

University of Idaho

Approved at UFM Mtg #2
Oct. 27, 2022

2022 – 2023 University Faculty Meeting Minutes – **Pending Approval**

Meeting #1

Monday, September 19, 2022, at 3:00pm (PT) / 4:00pm (MT)
International Ballroom of the Bruce M. Pitman Center and *via* Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.

Paul L. Blanton

Dean and Professor Emeritus
College of Art and Architecture
May 2022

Isabel Emily (Clyde) Bond

Instructor
Director of Upward Bound Program
June 2022

Edmund Chavez

Faculty Emeritus
Psychology & Communication
July 2022

Charles S. Dunham

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Extension Educator
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Associate Professor Emeritus
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Cecelia Eaton Luschig

Professor Emeritus

Modern Languages and Cultures

June 2022

Leon F. Neuenschwander

Professor Emeritus

Forest, Rangeland and Fire Sciences

June 2022

- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 96 voting members of the faculty were required for a quorum. 166 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2021-2022 University Faculty Meeting #4 (May 4, 2022) were approved as distributed.
- Special Orders – Faculty Senate Chair Kelly Quinnett
 - Recognition – a complete list can be found in the slides attached to the [UFM #1 Binder](#)
 - Reading of new leadership – Provost
 - Reading of internal leadership changes – Provost
 - Reading of new faculty and recognition of promotion and/or tenure including University Distinguished Professor rank bestowed this year – College Deans
 - Reading of faculty senator terms completed 2022-23 – Kelly Quinnett
 - Consent Agenda (voting items)
 - Sabbatical Leave Committee Recommendations
There were no requests to remove items from the consent agenda for discussion and vote. The consent agenda was approved by unanimous consent.

- Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 6440 Persons with Acquired Immune Deficiency Syndrome (AIDS), deletion

This proposal is part of a broader review of HR policies. External health consultants and our legal team have recommended to remove this policy and handle it more broadly. Moving forward, the university will follow the Health Department and CDC guidelines adopting the same processes as for any infectious disease.

Votes: 130 YES 2 NO

Approved.
 - Proposal to reconsider FSH 3160 Academic Freedom (“Tabled” at 2021-22 UFM #4, 05-04-2022)

At the last 2021-22 UFM, this policy was tabled for further consideration. We wish to bring it back to the forefront, which requires a seconded motion and a majority vote. Moved and seconded (Jerry Long/Patricia Colberg) to bring the item back from the table. Result of the poll: majority in favor of reconsidering FSH 3160.

Senate Chair Quinnett recognized former Senate Chair Russ Meeuf, who participated in the development of the SBOE policy, and asked him to provide some context.

Russ Meeuf: The revision presented last May was made to align institutional academic freedom policy with the new SBOE Policy III.B. Academic Freedom and Responsibilities. The proposal is to delete our current policy and include a link to the SBOE policy. The latter was the result of a thorough and diligent effort from all four institutions in the state. The policy was led and written by faculty and it is a vast improvement over our present one. It is broader and defines a much clearer set of parameters about what academic freedoms we have in teaching and curriculum development. Should the state board want to make changes, we would know it in advance and have plenty of opportunity to weigh in. There is a high degree of transparency built into the process. Furthermore, we can include additional points that we find helpful, as long as they do not contradict the SBOE policy.

Discussion:

In reference to the concerns raised last May, a faculty asked whether a new policy can be “flagged” to ensure the institution’s prompt attention to potential SBOE revisions and ease the concerns voiced by faculty last May. Provost Lawrence reiterated that it is built into the process that we, as an institution, are involved in the approval or revision of policies. We, and the other institutions in the state, are legally required to follow SBOE. Keeping the current policy would be confusing.

Votes: 122/135 YES 13/135 NO

Approved.

This concluded the Special Orders part of the meeting.

- President’s Remarks

The President is happy to be able to join remotely with our faculty from around the state.

We have a lot to be proud of at the U of I and we continue to rise thanks in large part to our dedicated faculty and staff. We have regained our financial footing. Although we have more work to do to fully repair our balance, we are living within our means and have been able to invest back into the university, including the recent improvements to our benefits that will help new parents.

Our residence halls are filled to capacity by the incoming class of students. Our freshman class will be around 17% larger than last year, and our total enrollment (excluding dual credit enrollment) has increased by about 3%. We are growing, unlike many universities in the state and the country.

For the third year in a row, U.S. News and World Report has ranked us the No. 1 Best Value among public universities in the West, and No. 2 nationally, a narrow gap behind North Carolina. We are ranked 87th among all public universities in the country, ahead of several of our regional peers – Wyoming, WSU, Utah State, Nevada, Montana State, and Montana.

We are grateful to our alumni and friends across the state for their support. Private fundraising is more important than ever in this critical time for higher education. We raised more than \$64 million last year, \$10 million over our previous record.

This year, we successfully reaffirmed our accreditation. We received commendations from the review committee for: commitment and passion of our faculty and staff; improvement of the university finances; increased use of data to inform decision making; and our strong advising system. We also received five recommendations for improvement, which we are busy addressing.

Our research awards are up 40% from FY 2020 for the second consecutive year. In spite of the recent challenges, our faculty continued to earn awards and conduct impactful research. The USDA just awarded \$50 million to CALS to incentivize climate-smart agriculture. This is the largest grant ever in the history of U of I.

Today, we welcome 70 new faculty and honor 63 who have earned tenure and promotion. There will be a reception immediately following the meeting in the International Ballroom to celebrate our colleagues.

We acknowledge our most-recent faculty member to join the exceptional group of University Distinguished Professors: Alexander Karasev, Entomology, Plant Pathology and Nematology. The rank of University Distinguished Professor is a recognition of sustained excellence in teaching, scholarship, outreach, and service. President Green invited all the University Distinguished Professors to stand, or raise a hand on zoom, to be recognized.

A few important events to keep in mind:

- The Borah Symposium – September 27-28.
- Second phase of the “Brave.Bold.” Capital Campaign – October 20. More information will come. The President hopes for a large turnout for this important event.

President Green is proud of and grateful for our faculty and staff engagement and contribution to our success as a university.

Discussion:

A faculty inquired about the specific recommendations from the accreditation team. Provost Lawrence took the question:

- How to use assessment information to actually improve classes.
- Further clarification on how we report data and publish data (these are two related recommendations). Gwen is working with Institutional Research and the web team to address these recommendations.

- Two related recommendations: 1. evaluate whether we have appropriate staffing, and 2. faculty and staff roles: ensure clarity in position descriptions and expectations. Efforts are ongoing to map out a path to address all of these recommendations.

President Green was asked to comment on the challenges and opportunities we can expect from the upcoming legislative session. President Green: there are opportunities in the large surplus of tax dollars. A supplemental tax break for all people in the state was approved, and some money was committed to higher education and K-12. Challenges come from people who do not support higher education and spread false narratives.

Has there been a response by our Vandal Health Clinic to the recent changes in women's healthcare available in the state? President Green, joined by Provost Lawrence and Acting General Counsel (GC) Kent Nelson: the office of GC is working on a communication to guide employees on how to be compliant with the law.

What are the priorities for the Capital Campaign? President Green: student success and awarding scholarships continue to be a priority, as does identifying sustainable solutions for Idaho (with a focus on the institution). More on the October 20 event.

Are there plans for student housing as we grow enrollment? We are working on that. Possibly, we can use older building (1970s) as temporary housing. In progress. We hope to add that capacity in the near future.

In response to a question about whether the university is optimistic or pessimistic about funds for higher education, President Green explained that we are preparing for anything and will respond quickly. No matter what we do, however, false narratives will remain. Please be careful when speaking to the press.

