			2026-27	CLASS
<b>University Committee for General Education</b>	Faculty/SBOE GEM - Written Comm.		Oswald	Oscar	2024-25	CLASS
<b>University Committee for General Education</b>	Registrar or Designee	w/o vote	Frost	Rebecca	N/A	
<b>University Committee for General Education</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI

<b>University Committee for General Education</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>University Assessment and Accreditation Committee</b>	Associate Director of Assessment and Accreditation	ex officio/Non-voting (*Role Vacant/Hiring in Process*)			--	
<b>University Assessment and Accreditation Committee</b>	Office of Equity, Diversity, and Inclusion Representative	ex officio/Non-voting	Anthony-Stevens	Vanessa	N/A	CEHHS
<b>University Assessment and Accreditation Committee</b>	Faculty/CAA		Sonnichsen	Mike	2024-25	CAA
<b>University Assessment and Accreditation Committee</b>	Faculty/CALS		Hamilton	Melissa	2026-27	
<b>University Assessment and Accreditation Committee</b>	Faculty/CBE		Sisodiya	Sanjay	2025-26	
<b>University Assessment and Accreditation Committee</b>	Faculty/CLASS		Johnson	Robin	2025-26	CLASS
<b>University Assessment and Accreditation Committee</b>	Faculty/CNR	*Awaiting recommendation of college Dean*			2026-27	CNR
<b>University Assessment and Accreditation Committee</b>	Faculty/COS		Ytreberg	Marty	2025-26	COS
<b>University Assessment and Accreditation Committee</b>	Faculty/EHHS		Raney	Taylor	2024-25	EHHS

<b>University Assessment and Accreditation Committee</b>	Faculty/Engineering		Raja	Krishnan	2026-27	ENGR
<b>University Assessment and Accreditation Committee</b>	Faculty/Graduate Studies		Soria	Krista	2026-27	EHHS
<b>University Assessment and Accreditation Committee</b>	Faculty/Law		Wellman	Karen	2026-27	
<b>University Assessment and Accreditation Committee</b>	Faculty/Library		Kenyon	Jeremy	2026-27	LIB
<b>University Assessment and Accreditation Committee</b>	Recorder, Office of Assessment and Accreditation	ex officio/Non-voting (*This position doesn't exist - needs FSH revision*)			N/A	
<b>University Assessment and Accreditation Committee</b>	Strategic Enrollment Managemnt Representative	ex officio/Non-voting	McMullin	Kristen	N/A	SEM/Academic Advising
<b>University Assessment and Accreditation Committee</b>	Student Affairs Representative	ex officio/Non-voting - Blaine to Appoint			N/A	
<b>University Assessment and Accreditation Committee</b>	Vice Provost of Academic Initiatives or Designee	ex officio/Non-voting	Gorzelsky	Gwen	N/A	Provost Office
<b>University Curriculum Committee</b>	Director of General Education	w/o vote (*Role currently vacant - awaiting new hire*)			N/A	
<b>University Curriculum Committee</b>	Faculty Secretary or Designee	w/o vote	Sammarruca	Francesca	N/A	COS

<b>University Curriculum Committee</b>	Faculty/At-Large		Phillips	Derrick	2025-26	
<b>University Curriculum Committee</b>	Faculty/CAA		Isenberger	Stacy	2026-27	CAA
<b>University Curriculum Committee</b>	Faculty/CALS		Doumit	Stacey	2024-25	CALS
<b>University Curriculum Committee</b>	Faculty/CBE	*Awaiting recommendation of college Dean* (Sabbatical sub for Magdy)			2025-26	
<b>University Curriculum Committee</b>	Faculty/CEHHS		Paul	Dave	2024-25	EHHS
<b>University Curriculum Committee</b>	Faculty/CLASS		James	Erin	2024-25	CLASS
<b>University Curriculum Committee</b>	Faculty/CNR		Shook	Steven	2024-25	CNR
<b>University Curriculum Committee</b>	Faculty/COS		Buzbas	Erkan	2025-26	COS
<b>University Curriculum Committee</b>	Faculty/ENGR	*Awaiting recommendation of college Dean*			2026-27	ENGR
<b>University Curriculum Committee</b>	Faculty/LAW	Alternate for Jerry Long	Adams	Mark	2024-25	LAW



<b>University Curriculum Committee</b>	Faculty/Library		Lee	Norman	2026-27	LIB
<b>University Curriculum Committee</b>	Registrar or Designee	w/o vote	Brown	Lindsey	N/A	
<b>University Curriculum Committee</b>	Student/Graduate	GPSA to fill			2024-25	
<b>University Curriculum Committee</b>	Student/Undergraduate/Upper Division	ASUI to fill			2024-25	ASUI
<b>University Curriculum Committee</b>	Student/Undergraduate/Upper Division	ASUI to fill			2024-25	ASUI
<b>University Curriculum Committee</b>	Vice Provost Academic Initiatives or Designee	w/o vote	Gorzelsky	Gwen	N/A	Provost Office
<b>University Security &amp; Compliance Committee</b>	Executive Director Public Safety & Security	<b>Chair</b>	Espey	Lee	N/A	Safety
<b>University Security &amp; Compliance Committee</b>	Title IX Coordinator		Lindquist	Art	N/A	OCRI
<b>University Security &amp; Compliance Committee</b>	Faculty		Callister	David	2025-26	CALS (Butte County)
<b>University Security &amp; Compliance Committee</b>	Moscow Police Department Representative		Berrett	Tyson	N/A	