A few announcements/comments from the audience:

- This year we celebrate the 50th anniversary of the Women's Center.
- Friday, September 30, at 3pm in the Tribal Lounge: dedication ceremony for the Sacagawea statue, a generous donation from U of I alumni Rich and Sharon Allen.
- Senate Chair Quinnett announced that Jamie Derrick was promoted to Clinical Full Professor in Psychology.
- Thanks to all search committees for bringing the new people on campus!

Thank you and Go Vandals!

- Adjournments
The agenda being completed, President Green adjourned the meeting at 4:17pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

University of Idaho

2022 – 2023 University Faculty Meeting Agenda

Meeting #1

Monday, September 19, 2022, at 3:00pm (PT) / 4:00pm (MT)
International Ballroom of the Bruce M. Pitman Center and *via* Zoom

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green **Attach. #1**
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green
 - Minutes of the 2021-2022 University Faculty Meeting #4 (May 4, 2022) **Attach. #2**
- VI. Special Orders–Faculty Senate Chair Kelly Quinnett
 - Reading of the new faculty and recognition of promotion and tenure by College Deans
 - Consent Agenda (vote)
 - Sabbatical Leave Committee Recommendations **Attach. #3**
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 6440 Persons with Acquired Immune Deficiency Syndrome (AIDS) (vote) **Attach. #4**
 - Proposed Changes/Additions to Faculty-Staff Handbook to bring back from the table
 - FSH 3160 Academic Freedom (“Tabled” at 2021-22 UFM #4, 05-04-2022.) **Attach. #5**
- VII. Announcements and Remarks – President Green
- VIII. Adjournments – President Green

Attachments:

- Attach. #1: In Memoriam
- Attach. #2: UFM 2021-22 Mtg #4 Minutes
- Attach. #3: Sabbatical Leave Committee Recommendations
- Attach. #4: FSH 6440
- Attach. #5: FSH 3160

Attach. #1

IN MEMORIAM
for
University Faculty Meeting
FALL 2022
(To be read at September 19, 2022, UFM)

This listing was compiled by the Office of the Provost and Executive Vice President, Fall 2022 for the dates April 22, 2022, through September 12, 2022. Faculty omitted will be recognized on the listing prepared for the next University Faculty Meeting.

Paul L. Blanton

Dean and Professor Emeritus
College of Art and Architecture
May 2022

Isabel Emily (Clyde) Bond

Instructor
Director of Upward Bound Program
June 2022

Edmund Chavez

Faculty Emeritus
Psychology & Communication
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Modern Languages and Cultures

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Professor Emeritus

Forest, Rangeland and Fire Sciences

June 2022

University of Idaho

2021 – 2022 University Faculty Meeting Minutes – Pending Approval

Meeting #4

Wednesday, May 4, 2022, at 2:30pm (PT) / 3:30pm (MT)

Zoom only

President Scott Green Presiding

- President Green called the meeting to order at 2:30pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office from February 10, 2022, through April 22, 2022. Faculty omitted will be recognized at the next University Faculty Meeting.

James “Jim” Cassetto

Professor Emeritus of Industrial Technology Education

College of Education, Health and Human Sciences

February 2022

W. Daniel Edwards

Professor Emeritus of Chemistry

College of Science

March 2022

Ernest “Ernie” Brannon

Professor Emeritus of Fishery Resources and Animal Science

College of Natural Resources

March 2022

James “Jim” Murphy

Professor Emeritus of Music

College of Letters, Arts, and Social Sciences

April 2022

Dale Goble

Distinguished Professor Emeritus of Law

College of Law

April 2022

- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 96 voting members of the faculty were required for a quorum. 119 eligible voters were counted and thus a quorum was present. Today’s agenda includes items from FSH 1520 Constitution of University Faculty. In addition to a quorum, those require a 2/3 majority of the votes in order to be approved.
- Approval of minutes – President Green
 - The minutes of the 2021-2022 University Faculty Meeting #3 (February 23, 2022) were approved as distributed.
- Special Orders – Faculty Senate Chair Russ Meeuf
 - Consent Agenda (voting items)
 - Scientific Misconduct Committee Membership
The Committee on Committees, on consultation with the Vice President for Research and Economic Development, recommends the following additions to the Scientific Misconduct Committee: Jill Johnson, Jack Sullivan, Eric Stuen, Stephen Cook.
Approved.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 4120 Catalog Change Procedure
This is part of a reorganization of FSH 1420, 1460, 1520, 1540, and 4120, the goal of which is to consolidate all university faculty meeting procedures into FSH 1540 Standing Rules of the University Faculty, all catalog change procedures into FSH 4120 Catalog Change Procedures, and all university-wide policy change procedures into FSH 1460 University-wide Policy Process. The revision to FSH 4120 moves catalog change procedures from FSH 1540 into this policy and streamlines and simplifies the curricular approval processes while maintaining appropriate levels of transparency and shared governance. These changes will reduce administrative workload and allow for more flexibility in approving curricular change and additions.
Votes: 115/119 YES 4/119 NO
 - FSH 1520 Constitution of University Faculty
The main changes to this policy are as follows:1. Removes information about UFM procedure from Article III to FSH 1420 Standing Rules of the University Faculty. 2. Removes outdated information about remote participation in Faculty Senate meetings from Article V.
Votes: 118/119 YES 1/119 NO
 - FSH 1460 University-Wide Policy Process
The main changes to FSH 1460 are as follows: The policy has been reorganized and rewritten to place the steps in the policy change process in chronological order, to reflect actual practices in policy development, to eliminate numerous redundancies, and to clarify

responsibilities. Section F incorporates information about the president's role in policy approval removed from FSH 1420. Section G creates a new and more flexible option for interim policies. Throughout, the revisions describe the role of policy owners in policy development and in board-required regularly scheduled policy review.

Votes: 119/119 YES 0/119 NO

▪ FSH 1540 Standing Rules of University Faculty

The main changes to this policy are as follows: 1. Removes material on catalog change procedure to FSH 4120; 2. Incorporates material on UFM procedure removed from FSH 1520; 3. In order to conserve limited administrative resources, removes restriction on voting items for the first UFM of the fall semester and removes the requirement of introducing new faculty and academic and administrative officers at that meeting.

Votes: 119/119 YES 0/119 NO

▪ FSH 1420 University Administration

Main changes are as follows: 1. Description of administrative roles deleted (does not serve a policy purpose); 2. University faculty meeting procedures moved to FSH 1540 Standing Rules of the University Faculty; 3. The part concerning review of administrators deleted (conflicts with FSH 3320); 4. Sections regarding appointment of acting, interim, and term administrators revised for efficiency and uniformity as a university-wide process; 5. Content of FSH 1567 (see below) is included in this policy.

Votes: 119/119 YES 0/119 NO

▪ FSH 1567 Appointment of Administrators with Academic Rank

The content of this policy will be moved to FSH 1420 to resolve a partial redundancy.

Votes: 118/119 YES 1/119 NO

▪ FSH 1565 Academic Ranks and Responsibilities

The primary purpose of the proposed changes to FSH 1565 is to provide a stronger/clearer signal to faculty with teaching responsibilities about the variety of ways that they may demonstrate their teaching effectiveness. For example, mid-term formative evaluation of instruction (FSH 2700 B-6) is hidden in policy. FSH 1565 currently includes a paragraph about validating/evaluating teaching, with no mention of mid-term evaluations, and with an incomplete list of additional methods for evaluating teaching. The proposed language strengthens that paragraph, thereby signaling to faculty about the variety of means by which their teaching effectiveness could be evaluated.

Votes: 115/119 YES 3/119 NO

▪ FSH 3160 Academic Freedom

This revision is made to align institutional academic freedom policy with the newly adopted SBOE Policy III.B. Academic Freedom and Responsibilities. The institutional policy has historically addressed only academic freedom of faculty and therefore was placed in Chapter 3 Employment Information. The new Board policy addresses academic freedom of both faculty and students; thus this revision moves the UI policy to Chapter 4 General Academic Policies.

Discussion:

Some faculty expressed concern about the SBOE policy being referenced rather than appearing explicitly in the U of I policy – future changes from SBOE would not require any action on our part and may go “unnoticed.” Others argued that our policy must align with SBOE anyways

and having to change the text to comply with potential future revisions by SBOE, no matter how minor, would be very cumbersome, with no difference in the outcome. After some discussion, it was moved and seconded (Quinnett/Johnson Leung) to table this item for further consideration.

▪ FSH 4170 Maintaining Instructional Order

This policy is to clarify an instructor's authority to manage the classroom and outline the procedure for temporary or permanent dismissal of a student from a class.

Votes: 120/123 YES 3/123 NO

▪ FSH 5300 Copyrights, Protectable Discoveries and Other Intellectual Property Rights; FSH 5400 Employment Agreement Concerning Intellectual Property; 1640.56 Intellectual Property Committee

This proposal is to remove redundancy between FSH 1640.56 and FSH 5300, both which establish a committee to handle IP and copyright infringement situations. The function of 1640.56 was *"to consider, investigate, and make recommendations toward resolution of disputes concerning (1) ownership of mask works and copyrightable and patentable materials, and (2) allegations of unauthorized use of copyright infringement of UI sponsored materials."*

As part of the proposed revision to FSH 5300 we are altering the structure of the provost appointed committee to ensure that half of the faculty members will be selected from Research Council to preserve the intent of shared governance that was achieved with FSH 1640.56. In addition, the forms contained in FSH 5400 will now be attachments to FSH 5300. This change is being made because the forms themselves are not policy but rather implement the policy contained in 5300.

Votes: 120/121 YES 1/121 NO

▪ FSH 3715 Graduate Student Parenting Leave

This policy, presented by the Graduate & Professional Students Association (GPSA), will provide full-time graduate students (GS) four weeks of parenting leave after the birth, adoption, or foster placement of a child. A student taking parenting leave will maintain current status as a degree-seeking student, applicable tuition waivers, appointment without pay, and be shielded from discrimination or retaliation in response to the parenting leave.

Discussion:

A discussion followed about amending the policy to allow a longer parenting leave. It was noted that graduate student representatives are anxious to see the policy in place as soon as possible, as currently they have no protection, and will consider possible extensions at a later time.

Votes: 112/121 YES 9/121 NO

▪ FSH 3080 Classification and Appointment of University Positions

These minimal changes are to revise policy to remove redundancy of offer letter and salary agreement. Offers letters will serve as salary agreements for the remainder of the agreement period. Regular annual salary agreements will remain as part of the process. These changes bring the process in line with the current process for faculty.

Votes: 117/118 YES 1/118 NO

▪ FSH 3320 Annual Performance Evaluations of Faculty/Academic Administrators

Language has been clarified throughout and conflicting information has been resolved. New provisions allow bylaws to require regular review of administrators that follow the same process as faculty-initiated review. This is to avoid disparities in the review process across units. The review committee has been reconfigured.

Votes: 112/116 YES 4/116 NO

▪ FSH 6990 Communicable Disease Emergency Response

These revisions are needed to bring FSH 6990 into alignment with recent revisions to SBOE policy I.E.5. Section D-3 regarding termination of temporary policies and procedures has been revised and Section D-4 requiring Infectious Disease Response Protocol has been added.

Votes: 111/112 YES 1/112 NO

▪ FSH 4500 Inquiries from Prospective Students

This policy is being deleted because it's not needed.

Votes: 111/113 YES 2/113 NO

○ Proposed Changes to the University of Idaho Catalog (voting items)

▪ UCC 43 Regulation J-3-e additions and removals

These are proposed changes to J-3-e Humanistic and Artistic Ways of Knowing (6 credits, from two different disciplines), and Social and Behavioral Ways of Knowing (6 credits, from two different disciplines).

Votes: 109/110 YES 1/110 NO

▪ UCC 44 Regulation J-3-f additions and removals

As we live in an increasingly diverse and multicultural world, the additional courses will prepare students to understand, communicate, and collaborate with those from diverse communities within the United States and throughout the world.

Votes: 109/110 YES 1/110 NO

▪ UCC 45 Regulation J-3-g removal

This change removes ANTH 416 Qualitative Social Science Methods from the list of approved Senior Experience courses. There are other classes students can take for their Senior Experience.

Votes: 109/110 YES 1/110 NO

▪ UCC 50 Regulation J changes for AS degrees

These changes are contingent on the University being granted board approval to offer AS degrees. General Education requirement language needs to be changed to accommodate new AS degrees.

Votes: 105/110 YES 5/110 NO

▪ UCC 38 Martin School of Global Studies name change

The unit would like to change the name of the school to the School of Global Studies. This change will eliminate the existing confusion between the Martin Institute and the Martin School of Global Studies. The new name (School of Global Studies) is also more inclusive and better represents all of the programs housed within the school (ALCP, Modern Languages and Cultures, and IS).

Votes: 113/116 YES 3/116 NO

- UCC 171 BS Landscape Architecture Changes

The name of the Bachelor of Science in Landscape Architecture program is being changed to Bachelor of Science with a major in Environmental Design to comply with new 2021 Landscape Architectural Accreditation Board standards. The CIP code for the degree will change. The proposed changes reduce the total number of required credits from 127 to 121. The Learning outcomes also change, now oriented toward a non-professional degree program, emphasizing knowledge areas and technical skill acquisition applicable to a broad range of environmental design career opportunities.

Votes: 112/116 YES 4/116 NO
- UCC 177 Management and Human Resources online

This is to comply with the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) requirement to declare when 50% or more of the curricular requirements of a program may be completed via distance education. All MHR-prefix courses are now offered via virtual meeting and in-person formats, and these formats will continue to be offered indefinitely. The in-person sections have excess capacity, so teaching a virtual meeting section concurrently with an in-person section requires no additional faculty resources. In addition, each of the College of Business and Economics main courses now have virtual meetings and in-person sections during the regular school year, and online formats during the summer session; and in all instances when a student must choose from a list of electives, online or virtual meeting options are available.

Votes: 112/116 YES 4/116 NO
- UCC 115 Fisheries Science Minor name change

The name of the minor is being changed from Fisheries Resources to Fisheries Science, which is consistent with the name of the degree and the name of the department. The other change is to add an ecology course.

Votes: 115/116 YES 1/116 NO
- UCC 435 Nutritional Sciences M.S.

The Margaret Ritchie School of Family and Consumer Sciences (FCS) currently offers a single Master of Science degree in Family and Consumer Sciences with a focus in either child development, family studies, nutrition, or apparel, textile and design. Presently, it is difficult for prospective students interested in graduate studies in any of the areas to locate the degree via a simple search. Furthermore, some students may feel a M.S. degree in FCS does not truly reflect what they studied in graduate school and thus may affect future job prospects. The purpose of creating the M.S. degree in Nutritional Sciences is to delineate a specialization in Nutritional Sciences as a graduate degree, while maintaining the rigor of the current program.

Votes: 114/116 YES 2/116 NO
- Administrative Procedures Manual (Informational Items)
 - APM 20.23 Payment card processing
 - APM 30.02 Admin system applications
 - APM 30.03 ITS Security Access
 - APM 65.05 Transferring records
 - APM 90.36 Disposal of vandal ID cards
 - APM 90.37 Vandal card staff requirements

- APM 60.02 Purchasing Criteria

This concluded the Special Orders part of the meeting.