<b>University Security &amp; Compliance Committee</b>	General Counsel Representative	w/o vote	Rytter	Kim	N/A	
<b>University Security &amp; Compliance Committee</b>	EHS Safety Specialist		Daniels	Kelvin	N/A	
<b>University Security &amp; Compliance Committee</b>	Dean of Students		Eckles	Blaine	N/A	Dean of Students
<b>University Security &amp; Compliance Committee</b>	Faculty		Kitchel	Allen	2025-26	EHHS
<b>University Security &amp; Compliance Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>University Security &amp; Compliance Committee</b>	Faculty/Staff Off-site Representative	Kimberly	de Almeida Teixeira	Gustavo	2024-25	CALS (Kimberly)
<b>University Security &amp; Compliance Committee</b>	Staff/Staff Council	Staff Affairs to Appoint	Stanton	Mark	2024-25	Auxiliary Services
<b>University Security &amp; Compliance Committee</b>	Student/Undergraduate	ASUI to fill			2024-25	ASUI
<b>University Security &amp; Compliance Committee</b>	Student/Graduate	GPSA to fill			2024-25	



**MEMORANDUM**

**TO:** Jean-Marc Gauthier, Chair, Faculty Senate  
Kristin Haltinner, Vice Chair, Faculty Senate

**FROM:** Torrey Lawrence, Provost and Executive Vice President  
Diane Kelly-Riley, Vice Provost for Faculty

**DATE:** April 12, 2024

**SUBJECT:** Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2025-26 Academic Year.

<b>NAME</b>	<b>COLLEGE</b>	<b>DEPARTMENT</b>	<b>SABBATICAL TERM</b>
Rachel Halverson	College of Letters, Arts and Social Sciences	School of Global Studies	Fall 2025
Casey Johnson	College of Letters, Arts and Social Sciences	Politics & Philosophy	AY 2025-26
Tracey Johnson	College of Natural Resources	Fish & Wildlife Sciences	Spring 2026
Samuel Newton	College of Law	N/A	AY 2025-26
Alexandra Teague	College of Letters, Arts and Social Sciences	English	AY 2025-26
Lisette Waits	College of Natural Resources	Fish & Wildlife Sciences	AY 2025-26



## POLICY COVER SHEET

For instructions on policy creation and change, please see <https://sitecore.uidaho.edu/governance/policy>.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to [ui-policy@uidaho.edu](mailto:ui-policy@uidaho.edu).

### Faculty Staff Handbook (FSH)

Addition  Revision\*  Deletion\*  Emergency  Minor Amendment

Policy Number & Title: **FSH 5800 MALIGN FOREIGN TALENT RECRUITMENT PROGRAMS**

### Administrative Procedures Manual (APM)

Addition  Revision\*  Deletion\*  Emergency  Minor Amendment

Policy Number & Title:

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto:ui-policy@uidaho.edu). All changes must be made using "track changes."

**Originator:** Kay Dee Holmes, Assistant Director Research Integrity

**Policy Sponsor, if different from Originator:** Chris Nomura, VPRED

**Reviewed by General Counsel**  Yes  No Name & Date: Manisha Wilson 3/26/2024

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

Department of Defense policies require universities to have a written policy in place regarding malign foreign talent recruitment programs in order to receive DOD funding.

2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

Unclear although not likely to have a fiscal impact. The policy requires research security training for individuals on federally funded R&D awards. Training is available for free on the NSF website or through a paid license to CITI Program. ORED is looking into the possibility of incorporating the free training on the NSF website into an internal system.

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. FSH 6240 and FSH 5600

4. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy. This policy needs to be effective by July 1, 2024 because the DOD requires universities to have a policy in place by August 8, 2024. Starting August 8, 2024, DOD is prohibited from providing funding or making an award to a university that does not have a policy addressing malign foreign talent recruitment programs. NSF will start implementing the disclosures required under this policy in May 2024. NSF does not require a written policy like DOD but the NSF requirements have been incorporated into this policy.

## FSH 5800

### Malign Foreign Talent Recruitment Programs

**A. Purpose.** This policy implements the requirements stated in 42 U.S.C. § 19231 and provides notice that Covered Individuals participating in a Malign Foreign Talent Recruitment Program are prohibited from involvement in certain federally funded awards. This policy reaffirms that a University employee may be required to disclose that employee's involvement in a Foreign Talent Recruitment Program or Malign Foreign Talent Recruitment Program under FSH 6240 or FSH 5600.

**B. Scope.** This policy applies to University employees that are Covered Individuals.

**C. Definitions.**

**C-1. "Covered Individual"** means:

1. A principal investigator and other senior/key personnel seeking or receiving federal research and development funding; or
2. an individual who (a) contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a federal research agency; and (b) is designated as a covered individual by the federal research agency concerned; or
3. an individual on a proposal or award funded in whole or in part by the Department of Defense who (a) contributes significantly to the design or execution of a fundamental research project, and (b) is considered essential to the successful performance of the fundamental research project.

**C-2. "Foreign Government-sponsored Talent Recruitment Program" or "FGTRP"** means an effort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position). See section H for a list of activities that are not a FGTRP.

- a. Some FGTRPs operate with the intent to import or otherwise acquire from abroad, sometimes through illicit means, proprietary technology or software, unpublished data and methods, and intellectual property to further the military modernization goals or economic goals of a foreign government.
- b. Many, but not all, programs aim to incentivize the targeted individual to relocate physically to the foreign state for the above purpose. Some programs allow for or encourage continued employment at United States research facilities or receipt of federal research funds while concurrently working at or receiving compensation from a foreign institution, and some direct participants not to disclose their participation to United States entities.
- c. Compensation could take many forms including cash, research funding, complimentary foreign travel, honorific titles, career advancement opportunities, promised future

compensation, or other types of remuneration or consideration, including in-kind compensation.

**C-3. “Malign Foreign Talent Recruitment Program” or “MFTRP”** means any program, position, or activity that includes one or more of the following:

- a. engaging in the unauthorized transfer of intellectual property, materials, data products, or other nonpublic information
- b. recruitment of trainees or researchers to enroll in such program, position, or activity
- c. establishing a laboratory or entity in violation of the standard terms and conditions of a Federal research award
- d. accepting a faculty position, or undertaking any other employment or appointment in violation of the standard terms and conditions of a Federal research award
- e. being unable to terminate the foreign talent recruitment program contract or agreement except in extraordinary circumstances
- f. being limited in the capacity to carry out a Federal research award
- g. requirement to engage in work that overlaps or duplicates a federal research award
- h. requirement to apply for and successfully receive funding from the sponsoring foreign government’s funding agencies with the sponsoring foreign organization as the recipient
- i. requirement to omit acknowledgment of the US home institution and/or the federal funding agency
- j. requirement not to disclose participation of such individual in such program, position, or activity
- k. having a conflict of interest or conflict of commitment contrary to Federal research award

and is sponsored by one of the following:

- a. a foreign country of concern or entity based in a foreign country of concern as defined in [42 USC §19237](#)(2) and (3)
- b. an academic institution on [the list developed](#) under 1286(c)(8) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019
- c. a foreign talent recruitment program on [the list developed](#) under 1286(c)(9) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

#### **D. Policy**

**D-1. Prohibited activity.** A Covered Individual is prohibited from participating in a MFTRP.

**D-2. Certification required in a proposal and annually by covered individuals.** A University employee who is a Covered Individual on a proposal shall certify in the proposal that they are not party to a MFTRP. Covered Individuals shall certify annually for the duration of a qualifying award that they are not party to a MFTRP.

**E. Consequences for false certifications.** False certifications or representations under this policy by a Covered Individual may result in discipline according to University policy or prosecution and liability pursuant to, but not limited to, 18 USC §§ 287, 1001, 1031, and 31 USC §§ 3729-3799 and 38002.

**F. Research security training requirement.**

**F-1. Training before proposal submission.** A Covered Individual submitting a proposal for a fundamental research project from the Department of Defense or a research and development project from another federal agency is required to have complete research security training within one year of the proposal due date. The proposal may not be submitted unless the research security training has been completed.

**F-2. Refresher training.** A Covered Individual may need to repeat research security training if required by the federal funding agency.

**G. Disclosures by non-Covered Individuals**

**G-1. Disclosures required by all University employees.** All University employees must disclose their participation in a FGTRP or MFTRP to the University as required by FSH 6240. Disclosures shall be reviewed and managed as stated in FSH 6240.

**G-2. Disclosures required by investigators as defined in FSH 5600.** In addition to G-1, a University employee who is an “Investigator,” as defined in FSH 5600, must disclose their participation in a FGTRP or MFTRP. Disclosures shall be reviewed and managed as stated in FSH 5600.

**H. Activities that are not FTRP**

**H-1.** The following international collaboration activities do not constitute a FGTP as long as the activity is not funded, organized or managed by an academic institution or foreign talent recruitment program on [the list developed](#) under 1286(c) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

**a.** Scholarly presentations and publishing written materials regarding scientific information not otherwise controlled under current law;

**b.** Participating in international conferences or other international exchanges, research projects, or programs that involve open and reciprocal exchange of scientific information, and which are aimed at advancing international scientific understanding and not otherwise controlled under current law;

**c.** Advising a foreign student enrolled at an institution of higher education or writing a recommendation for such a student, at student’s request; and

**d.** Engaging in the following international activities:

1. Activities that are partly sponsored or otherwise supported by the United States such as serving as a government appointee to the board of a joint scientific fund (e.g., the U.S.-Israel Binational Industrial Research and Development Foundation); providing advice to or otherwise participating in international technical organizations, multilateral scientific organizations, and standards setting bodies

(e.g., the International Telecommunications Union, Intergovernmental Panel on Climate Change, etc.); participating in a Fulbright Commission program funded in whole or in part by a host country government; or other routine international scientific exchanges and interactions such as providing invited lectures or participating in international peer review panels.

2. Involvement in national or international academies or professional societies that produce publications in the open scientific literature that are not in conflict with the interests of the federal research agency (e.g., membership in the Pontifical Academy of Sciences or The Royal Society).
3. Taking a sabbatical, serving as a visiting scholar, or engaging in continuing education activities such as receiving a doctorate or professional certification at an institution of higher education (e.g., the University of Oxford, McGill University) that are not in conflict with interests of the federal research agency.
4. Receiving awards for research and development which serve to enhance the prestige of the federal research agency (e.g., the Nobel Prize).
5. Other international activities determined appropriate by the federal research agency head or designee.

#### **I. Contact Information**

**I-1.** Contact the Office of General Counsel with questions about disclosures made by university employees under FSH 6240.

**I-2.** Contact the Research Conflict of Interest Coordinator at [uifcoi@uidaho.edu](mailto:uifcoi@uidaho.edu) with questions about disclosures required by Investigators under FHS 6500.

**I-3.** Contact the Undue Foreign Influence Coordinator at [ored-export@uidaho.edu](mailto:ored-export@uidaho.edu) with questions about disclosures required by Covered Individuals.

#### **J. Related Policies**

- FSH 3170 – University Ethics
- FSH 5600 – Financial Disclosures
- FSH 6240 – Conflicts of Interest or Commitment





## POLICY COVER SHEET

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### Faculty Staff Handbook (FSH)

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **FSH 3120 FACULTY OBLIGATIONS DURING PERIOD OF APPOINTMENT**

### Administrative Procedures Manual (APM)

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title:

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto:ui-policy@uidaho.edu). All changes must be made using “track changes.”