- President's Remarks

The President expressed appreciation for how much faculty accomplished during the past two years. We faced significant challenges but everyone's hard work is paying off. Our university is in a much better place than when the pandemic started. Enrollment numbers are really encouraging: after a 5% enrollment increase in 2021 and a 16% increase in new students, this spring applications are up 34% and our admissions are up 18% over the same time last year. Our entire team is working very hard to turn those applications into enrollments. Campus visits are breaking records every month.

We're making progress on our goal to reach R1 Carnegie classification. During the pandemic, faculty continued to fill our research pipeline with new awards, and last year we had about \$113 million in research expenditures.

Despite the pandemic and cuts to our legislative appropriations, we kept our university open – a decision that helped us stay financially solvent. Our faculty and staff went above and beyond during the last two years, and by doing so they essentially saved the university. To protect the university from repeating the financial mistakes of the past, we developed the new Vandal hybrid budget model. Based on increased revenue from enrollment growth, new budget allocations in the amount of \$2 million were awarded to units across campus. These distributions reflect performance-strategic requirements and collaboration across the university.

We had our most successful fundraising in history this year, surpassing last year's record total of \$54.4 million. We also set a new record last month by raising more than \$732,000 on Vandal Giving Day.

We completed our accreditation visits for the university and the College of Law, which went exceedingly well. Special thanks to the university assessment and accreditation committee and Dean Panttaja, who managed the process and helped prepare us for the assessment.

President Green invited everyone to celebrate our graduates next week at commencement. There will be two ceremonies at the Kibbie Dome. On May 14 at 9:30am we will celebrate the graduates from Arts and Architecture, Education, Health and Human Sciences, Law, and Letters and Social Sciences. At 2pm we will honor graduates from Agriculture and Life Sciences, Business and Economics, Engineering, Natural Resources, and Science. We will also hold ceremonies in Boise on May 17 and Idaho Falls on May 18. Everyone is encouraged to attend their respective college ceremonies.

President Green concluded by thanking Chair Russ Meeuf and Vice Chair Alistair Smith for their leadership and service. They've done an incredible job and been great partners to work with.

Discussion:

A faculty asked President Green to name what he considers his main accomplishment of the past academic year and, on the other side, a main source of frustration or disappointment. President Green responded that keeping the university open and financially solvent was a major success, and

we all played a part in that. Unfortunately, we had to deal with people who do not support public education. We'll find out in a couple weeks how effective we've been.

A faculty reported on a very successful recruitment event recently held in their department – a field day with regional high schools funded by a VIP grant. Although there was excitement from people who want to go to U of I, multiple schools were concerned that U of I doesn't recycle, which is surprising and apparently can be a barrier to recruitment. Does U of I plan to start recycling? President Green acknowledged the importance of recycling, which will start again in the fall. He also highlighted the university-wide working group looking at sustainability from all aspects. The first copy of their working draft is amazing. It goes beyond just recycling on campus and reaches out to research areas that may fit under the sustainability umbrella as well as new programs, perhaps starting with certificates and eventually moving up to other degrees related to sustainability. It is going to be a very comprehensive and exciting project.

Deep appreciation was expressed about the policy on Maintaining Instructional Order. Having the process codified in a way that is clear, fair, and transparent for everyone involved is extremely important to the faculty community and in particular to junior faculty. President Green joined the faculty in thanking those who worked on the policy. More generally, he acknowledged the impressive body of work that went into the development of today's agenda.

A faculty shared that the Black community on campus is deeply grateful to President Green for his support related to the Black/African American Cultural Center. It has meant so much particularly to our students. Given what's going on statewide and nationally, it takes courage and leadership to do that. President Green responded by thanking the faculty, whose involvement was instrumental to the creation of the Center, and praised the director of the Center, Mario Pile.

There was a question on where we are on our path to R1 Carnegie classification and whether there are benchmarks that we need to hit to get closer to the goal. President Green said we are already there with regard to research expenditures, but we need to increase our PhD output and the number of postdoctoral staff supporting faculty research. To that end, some of the P3 funds that we generated from leasing the power plant have been redirected into our priorities: student success, path to R1, and “telling our story.” We have been hiring many postdocs and research-active faculty have seen some of those awards come through. All research-active colleges can participate and are important in the model. We are very pleased with what's going on in CLASS. We believe we can get there by 2025, and if not, certainly at the next review (reviews are done every three years). We're watching very closely as Carnegie is transferring responsibility for the classification system, possibly resulting into changes in the metrics. There might be more of a social mobility component in the classification. How well we do with the ranking depends of course on what metrics will be used. Any new information will be communicated. Most indicators suggest that we have a really good shot at getting the R1 designation, which will greatly benefit our faculty. There were no more questions or comments.

- Adjournments
The agenda being completed, President Green adjourned the meeting at 3:55pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty



University
of Idaho

UNIVERSITY FACULTY MEETING

MEETING # 1

SEPTEMBER 19, 2022

AGENDA

University of Idaho

2022 – 2023 University Faculty Meeting Agenda

Meeting #1

Monday, September 19, 2022, at 3:00pm (PT) / 4:00pm (MT)

International Ballroom of the Bruce M. Pitman Center and *via* Zoom

President Scott Green Presiding



- Call to Order – President Green
- In Memoriam – President Green **Attach. #1**
- Meeting Logistics – Faculty Secretary Francesca Sammarruca
- Quorum – Faculty Secretary Francesca Sammarruca
- Approval of Minutes (vote) – Provost Lawrence
- Special Orders–Faculty Senate Chair Kelly Quinnett
 - Reading of the new faculty and recognition of promotion and tenure by College Deans
 - Consent Agenda (vote)
 - Sabbatical Leave Committee Recommendations **Attach. #3**
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 6440 Persons with Acquired Immune Deficiency Syndrome (AIDS) (vote) **Attach. #4**
 - Proposed Changes/Additions to Faculty-Staff Handbook to bring back from the table
 - FSH 3160 Academic Freedom (“Tabled” at 2021-22 UFM #4, 05-04-2022.) **Attach. #5**
- Announcements and Remarks – President Green
- Adjournments – President Green

IN MEMORIAM

Paul L. Blanton

Dean and Professor Emeritus
College of Art and Architecture
May 2022

Glenn Allen Edmison

Associate Professor Emeritus
Teacher Education
August 2022

Isabel Emily (Clyde) Bond

Instructor
Director of Upward Bound Program
June 2022

Mary Ann Lawroski

Professor Emeritus
Idaho Falls Research and Extension Center
June 2022

Edmund Chavez

Faculty Emeritus
Psychology & Communication
July 2022

Cecelia Eaton Luschnig

Professor Emeritus
Modern Languages and Cultures
June 2022

Charles S. Dunham

Faculty Emeritus
Extension Educator
June 2022

Leon F. Neuenschwander

Professor Emeritus
Forest, Rangeland and Fire Sciences
June 2022

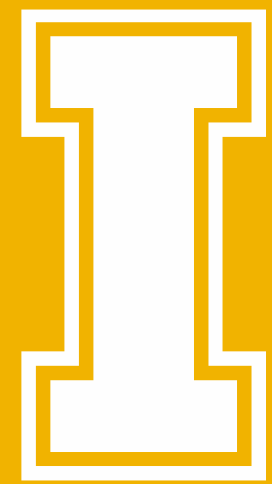
MEETING LOGISTICS



Eligible to Vote:

- President
- Provost/Vice Provosts
- Vice Presidents
- Deans
- *Professors
- *Associate Professors
- *Assistant Professors
- *Senior Instructors
- Lecturers who have served at least four semesters on more than half-time appointment

**including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, clinical or visiting designations, e.g., "assistant clinical professor", "assistant research professor" and "visiting associate professor"*



University
of Idaho

RECOGNITION

Please hold applause until all faculty have been recognized



ADMINISTRATION

Presented by
Provost/EVP Torrey Lawrence



ADMINISTRATION CHANGES

I **Lori Baker-Eveleth** | Interim Head | Accounting/MIS, CBE

I **Russell Baker** | Associate Director of Medical Research, Rural & Underserved | WWAMI Medical Education

I **Brenda Bauges** | Associate Dean of Inclusion | Law

I **Brooke Blevins** | Dean | CEHHS

I **Chris Cook** | Executive Director, Admissions & Recruitment | SEM

I **James Church** | Interim Northern District Director | UI Extension

I **Patricia Colberg** | Associate Dean of Academic Affairs | COE

I **Steven Cook** | Department Head | Entomology, Plant Pathology and Nematology, CALS

I **Aliza Cover** | Associate Dean of Faculty | Law

I **Andy Fields** | Center Executive Officer | CDA

I **MJ Fisher** | Central District Administrator | UI Extension

Continued on next slide...



ADMINISTRATION CHANGES CONT.

- I Annette Folwell** | Interim Associate Dean | CLASS
- I Gwen Gorzelsky** | Vice Provost for Academic Initiatives | Office of the Provost and EVP
 - I Mya Groza** | Head | Department of Business, CBE
- I Dulce Kersting-Lark** | Head of Special Collections and Archives | General Library
 - I Jennifer LeBeau** | Executive Director, Student Success Initiative | SEM
 - I Jessica Long** | Associate Dean of Experiential Learning | Law
 - I Suzanna Long** | Dean | College of Engineering
 - I Tanya Miura** | Chair | Biological Sciences, COS
 - I Jason Owen** | Assistant Dean of Admissions | Law
- I David Pfeiffer** | Director | Anatomical Sciences, WWAMI Medical Education
 - I Leon Samuels** | Assistant Dean of Students - Boise | Law
- I Continued on next slide...**



ADMINISTRATION CHANGES CONT.

I **Raffaella Sini** | Interim Program Head | Landscape Architecture, CAA

I **Sanjay Sisodiya** | Interim Associate Dean | Marketing, CBE

I **Alistair Smith** | Interim Chair | Earth and Spatial Sciences, COS

I **Bob Stone** | Interim Head | Accounting/MIS, CBE

I **Alexandra Teague** | Associate Chair | English, CLASS

I **Kattlyn Wolf** | Interim Department Head | Agricultural Education, Leadership & Communications, CALS

I **Darryl Woolley** | Interim Dean | CBE



AGRICULTURAL AND LIFE SCIENCES

Presented by
Dean Michael Parrella



NEW FACULTY

I Jacob Bledsoe | Animal, Veterinary and Food Sciences | Assistant Professor

I Da Chen | Animal, Veterinary and Food Sciences | Assistant Professor

I Audra Cochran | Northern District | Assistant Professor

I Courtney Cosdon | Soil & Water Systems | Senior Instructor

I Michael Fisher | Central District | Full Professor

I Sawyer Fennesbeck | Central District | Assistant Professor

I Kathryn Hickok | Eastern District | Assistant Professor

I Tasha Howard | Southern District | Assistant Professor

I Thomas Jacobsen | Eastern District | Assistant Professor

Continued on next slide.....

NEW FACULTY CONT.

- I Mike Knutz** | Central District | Associate Professor
- I Liujun Li** | Soil & Water Systems | Assistant Professor
- I Cheyanne Myers** | Southern District | Assistant Professor
- I Kristiana Pierce** | Southern District | Assistant Professor
- I Meranda Small** | Southern District | Associate Professor
- I Gustavo Teixeira** | Plant Sciences | Assistant Professor
- I Izabelle Teixeira** | Animal, Veterinary and Food Sciences | Assistant Professor
- I Jessie Van Buren** | Northern District | Associate Professor
- I Brett Wilder** | Agricultural Sciences & Rural Sociology | Assistant Professor
- I Paige Wray** | Eastern District | Assistant Professor



PROMOTION AND / OR TENURE

I Erin Brooks | Soil and Water Systems | Research Full Professor

I Gwinyai Chibisa | Animal, Veterinary & Food Sciences | Associate Professor with Tenure

- **Melinda Ellison** | Animal, Veterinary & Food Sciences | Associate Professor with Tenure

- **Katherine Lee** | Ag Econ Rural Sociology | Associate Professor with Tenure

- **Kasee Smith** | Dept. Of Ag Edu, Leadership & Comm. | Associate Professor with Tenure

- **Hernan Tejeda** | Ag Econ Rural Sociology | Associate Professor with Tenure

- **Andres Trujillo-Barrera** | Ag Econ Rural Sociology | Associate Professor with Tenure

- **Jason Winfree** | Agricultural Economics and Rural Sociology | Full Professor



EXTENSION PROMOTION AND / OR TENURE

- I Nikola Betts** | Eastern District | Associate Professor with Tenure
- **Rebecca Mills** | Southern District | Associate Professor with Tenure
- **Bridget Morrisroe-Aman** | Southern District | Associate Professor with Tenure
 - **Ronald Patterson** | Eastern District | Full Professor with Tenure
 - **Joseph Sagers** | Eastern District | Associate Professor with Tenure
 - **Chandra Vaughn** | Central District | Extension Senior Instructor
 - **Jennifer Werlin** | Eastern District | Associate Professor with Tenure



ART AND ARCHITECTURE

Presented by
Dean Shauna Corry



NEW FACULTY

I Tharique De Silva | Interior Architecture and Design | Assistant Professor

I Amy Rakich | Architecture | Assistant Professor

PROMOTION AND / OR TENURE



- I** Raffaella Sini | Landscape Architecture | Associate Professor with Tenure
- I** Roger Lew | Virtual Technology and Design | Associate Professor



BUSINESS AND ECONOMICS

Presented by
Interim Dean Darryl Woolley



NEW FACULTY

- I Mya Groza | Business | Associate Professor**
- I Mark Groza | Business | Associate Professor**

PROMOTION AND / OR TENURE



 Yun Chung | Department of Business | Full Professor



EDUCATION, HEALTH AND HUMAN SCIENCES

Presented by
Dean Brooke Blevins



NEW FACULTY

- I Brooke Blevins** | Curriculum and Instruction | Dean and Associate Professor
 - I Christopher Brush** | Movement Sciences | Assistant Professor
 - I Ryan Gillespie** | Curriculum and Instruction | Assistant Professor
 - I Samantha Hanna** | Movement Sciences | Assistant Professor
- I Corey McKenna** | Curriculum and Instruction | Assistant Professor
 - I Layna McKittrick** | CDHD | Assistant Professor



PROMOTION AND / OR TENURE

- I Julie Amador** | Curriculum and Instruction | Full Professor
- I Ann Brown** | Department of Movement Sciences | Associate Professor with Tenure
 - I Melissa McConnell** | Curriculum and Instruction | Senior Instructor
 - I Rodney McConnell** | Curriculum and Instruction | Senior Instructor
 - I Brant Miller** | Curriculum and Instruction | Full Professor



ENGINEERING

Presented by
Dean Suzie Long



NEW FACULTY

 Suzanna Long | Dean

 Gianluca Blois | Mechanical Engineering | Assistant Professor



PROMOTION AND / OR TENURE

- I Yacine Chakhchoukh** | Electrical & Computer Engineering | Associate Professor with Tenure
 - I Suzanna Long** | College of Engineering | Full Professor
- I Xiaogang (Marshall) Ma** | Computer Science | Associate Professor with Tenure
- I Daniel Robertson** | Mechanical Engineering | Associate Professor with Tenure
 - I Tao Xing** | Mechanical Engineering | Full Professor



GENERAL LIBRARY

Presented by
Dean Ben Hunter



NEW FACULTY

- I Dulce Kersting-Lark** | Head of Special Collections and Archives | Assistant Professor
 - I Kelly Omodt** | First Year Experience Program | Instructor
 - I Tyler Rodrigues** | First Year Experience Program | Instructor
- I Samantha Thompson-Franklin** | Technical Services | Associate Professor