**Policy originator: Alistair Smith, FAC chair**

**Policy sponsor, if different from originator: Torrey Lawrence, Provost**

**Reviewed by General Counsel:**  Yes  No Name & Date: Karl Klein, 3/29/24

**Comprehensive review?**  Yes  No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.  
Section D-2 revised to clarify work and pay schedule for academic year appointments. Sections D-4 expanded and revised to clarify summer session obligations of faculty with academic year appointments.
- 2. Fiscal Impact:** What fiscal impact, if any, will this change have?  
AY faculty working on non-teaching duties during summer session are eligible to receive a contract for the outside-of-contract period if the work exceeds .125 FTE in a pay period. Additional responsibilities and assignments of a more permanent nature may be considered justification for adjustment of the employee’s contracted salary or responsibilities during the academic year, rather than justification for supplemental compensation.
- 3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.  
This is part of a group of policy revisions being proposed to align with the new deferred pay scheme for faculty. The other policies are FSH 3420 Faculty Salaries and FSH 4620 Academic Calendars.
- 4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

3120

FACULTY OBLIGATIONS DURING PERIOD OF APPOINTMENT

LAST REVISION: 2020

CONTENTS:

- A. ~~A.~~ Purpose
- B. Scope
- C. Periods of Appointment
- D. ~~B. D.~~ Service Obligation

A. PURPOSE. This policy sets forth the obligations of faculty during their periods of appointment.

B. SCOPE. This policy applies to all faculty at the University of Idaho.

CA. PERIODS OF APPOINTMENT. Professional academic personnel are regularly appointed for service either (1) during the academic year (in this context, the "academic year" encompasses the nine full months ending the day after the close of the spring semester) or (2) for the fiscal year beginning on July 1. Faculty salaries are detailed in FSH 3420.

DB. SERVICE OBLIGATION:

DB-1. Service and ~~Faculty-faculty Workloads~~workloads. Assignments of duties to academic personnel are made by college deans (FSH 1420 D) and departmental administrators (FSH 1420 E) in such a way that the schedule of course offerings will permit each student to complete his or hertheir curriculum in the time prescribed in the catalog and so that the research and service functions of the college and department can be carried out. Full-time appointments assume full-time service, but faculty members may engage in outside consulting as provided in FSH 3260.

DB-2. Academic-~~Year-year a~~Appointments (see FSH 3710 B-1.-c). Academic-year appointees are liable for duty assignments and are accountable for their service to UI throughout the nine-month period specified in A. This period normally begins before the official opening of the fall semester and before the date that is set by the appointee's dean for mandatory return to on-campus duty. These employees may, alternatively, be permitted to account for service during some mutually agreed different, but equivalent, period (i.e., to engage in research, prepare for classes, advise students, participate in new-student orientation, or perform similar academic functions). The work period for academic year appointments falls within 19.5 bi-weekly pay periods and faculty with this type of appointment will be compensated over 20 bi-weekly pay periods.

DB-3. Fiscal-~~Year-year a~~Appointments (see FSH 3710 B-1.-b). Fiscal-year appointees are obligated to perform services for UI throughout the year. Taking eligibility for vacation leave into account, this amounts to approximately 11 months of service each year.

DB-4. Summer ~~s~~Session ~~Appointments~~obligations for faculty with academic year appointments:

a. In general. Summer and other off-contract activities are not required for University of Idaho faculty. With or without additional compensation, agreeing to perform any duties outside of the normal academic calendar is entirely optional and at the discretion of each individual faculty. Faculty should consult with their associated advisory committees on efforts related to expectations under FSH 3500 but are not required to use off-contract time to meet those expectations. Regardless of whether a summer appointment exists, academic year faculty retain access to essential University services such as email, access to their respective offices, and, where applicable, access to research facilities, outside the normal academic calendar.

b. Changes in academic policy and procedure. Administrators should, if possible, avoid using the time outside of

## UI FACULTY-STAFF HANDBOOK

### Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

#### Section 3120: Faculty Obligations During Period of Appointment

July 2000

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the contract term for academic-year faculty to engage in decision making processes that significantly affect faculty and in which academic-year faculty would normally participate if the processes occurred during the academic year. Administrators should use forethought and sensitivity in asking faculty to devote any time outside of their contract terms for institutional outreach and service, whether compensated or not. They should be especially mindful of actual or perceived imbalances of power between them and faculty members arising from the latter's degree of job security, time at the University, tenure or non-tenure status, or belonging to any group protected by the University's anti-discrimination policies.

#### ca. Summer session **teaching obligations for academic year** appointments

1.

**Summer session teaching appointments.** Full-time summer appointments generally call for a basic teaching load of six or seven credits during eight weeks of service. These summer appointments are entirely optional. If the basic teaching load is less than six credits or requires less than eight weeks of service, the summer salary may be prorated accordingly. In addition to the basic teaching load of six or seven credits, faculty load may be increased by the assignment of students registered for research and thesis, directed study, etc. ~~Furthermore, faculty members on summer appointment are expected to perform other routine duties, such as student advising and committee work.~~

2.

-**Selection of summer session teaching faculty.** The selection of faculty members to teach during summer session is based on program needs. In some cases it may be desirable to appoint ~~visiting temporary~~ faculty instead of resident faculty members.

**3. -Timeline for summer session teaching appointments.** Summer appointments are made as soon as practicable following final development of the summer program. This generally means that a faculty member may be approached by the departmental administrator or dean as early as the preceding September to ascertain ~~his or her~~ the faculty member's interest in teaching during the following summer session. The plan for the summer program is generally completed by February 1, and recommendations for summer appointments are normally submitted to the president in March or April.

#### d. Summer session **non-teaching appointments for academic-year faculty**

1. Faculty working on non-teaching duties such as unit, college, or university committee assignments, recruitment initiatives, outreach, extension, administration, sponsored projects, etc., are eligible to receive a contract for the outside-of-contract period if the work is above .125 FTE in a pay period.

2. Additional responsibilities and assignments of a more permanent nature may be considered justification for adjustment of the employee's contracted salary or responsibilities during the academic year, rather than justification for supplemental compensation.

#### Version History

**Amended 2020.** Moved 3240 Section A: Faculty Workloads, which was already cross-referenced with 3120 B, to that

UI FACULTY-STAFF HANDBOOK

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section, which also necessitated some renumbering within that section.