PROMOTION AND / OR TENURE



- I Ramirose Attebury** | Head of Technical Services | Full Professor
- I Devin Becker** | Head of Data and Digital Services | Full Professor



COLLEGE OF LAW

Presented by
Jerry Long



NEW FACULTY

I Ashley Cetnar | Law | Assistant Professor

I Merritt Dublin | Law | Instructor

I John Hinton | Law | Instructor

I Linda Jellum | Law | Full Professor

I Nick Smith | Law | Assistant Professor

I Megan Starich | Law | Assistant Professor

I Dawn Young | Law | Assistant Professor

PROMOTION AND / OR TENURE

I Benjamin Cover | College of Law | Associate Professor with Tenure

I Jessica Gunder | College of Law | Associate Clinical Professor

I Geoffrey Heeren | College of Law | Associate Professor with Tenure

I Jessica Long | College of Law | Clinical Professor



LETTERS, ARTS AND SOCIAL SCIENCES

Presented by
Associate Dean Traci Craig



NEW FACULTY

I Moritz Cleve | Journalism and Mass Media | Assistant Professor

I Jeannie Galioto | Theatre Arts | Assistant Professor

I Stefan Gordon | School of Music | Assistant Professor

I Gwen Gorzelsky | English | Full Professor

I Kalynn Hanley | Modern Languages and Cultures | Instructor

I Braxton Hood | Journalism and Mass Media | Instructor

I Stacy Hudson | Psychology and Communication | Instructor

I Oscar Oswald | English | Instructor

I Michelle Lange | School of Music | Instructor

I Chen Wang | Politics and Philosophy | Assistant Professor



PROMOTION AND / OR TENURE

I Ani Alcocer | Global Studies | Senior Instructor

I Kenton Bird | Journalism and Mass Media | Full Professor

I Kathryn Blevins | Journalism and Mass Media | Associate Professor with Tenure

- Sean Butterfield | School of Music | Clinical Associate Professor
- Jamie Derrick | Psychology and Communication | Clinical Associate Professor
 - Ruby Fulton | School of Music | Senior Instructor
- Omi Hodwitz | Culture, Society and Justice | Associate Professor with Tenure
 - Erin James | English | Full Professor
 - Michael McGriff | English | Associate Professor with Tenure
- Ryanne Pilgeram | Culture, Society and Justice | Full Professor

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PROMOTION AND / OR TENURE CONT.

- I Bal Krishna Sharma** | English | Associate Professor with Tenure
 - I Manoj Shrestha** | Politics and Philosophy | Full Professor
 - **Brian Smentkowski** | Politics and Philosophy | Full Professor
 - **Miranda Wilson** | School of Music | Full Professor



NATURAL RESOURCES

Presented by
Provost/EVP Torrey Lawrence



NEW FACULTY

- I Ryer Becker** | Forest, Rangeland & Fire Sciences | Assistant Professor
- I Ebru Bilici** | Forest, Rangeland & Fire Sciences | Senior Research Associate
- I Ming-Hsun Cheng** | Natural Resources and Society | Assistant Professor
- I Meghan Foard** | Forest, Rangeland & Fire Sciences | Senior Instructor
- I Bruce Ripley** | Central CNR | Chief Innovation Officer
- I Aaron Sparks** | Forest, Rangeland & Fire Sciences | Assistant Professor
- I Chris Zajchowski** | Natural Resources and Society | Assistant Professor

PROMOTION AND / OR TENURE



- I Jan Eitel** | Natural Resources & Society | Associate Professor with Tenure
 - I Karla Eitel** | McCall Outdoor Science School | Full Professor



SCIENCE

Presented by
Dean Ginger Carney

NEW FACULTY



I Jeff Cross | Chemistry | Instructor

I Esteban Hernandez-Vargas | Mathematics & Statistical Science | Assistant Professor

I Renee Love | Earth and Spatial Sciences | Assistant Professor

I Matthew O'Dell | Mathematics & Statistical Science | Instructor

I Klas Udekwu | Biological Sciences | Assistant Professor

PROMOTION AND / OR TENURE



I Timothy Bartholomaus | Earth and Spatial Sciences | Associate Professor with Tenure

I Jeffrey Langman | Earth and Spatial Sciences | Associate Professor with Tenure

I Tanya Miura | Biological Sciences | Full Professor

I Paul Rowley | Biological Sciences | Associate Professor with Tenure

I Tom Williams | Earth and Spatial Sciences | Full Clinical Professor



WWAMI

Presented by
Director Peter Fuerst

NEW FACULTY



I Bethaney Fehrenkamp | WWAMI Medical Education | Clinical Assistant Professor

I Molly Webber | WWAMI Medical Education | Clinical Assistant Professor

PROMOTION AND / OR TENURE



- I Peter Fuerst** | WWAMI Medical Education | Full Professor
- I George Hodges** | WWAMI Medical Education | Clinical Associate Professor
- I Belinda Sanchez** | WWAMI Medical Education | Clinical Associate Professor
- I Angela Scharnhorst** | WWAMI Medical Education | Clinical Associate Professor
- I Charla Willis** | WWAMI Medical Education | Clinical Associate Professor

FACULTY SENATE

2021-2022 SENATORS

THANK YOU FOR YOUR SERVICE

Presented by Kelly Quinnett

Nathan Kindall

Dennis Becker

Ben Bridges

Russ Meeuf

David Lee-Painter

Deb McIntosh

Alistair Smith

David Paul

Rochelle Smith

Penny Tenuto

University of Idaho

POLICY COVER SHEET

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

Faculty/Staff Handbook [FSH] Addition Revision* Deletion* Emergency

Minor Amendment

Chapter & Title: **FSH 6440 Persons with Acquired Immune Deficiency Syndrome (AIDS)**

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 or fsh@uidaho.edu respectively.

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Brandi Terwilliger
Name _____ Date _____
885-3008 brandit@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Brian Foisy
Name _____ Date _____
885-7590 brianfoisy@uidaho.edu *B. Foisy*

Reviewed by General Counsel X Yes ___ No Name & Date: Kim Rytter on 4/11/2022

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.
Delete – no longer necessary

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

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
None

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)

6440

**PERSONS WITH ACQUIRED
IMMUNE DEFICIENCY SYNDROME (AIDS)**

OWNER:

Human Resources Director
Brandi Terwilliger
brandit@uidaho.edu

LAST REVISION: 2009 (editorial)

CONTENTS:

- A. Introduction
- B. Objectives
- C. Policies
- D. Procedures

A. INTRODUCTION.

A-1. AIDS (acquired immune deficiency syndrome) is a serious public health problem. Although information about AIDS is incomplete, authoritative medical opinion holds that it is not readily communicable through casual contact and that it does not constitute an unmanageable health risk in a normal academic or employment setting. Conducting effective AIDS education programs is thought to be the best way for colleges and universities to provide a safe and healthful environment.

A-2. Recognized health organizations have urged institutions not to adopt rigid policies concerning persons with AIDS or AIDS-related conditions. Instead, they have suggested adopting guidelines for responding to each case as appropriate.

A-3. Accordingly, the following objectives, policies, and procedures—consistent with UI's mission—have regents' approval as guidelines for responding to genuine health concerns.

B. OBJECTIVES. The objectives of this policy are to:

B-1. Recognize that AIDS is a serious public health problem that requires UI's attention and the commitment of expertise and resources.

B-2. Provide for a consistent approach that is appropriate to UI's mission and in line with authoritative medical opinion.

B-3. Provide a positive context for educating all segments of the UI community about AIDS.

B-4. Guarantee that the treatment of persons exposed to AIDS is medically sound, fair, and, most important, humane.