**Amended January 2012.** Editorial changes.

**Amended July 2002.** Section C was removed with approval of new language in 3480.

**Amended July 2000.** Editorial changes.

**Adopted July 1979.**



## POLICY COVER SHEET

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**Faculty Staff Handbook (FSH)**

Addition  Revision\*  Deletion\*  Emergency  Minor Amendment

Policy Number & Title: **FSH 1640.36 DISMISSAL HEARING COMMITTEE**

**Administrative Procedures Manual (APM)**

Addition  Revision\*  Deletion\*  Emergency  Minor Amendment

Policy Number & Title:

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto:ui-policy@uidaho.edu). All changes must be made using "track changes."

**Originator:** Kristin Haltinner, Chair Committee on Committees

**Policy Sponsor, if different from Originator:** Torrey Lawrence, Provost

**Reviewed by General Counsel**      \_\_\_ Yes \_\_\_x\_\_\_ No                      Name & Date:

1.      **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.

The committee members requested that the Committee on Committees add language so that people serving on the committee are aware of the potential for summer meetings. This notification is a standard practice with/on other committees.

2.      **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

None.

3.      **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

4.      **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

## UI FACULTY-STAFF HANDBOOK

### Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

#### Section 1640: Committee Directory

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#### 1640.36

#### DISMISSAL HEARINGS COMMITTEES

**A. FUNCTION.** This committee will conduct a hearing at the request of a faculty member who has been terminated to determine whether their termination was properly based on the grounds stated (see FSH 3910 D-3 and 3920 D.)

**B. STRUCTURE AND MEMBERSHIP:** The DHC is composed of four faculty members and one administrator at the departmental level or above, six faculty members and three administrators as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. Due to the possibility a case may be appealed to the Faculty Appeals Hearing Board care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years. This committee meets during the summer.

**C. SELECTION:** The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Dismissal Hearings Committee and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

**C-1. Panel Chair's Role:** Once a panel chair has been selected, he/she will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The panel chair may request assistance from the Faculty Secretary, Ombuds or General Counsel's office throughout the hearing.

**C-2. Observers:** Both parties may have an advisor or counsel at the hearing.



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### Faculty Staff Handbook (FSH)

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **FSH 3490 GENERAL SALARY INFORMATION**

### Administrative Procedures Manual (APM)

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title:

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto:ui-policy@uidaho.edu). All changes must be made using “track changes.”

**Policy originator: Brandi Terwilliger**

**Policy sponsor, if different from originator: Brian Foisy**

**Reviewed by General Counsel: x\_\_Yes \_\_No** Name & Date: Karl Klein, 12/7/23

**Comprehensive review? \_x\_Yes \_\_No**

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.  
Nonpolicy information removed.
- 2. Fiscal Impact:** What fiscal impact, if any, will this change have?  
None.
- 3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.  
APM 55.05
- 4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

# 3490 - General Salary Information

## Owner:

- **Name:** Brandi Terwilliger
- **Position:** Director of Human Resources
- **Email:** brandit@uidaho.edu

**Last updated:** July 01, 2009

**A. SALARY INFORMATION IS PUBLIC.** The salaries of UI employees are public information and that information may be obtained through the University Library (Department of Special Collections and Archives).

## B. DISTRIBUTION OF PAYCHECKS.

**B-1.** Effective August 1, 2000, newly hired employees will need to designate a bank of their choice to which they authorize direct deposit of their paycheck. Information on procedures is provided at ~~New Employee Orientation~~ and also in the Administrative Procedures Manual [55.05](#).

**B-2.** Paychecks for employees hired before August 1, 2000 will ~~continue to be~~ **mailed available at the cashier's window in Business Systems and Accounting Services on the day Thursday before** the last working day of each biweekly payroll period following the period in which the payroll was earned (i.e. two weeks after the end of the pay period during which the payroll was earned.) If the last day of a payroll period is a holiday, checks will ~~be mailed the day before the pay day.~~ **be available on the next working day.**

**C. INCOME TAX WITHHOLDING.** In accordance with federal and state laws, income tax is withheld from the salaries and wages of UI employees. Each employee is responsible for filing a W-4 online in Vandalweb.n exemption certificate at Human Resources.

**D. W2 forms** Statements of withholdings for income tax (W-2) are available about the third week in January; those for salaried ~~on campus~~ employees are sent to departments for distribution, and temporary ~~help employees and off campus employees~~ will be mailed to the ~~W2 address in the Banner system.~~ pick theirs up at the cashier's window in Business Systems and Accounting Services. When leaving the employ of UI, employees should furnish the Payroll Office the address to which the W-2 form is to be mailed.

Commented [B1]: Not a UI Policy, but a federal requirement



# University of Idaho

## POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy))  
[3/09]

**Faculty/Staff Handbook [FSH] XX** Addition  Revision\*  Deletion\*  Emergency  
Minor Amendment

**Chapter & Title:** FSH3480 Compensation for Service in Addition to Regular Duties

**Administrative Procedures Manual [APM]**  Addition  Revision\*  Deletion\*  Emergency  
Minor Amendment

**Chapter & Title:** \_\_\_\_\_

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu) respectively.

\*Note: If revision/deletion request original document from [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu), all changes must be made using "track changes."

Comprehensive Review Was Conducted

**Originator(s):**

Brandi Terwilliger 4/11/2023  
Name Date

**Telephone & Email:**

885-3008 brandit@uidaho.edu

**Policy Sponsor:** (If different than originator.)

Brian Foisy \_\_\_\_\_  
Name Date

**Telephone & Email:**

885-7590 brianfoisy@uidaho.edu

**Reviewed by General Counsel**  Yes  No Name & Date: Kim Rytter on 4/10/23

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. a. **Minor clarification edits.** Confirmed changes with Provost Office. b. FAC also made suggested revisions (in brown text).

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?  
None

II. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: \_\_\_\_\_

Policy Coordinator  
Appr. & Date: \_\_\_\_\_  
[Office Use Only]

APM  
F&A Appr.: \_\_\_\_\_  
[Office Use Only]

FSH  
Appr. \_\_\_\_\_  
FC \_\_\_\_\_  
GFM \_\_\_\_\_  
Pres./Prov. \_\_\_\_\_  
[Office Use Only]

Track # \_\_\_\_\_  
Date Rec.: \_\_\_\_\_  
Posted: t-sheet \_\_\_\_\_  
h/c \_\_\_\_\_  
web \_\_\_\_\_  
Register: \_\_\_\_\_  
(Office Use Only)

# 3480 - Compensation for Service in Addition to Regular Duties

Last updated: ~~July 01, 2021~~

A. The president or designee may request a UI exempt employee or faculty member to perform responsibilities or provide services beyond the scope of ~~his or her~~ the employee's primary appointment. The president or designee can authorize payments in addition to regular salary and these payments must be reported to the regents in a semi-annual report. See [RGP II.C.4.](#), [RGP II.F.2.](#), [RGP II.G.2.](#) Deans and other administrative officers are responsible for ensuring that required approvals have been granted for employees receiving additional compensation for service that is not part of the employee's position description. See FSH 3120 for faculty obligations during periods of appointment and summer session.

B. ~~For faculty the~~ The following activities are considered additional duties subject to this policy:

~~B-1. Employees T~~ eaching during the intersession between fall and spring semesters.

~~B-2. Employee p~~ Participation in short-term programs, such as symposiums and conferences, sponsored by UI colleges or departments.

~~B-23. Employees T~~ eaching continuing-education courses or for grading correspondence-study courses when such activities are not a part of their regularly assigned responsibilities. No combination of continuing-education or other teaching overloads is to impose a total requirement on the employee's time that is greater than about one additional day a week (exclusive of periods of vacation leave or legal holidays).

~~B-34. Services to UI that are clearly beyond the employee's assigned duties and are not performed on days for which the employee is paid for regular duties. Such services are subject to the limitations on private consulting stated in FSH 3260. In addition, prior approval by the employee's departmental administrator must include a certification that:~~

- a. ~~T~~ he work to be performed is an overload,
- b. ~~W~~ ork schedules cannot be rearranged to include the work in the employee's regular duties, and
- c. ~~N~~ o other qualified UI personnel are available to do the work as a part of their regular duties.

See FSH 3440 for policies regarding compensation for classified staff performing service in addition to regular duties.

## Version History

Amended July 2021. Editorial changes.

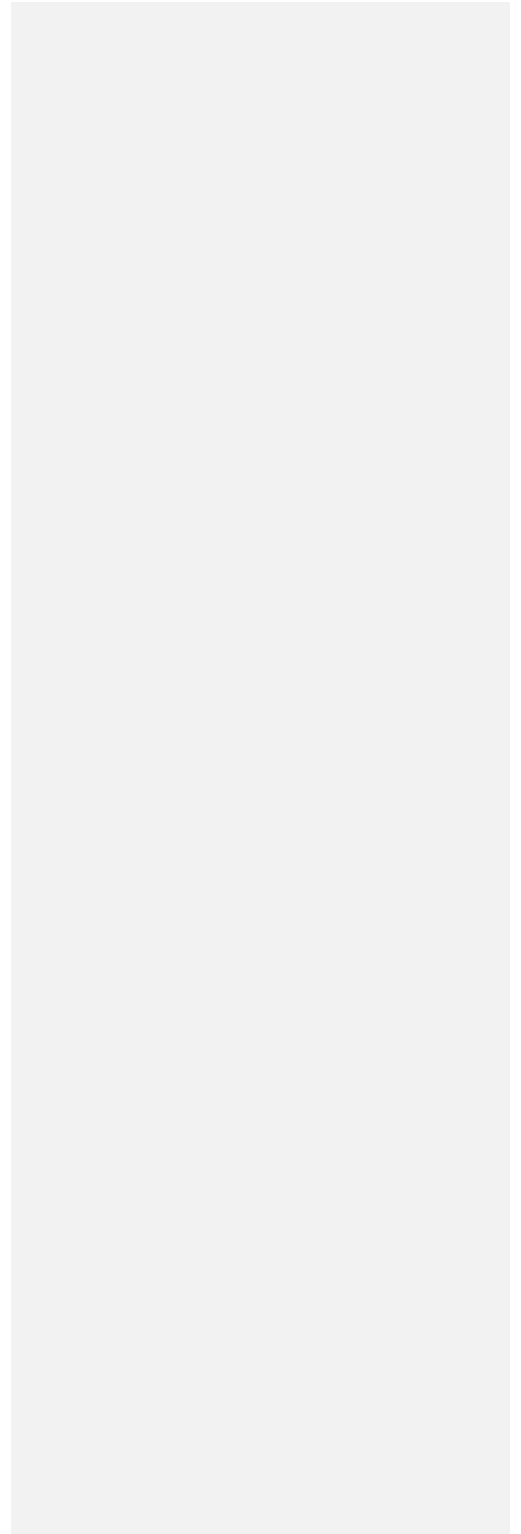
Commented [AS1]: FAC proposed to strike this as its already encapsulated in B-4.

**Amended January 2007.** Editorial changes.

**Amended July 2002.** Revised to incorporate regents' policy changes.

**Amended July 1988.** Revised to clarify what needed regents' approval.

**Adopted 1979.**





## POLICY COVER SHEET

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### Faculty Staff Handbook (FSH)

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title:

### Administrative Procedures Manual (APM)

Addition  Revision\*  Deletion\*  Interim  Minor Amendment

Policy Number & Title: **APM 50.16 Criminal Background Check**

\*Note: If revision or deletion, request original document from [ui-policy@uidaho.edu](mailto:ui-policy@uidaho.edu). All changes must be made using "track changes."