C. POLICIES.

UI FACULTY-STAFF HANDBOOK
Chapter VI: OTHER GENERAL INSTITUTIONAL POLICIES
Section 6440: Persons with Acquired Immune Deficiency Syndrome (AIDS)

~~C-1. Because AIDS does not pose an unmanageable health risk in a normal academic or employment setting, members of the UI community infected with the virus, including faculty and staff members, students, and visitors, have free and normal access to UI activities, programs, and services unless medical authorities deem otherwise to protect either the affected person(s) or the public (see D-3).~~

~~C-2. Each case is handled objectively, but with sensitivity, and decisions are based on the most up-to-date medical and health information available.~~

~~C-3. UI personnel take great care to comply with laws protecting the identities of persons infected with this disease.~~

~~C-4. The university promotes an awareness of how AIDS is transmitted so that members of the academic community can learn to curb its spread.~~

D. PROCEDURES.

~~D-1. In accordance with its functions—teaching, research, and service—UI personnel and resources are made readily available to minimize the spread of this disease. The educational program includes the most current and accurate information about AIDS.~~

~~D-2. University officials will not routinely ask students to respond to personal questions about the existence of HIV infection. However, students with HIV infection, like students with any other immune system disorder, are encouraged and expected to so inform the director of student health in order to enable the institution to provide them with proper medical care, support, counseling, and education. Like any other medical information, this will be handled in a strictly confidential manner.~~

~~D-3. Although not under obligation to disclose existence of HIV infection to institutional officials, persons with HIV virus are expected to understand the mechanisms whereby the virus may be transmitted and to avoid activities which may infect others. Idaho Code 39-608 provides penalties for knowingly engaging in activities which have a high probability of transmitting infection.~~

~~D-4. All federal, state, and UI requirements relating to individual privacy and the confidentiality of records are strictly adhered to in the case of a student or employee infected by the AIDS virus. Violations of the foregoing may be cause for disciplinary action. In addition, as recommended by the American College Health Association, student health care providers carefully weigh whether they should include information about the existence of AIDS, ARC [aids related complex], or a positive HTLV-III antibody test in a medical record except as necessary to evaluate an illness or by the prior consent of the patient.~~

Version History:

~~Amended June 2009. Editorial changes.~~

~~Amended February 2007. Revised section D to reflect current policy.~~

~~Amended July 2006. Substantial revisions to reflect updated health policies and understanding of HIV/AIDS.~~

~~Adopted July 1996.~~



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition X Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 3160 ACADEMIC FREEDOM, RIGHTS, AND RESPONSIBILITIES**
(New Policy Number & Title **FSH 4000 ACADEMIC FREEDOM AND RESPONSIBILITIES**)

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. All changes must be made using "track changes."

Originator: Diane Whitney, Policy and Compliance Coordinator

Policy Sponsor, if different from Originator: Jim Craig, General Counsel

Reviewed by General Counsel XYes ___No Name & Date: Jim Craig, 2/25/22

- Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
This revision is made to align institutional academic freedom policy with the newly adopted SBOE Policy III.B. Academic Freedom and Responsibilities. The institutional policy has historically addressed only academic freedom of faculty and therefore was placed in Chapter 3 Employment Information. The new Board policy addresses academic freedom of both faculty and students so this revision moves the UI policy to Chapter 4 General Academic Policies.
- Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None
- Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
3170 University Ethics
1565 Academic Ranks and Responsibilities
3500 Promotion and Tenure
- 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 THREE:
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

31604000

ACADEMIC FREEDOM, RIGHTS AND RESPONSIBILITY

Commented [WD(1)]: This policy has historically addressed only academic freedom of faculty and therefore was placed in Chapter 3 Employment Information. The new Board policy addresses academic freedom of both faculty and students so our policy would be better placed in Chapter 4 General Academic Policies.

Commented [WD(2)]: Aligning with title of Board policy.

OWNER

Vice Provost for Faculty
Diane Kelly-Reilly
dkr@uidaho.edu

LAST REVISION: 2006 (editorial)

A. POLICY. It is the policy of the University of Idaho to protect the academic freedom and promote the academic responsibilities of faculty, students, and the institution as set forth in Board of Regents Policy III.B. Academic Freedom and Academic Responsibility. RGP III.B. The Board of Regents has affirmed its beliefs that academic freedom is essential for the protection of the rights of faculty members in teaching and of students in learning; that freedom in research and teaching is fundamental to the advancement of truth; that, therefore, academic freedom should not be abridged or abused; and that academic freedom carries with it responsibilities correlative with rights. (RGP III.B.)

B. RESEARCH AND TEACHING RIGHTS AND RESPONSIBILITIES.

B-1. Research. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other duties, but research and consulting for pecuniary return should be based on and consistent with the established written policies of the institution.

B-2. Teaching. Teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter that is unrelated to their subjects.

B-3. Responsibilities.

a. Membership in the academic community imposes on teachers, administrators, other institutional employees, and students an obligation to respect the dignity of others, to acknowledge the right of others to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and freedom of expression on and off campus of the institution.

b. Teachers are citizens, members of learned professions, and representatives of their institutions. When they speak or write as citizens, they should be free from institutional censorship or discipline. However, as members of the academic community and as representatives of their institutions, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they do not officially speak for the institution.

c. Faculty members must refrain from using institutional resources for the furtherance of their interests or activities which are not a part of their assigned responsibilities to the institution.

Version History

Amended December 2006. Editorial changes.

Amended July 2000. Editorial changes.

Amended July 1997. Editorial changes.

Amended July 1996. Added section B-3-c.

Amended June 1989. Added section B-3a/b.

Adopted 1979.

University of Idaho

2022 – 2023 University Faculty Meeting Minutes – ~~Pending Approval~~
Meeting #2

Approved at UFM Mtg. #3
May 3, 2023

Thursday, October 27, 2022, at 3:00pm (PT) / 4:00pm (MT)
Zoom only

President Scott Green Presiding

- President Green called the meeting to order at 3:03pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.

Ralph Nielsen
Professor Emeritus
General Library
September 2022

- President Green requested a moment of silence in honor of the colleague who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 96 voting members of the faculty were required for a quorum. 160 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - Minutes of the 2022-2023 University Faculty Meeting #1 (September 19, 2022) – Attach. #2.
Approved as distributed.
- Special Orders – Faculty Senate Chair Kelly Quinnett
 - Consent Agenda (voting items)
 - From the Committee on Committees: University Committee Appointments – Attach. #3
 - From Faculty Senate: Summer 2021-22 Graduates – Attach. #4
There were no requests to remove items from the consent agenda for discussion and vote.
Both consent agenda items were approved by unanimous consent.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 4990 Academic Regalia – Attach. #5

This policy does not meet FSH 1460 criteria for university-wide policy. It will be deleted from FSH and its content will be maintained on the Academic Regalia Section of the Registrar's website.

Votes: 101/101 in favor. Motion passes.

▪ FSH 3500 Promotion and Tenure – Attach. #6

This proposed policy revision allows the formation of an additional University Promotion and Tenure Committee if, at the discretion of the provost, the number of dossiers to be considered exceeds the capacity of a single committee. This revision is also requested as an interim policy, to be effective immediately after approval, because committee assignments need to begin in Fall 2022.

Votes: 102/106 in favor; 4/106 against. Motion passes.