**Policy originator: Brandi Terwilliger, Director of Human Resources**

**Policy sponsor, if different from originator: VP Brian Foisy – Reviewed and approved 4/8/24**

**Reviewed by General Counsel:  Yes  No Name & Date: Karl Klein; 4-5-24**

**Comprehensive review?  Yes  No**

**1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.

Slight edit to the policy for prior coverage given we have an inability to access old records. Removal of the J-1 Scholars exception per IPO – they do not get a background check and should get one.

**2. Fiscal Impact:** What fiscal impact, if any, will this change have?

Should only have minimal impact, if any. Would require a new CBC to be conducted for an existing employee if they are changing positions and their CBC is older than 3 years. Current cost is approximately \$65.00 depending on the number of locations a person has lived.

**3. Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.

**4. Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 H) unless otherwise specified.

No later than July 1, 2024.

## 50.16 - Criminal Background Check Procedures

Last updated: January 01, 2022

**A. Purpose.** This policy sets forth requirements for criminal background checks for employees.

**B. Scope.** This policy applies to all employees.

**AC. General Policy.** Criminal background checks confirm an individual's fitness relative to the requirements of their employment or volunteer service at the University of Idaho (U of I).

U of I requires criminal background checks for all non-student positions, graduate student appointees, postdoctoral scholars, and temporary help positions (T1, T4, etc.). U of I requires criminal background checks for student positions (ST/SF/SI), interns, and volunteers only if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. This list is not intended to be exhaustive. Questions on background check requirements should be directed to Human Resources (HR). *{rev. 3-18, 1-22}*

The requirements of this procedure policy also apply to existing employees being considered for changes in position, transfers, and promotions. However, if an existing employee has a previous background check on file within the prior three years with U of I, and that background check is applicable to the change in position, transfer, or promotion, a new background check will not be required. A background check is not required for general faculty promotions in rank pursuant to FSH 3500 where the faculty promotion does not involve an internal or external search. *{rev. 11-12, 12-14, 3-18}*

Non-compliance with this procedure will be communicated to the Office of General Counsel and the appropriate vice president.

**BD. Procedures for Criminal Background Checks.** The U of I will conduct criminal background checks on the recommended candidate(s) for all positions listed in Section AC. Hiring authorities must request criminal background checks for student positions (ST/SF/SI), interns, and volunteers if the work will involve contact with minors or the hiring authority determines the work to be security-sensitive. Security-sensitive work may involve access to restricted facilities, resources, finances, data, confidential information, or research as determined by the hiring authority. *{rev. 3-18}*

**BD-1. Required nNotification of cCriminal bBackground cChecks.** All advertisements, notices, and postings for positions listed in Section AC must state: "This position is subject to the successful completion of a criminal background check." No candidate for a position listed in Section AC shall commence employment until a satisfactory criminal background check has been received by HR. Any offers associated with these positions must be made contingent on a satisfactory criminal background check. *{rev. 3-18}*

For student (ST/SF/SI), intern, and volunteer positions for which a search was not necessary or was waived, the hiring authority will provide the candidate or volunteer with written notice of the criminal background check requirement prior to offering the position. The candidate or volunteer can only be offered the position contingent on a satisfactory criminal background check. The candidate or volunteer must not begin work or begin the new responsibilities until a satisfactory criminal background check has been received by HR. *{add. 10-07, ed. 11-12, 1-22, rev. 3-18}*

**BD-2. Required aAuthorization for cCriminal bBackground cCheck.** ~~If a search runs through the UI online recruitment system, the criminal background check is initiated during the hiring proposal process. For hires outside the online recruitment system, the~~ The hiring unit must submit a Department Request for Criminal Background Check via the on-line request for background check. The request shall include the following information: candidate name and email address, position title/action number, budget number, and unit. The candidate will receive an email from the background check vendor to initiate the background check. The candidate must submit the required personal information at a secure website and electronically sign the Disclosure and Authorization forms. The candidate will then receive a summary of rights under the Fair Credit Reporting Act (FCRA), and the background check will begin. ~~The third-party consumer reporting agency will provide the background check results to HR. HR will review the background check' results to determine whether the candidate meets the criteria for the position. HR will notify the hiring authority of the results of the background check. Costs associated with criminal background checks will be charged to the hiring unit.~~ *{rev. 11-12, 12-14, 3-18}*

**DB-3. Contingent offer of employment.** If circumstances require that a job offer be made prior to the completion of the background check, the hiring unit must use the approved contingent offer letter template found on the HR website, which includes the following language: "This offer is contingent upon the completion of a satisfactory criminal background investigation and other pre-employment requirements." Although a contingent offer may be made, the employee may not begin work in any capacity, including attending orientations for the unit or University, without a completed satisfactory background investigation and other pre-employment paperwork. It is recommended that a written offer not be made until the satisfactory criminal background check has been completed and confirmed by HR. *{rev. 3-18}*

**DB-4. Prior cCriminal bBackground cCheck qualifies.** If a candidate is being rehired or reappointed into the same position, has ~~previously (in the prior three years)~~ met the background check requirement for that position, and the break in service is less than one year, the background check requirement may be waived at the discretion of the senior HR executive, or designee. *{rev. 10-07, 11-12, 3-18}*

**DB-5. Day cCare cCenters must comply with I.C. § 39-1105.** Employees or volunteers at day care centers who have direct contact with children are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies. The procedures set forth in this APM 50.16 do not apply these individuals. *{ed. 3-18, 1-22}*

**DB-6. ~~U~~ College of Agricultural and Life Sciences uUnique rRequirements.**

**a. Non-4-H yVolunteers.** The ~~University's~~ College of Agricultural and Life Sciences (CALS) has implemented additional criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALS may be subject to additional screening requirements pursuant to those procedures. *[rev. 10-07, 3-18 ed. 11-12, 1-22]*

**b. 4-H yVolunteers.** Volunteers through the 4-H programs who have direct contact with children are subject to the criminal history check procedures set forth in the 4-H Youth Development Policies and Procedures. *[add. 1-22]*

~~**B-7. J-1 Scholars and Exceptions.** J-1 scholars are visiting temporary workers here by invitation to perform specialized work. The Department of Homeland Security performs background checks on all J-1 scholars. Therefore, these temporary workers are exempt from the requirements of this procedure. The senior HR executive or designee may provide exemptions for other employees in similar situations. *[add. 3-18, ed. 1-22]*~~

**Commented [B1]:** J-1 Scholars do not complete a background check as noted. Per IPO, this section should be removed and a CBC be required in accordance with regular processes.

**DB-78. Successful aApplicants rRecruited through an aAuthorized sSearch fFirm.**

When an authorized search firm is used to recruit for key leadership roles, where the service provided includes a background check that is no less comprehensive than that conducted by the ~~U~~U of I, the senior HR executive or designee may approve the use of the search firm background check for purposes of employment in that position. All background checks are to be sent to HR and not provided to search committees, etc. to maintain consistency in process. *[add. 1-22]*

**CE. Procedures for cCriminal bBackground cChecks for sSecurity pPurposes.** If the senior HR executive or designee has reasonable grounds to believe that an employee or volunteer represents an immediate threat to the safety and security of the ~~U~~U of I community, HR may conduct a criminal background check through the Idaho State Police or other appropriate agency. The written authorization of the employee to conduct this check will be obtained in most cases. However, in certain circumstances, it may not be possible or feasible to obtain written authorization. In those cases, a limited background check may be performed through the Idaho State Police or other appropriate agency. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the ~~U~~U of I community and will be shared strictly on a "need to know" basis. *[ed. 11-12, rev. 3-18]*

**DE. Results of cCriminal bBackground cChecks.**

**DE-1. Applicants nNew to UU of I.** If the criminal background check identifies a convictions, with the exception of FD-3 below, determinations of fitness for employment will be made by Human Resources, and may include ~~in~~ consultation with appropriate hiring authority, based on the nature and details of the conviction, date of the conviction, how the crime relates to the job in question, evidence of rehabilitation, and other relevant factors. *[rev. 3-18, 1-22]*

**FD-2. Current eEmployees.** When a current employee with a convictions is considered for changes in position, transfers, or promotions, ~~the determination of whether to exclude the candidate will be made by~~ the senior HR executive or designee, ~~and may include in~~ consultation with the appropriate hiring authority, ~~will determine whether to exclude the candidate.~~ *[rev. 3-18]*

If, pursuant to this procedure, a criminal background check is conducted on a current employee and an event is uncovered that was not previously considered, ~~UU of I~~ may initiate personnel action against the employee. In these cases, the senior HR executive or designee in consultation with the Risk Management Officer and other applicable personnel, will determine what action, if any, should be taken. The senior HR executive or designee may ask the employee for a written explanation of the offense(s). *[rev. 11-12, 3-18]*

**DE-3. Disqualifying eEmployment cConvictions.** A record of any of the following convictions will generally result in automatic exclusion of the candidate or termination of a current employee: *[rev. 3-18]*

**a.i)** Conviction of any crime against a child or vulnerable adult (including but not limited to child abuse, abandonment, neglect, and statutory rape);

**b.ii)** Conviction of any crime of violence;

**c.iii)** Conviction of any crime of a sexual nature, including but not limited to lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape;

**d.iv)** Conviction of any crime involving unlawful use or possession of a weapon or firearm. *[ed. 11-12]*

**FD-4. “Conviction” dDefined.** For purposes of this procedure, the term “conviction” will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges. *[ed. 3-18]*

## **EG. Communication of rResults and eEmployee rRights**

**GE-1. Consumer rReporting aAgency.** Procedures when the report has been provided by a consumer reporting agency (e.g., Verified Credentials) shall be as follows: *[ed. 12-14, 3-18, 1-22]*

**a.i)** If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the



candidate or employee with a copy of the report, and (3) provides the candidate or employee with a written description of ~~his or her~~their rights under the Fair Credit Reporting Act.

ii) After the adverse action has been taken, HR will provide the candidate with an Adverse Action Notice, which includes (1) the name, address, and phone number of the consumer reporting agency that supplied the report, (2) a statement that the consumer reporting agency that supplied the report did not make the decision regarding the adverse action and cannot provide the reasons for the adverse action, and (3) a notice of the individual's right to dispute the accuracy or completeness of any information the agency has furnished, and ~~his or her~~their right to an additional free consumer report from the agency upon request within 60 days.

~~iii)c.~~ A candidate or employee who has received an initial unsatisfactory result and who has sought correction of ~~his or her~~their report under the Fair Credit Reporting Act is not eligible for a listed position until the senior HR executive, or designee has confirmed the correction and determined that the result is satisfactory. The ~~UU of I~~ has no obligation to hold a position open to allow a candidate or employee to correct ~~his or her~~their report. *~~fed. 11-12, 3-18~~*

**~~GE-2. Government r~~Reporting ~~a~~Agency.** Procedures when the report has been provided by a governmental agency (e.g., Idaho State Police) shall be as follows:

If a decision has been made to exclude a candidate, or initiate action against a current employee, based on an unsatisfactory background check, HR shall (1) notify the individual in writing of the unsatisfactory result, and (2) provide the candidate or employee with a copy of the report. *~~fed. 1-22~~*

**~~FH. Record Keeping~~keeping.** Criminal history information collected under this procedure shall be kept electronically with the third party vendor or in accordance with record retention requirements (see [APM Chapter 65](#)). The information will be used solely for the purpose of maintaining the safety and security of the ~~UU of I~~ community and will be disclosed only as permitted or required by law. *~~rev. 10-07, 11-12, 3-18~~*

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## Version History