▪ FSH 3710 Leave Policies for All Employees – Attach. #7

Chair Quinnett provided a brief overview/history of the Paid Parental Leave (PPL) policy, followed by a detailed description of the plan by Vice President Brian Foisy. Brandi Terwilliger and Brian Foisy were tasked by President Green with developing a cost-neutral option. The survey that went out to all employees offered three options – 1. A plan modelled after ISU and BSU; 2. Make no changes; 3. A plan modelled after WSU. The outcome of the survey was overwhelmingly in favor of the last option. (Note: WSU doesn't actually have a PPL policy – it uses the state program.) A bank of PPL has been established, from which approved board-appointed employees can take 432 hours to be used within the first 12 weeks from the birth, adoption, or foster placement of a child. 432 hours come from 90% of 40 hours per week for 12 weeks. This plan offers the employees greater flexibility. Some level of retroactive implementation is also possible, such as prorating the 432 hours down to a smaller number, if the birth/adoption/foster placement event happened during the month prior to implementation. Because the policy impacts classified staff, it must be approved by SBOE. If the proposal passes at today's meeting, it will be on track for a January 1, 2023 implementation date.

Discussion:

A faculty requested clarification on the definitions in sections E-1b and E-2a,b of FSH 3710. Brandi Terwilliger clarified that PPL falls under FML, which allows 12 weeks of parenting leave within the first 12 months of the parenting event. However, the allowed compensation must be used within the first 12 weeks. After that, employees can use their accumulated sick leave compensation.

President Green recalled that the original goal was to find a cost-neutral solution. It became clear, though, that a cost-neutral plan would necessitate giving up or adjusting the short-term disability part. Brandi Terwilliger provided additional information: this option was considered but then discarded because it didn't serve the best interest of the majority of the employees. The current solution is about \$250k from being cost-neutral. The remaining PPL funds will be covered through their consolidated fringe rate calculations. To this end, his office is presently working with Linda Campos and other teams to revise consolidated fringe rates.

The discussion moved to the situation where both parents are U of I employees and whether both can take PPL. Brandi Terwilliger replied that, consistent with FML criteria, both parents can take leave but they must share the available 432 hours of PPL, in whichever manner they prefer. This is in line with federal guidelines. Also, there are options to go beyond 12 weeks in

special circumstances to be considered on a case-by-case basis. The policy acknowledges the university's obligation to consider unique cases.

There was a question about the distribution of costs among units. If multiple faculty in one department are on leave, will funds be available to cover the instruction? Brian Foisy addressed the question: the consolidated fringe rate mechanics is based on the principle that everybody participates – if a unit has no employees taking PPL, that unit is still going to participate. Teaching replacement costs are included in the calculations.

A faculty inquired about FSH 3170 E-3, where the statement that *“If both parents are employees of the university....each is entitled to take the same amount of parenting leave as allowed for a single employee...”* has been deleted. Brandi Terwilliger confirmed the deletion of that enhanced benefit, to best align with WSU and follow federal guidelines.

Votes: 97/101 in favor; 4/101 against. Motion passes.

Chair Quinnett expressed deep gratitude to the PPL pioneers and to Brian Foisy and Brandy Terwilliger. This initiative adds value to our institution.

This concluded the Special Orders part of the meeting. APM items are informational only. Anyone who has questions or comments on those items should contact Faculty Senate Leadership, who will see that those questions are properly directed.

- Announcement from Provost Lawrence

Winter commencement is on Saturday, December 10. There will be two ceremonies at the ICCU arena, one at 9:30 for CAA, CEHHS, College of Law, and CLASS; the other at 2:00 for CALS, COB, COE, CNR, and COS.

- President's Announcements and Remarks:

- The list of FAQs about the abortion law is published. Kent Nelson and OGC continue to research the law.
- Enrollment: this is the largest class of first-year students ever! Overall, the enrollment is up by 3%. Over the last few years, the freshmen class has gone up by 30%. President Green thanked everyone for the hard work that made that possible. This year, 52% are first-generation students, compared to a typical 40%. It is crucial that we help these students engage and provide the support they need to achieve their goals.
- David Talbot is the new University Ombuds. David brings to the position 25 years of experience in conflict resolution. He splits his time between Moscow and Boise.
- We launched the “Unstoppable” phase of our Capital Campaign. All the weekend events were a great success. The \$500 million campaign is committed to support student success, sustainable solutions, and a thriving Idaho. We have already raised \$350M.
- Our football team is playing Sacramento State this weekend. Let's go and support our student athletes!
- “Cabaret” opens tomorrow night, October 28. This is a unique production involving the theater arts, dancing, and music.
- The Annual Veterans Appreciation dinner is on November 11 at the Pitman Center.
- Women's Center Gala is on December 2, at the 1912 Center.
- The USDA just awarded \$55 million to CALS to incentivize climate-smart agriculture. This is the largest grant ever in the history of U of I.

Discussion:

A faculty brought up the question of what “*promoting abortion*” means. Does that include sharing peer-reviewed research which demonstrates the benefits of reproductive freedom? Also, in reference to the September 23, 2022 “Guidance on Abortion Laws” memo from GC, what does “*neutral*” mean? The faculty also asked for clarification on criminal vs. civil charges for violation of the statute. General Counsel Kent Nelson said that the statute does not explain what “*promoting abortion*” means, therefore at this time it’s impossible to draw a clear line between what is and what is not protected by the First Amendment and Academic Freedom (which is embedded in the First Amendment). As for the language in the memo, it was meant to be an advice, not a mandate. In response to the third question: those who violate the law are subject to criminal charges. If the violation of a statute causes damages to an individual, they may pursue a civil suit for damages. As long as the employee’s actions remained within the scope of their employment, the university provides defense in the civil suit. The office of GC is receiving many questions, some already answered in the published FAQ document. General Counsel is working as fast as they can to address all questions. The FAQ document is a living document.

A faculty inquired about possible consequences of the statute on activities such as faculty searches and hiring, annual evaluation, promotion and tenure. General Counsel said the university is committed to make no changes, as far as possible. At this time, what amounts to promoting abortion is a huge grey area. Hopefully, the courts will provide some clarity.

President Green reiterated that impact on free speech is a big concern. The university will continue to support students, within the boundaries of the law.

The discussion moved to the new policy for computer purchasing. Some faculty reported long waiting times. President Green will look into this.

Back to the abortion law, a faculty thinks that the university should take a position and ensure that there are no limitations on our freedom to research what we choose, to study and report freely, and that there will be no penalties at P&T or otherwise. The Provost replied that the university will uphold its own and SBOE, including academic freedom. We are not the enforcers of state laws. There will be no issues with P&T, but we can’t protect faculty as individuals, or guarantee that someone will not go after them. We will stick to our policies, but don’t want to overpromise.

A faculty sees an analogy with potential restrictions on teaching critical race theory. Provost Lawrence reiterated that our policies are unchanged, but we cannot require anybody to affirm, assert, or agree with a position, which we never did anyways.

Chair Quinnett and President Green concluded with a message of empathy and compassion.

- Adjournments

The agenda being completed, President Green adjourned the meeting at 4:25pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

University of Idaho

2022 – 2023 University Faculty Meeting Agenda

Meeting #2

Thursday, October 27, 2022, at 3:00pm (PT) / 4:00pm (MT)
Zoom only

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green – **Attach. #1**
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green
 - Minutes of the 2022-2023 University Faculty Meeting #1 (September 19, 2022) – **Attach. #2**
- VI. Special Orders–Faculty Senate Chair Kelly Quinnett
 - Consent Agenda (vote)
 - University Committee Appointments – **Attach. #3**
 - Summer 2021-22 Graduates – **Attach. #4**
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 4990 Academic Regalia – **Attach. #5**
 - FSH 3500 Promotion and Tenure – **Attach. #6**
 - FSH 3710 Leave Policies for All Employees – **Attach. #7**
 - Administrative Procedures Manual (Informational Item – no vote)
 - APM 30.14 Cyber Incident Reporting and Response – **Attach. #8**
 - APM 30.13 Networked Computing Device Standards – **Attach. #9**
 - APM 30.32 Computer Security Violations – **Attach. #10**
 - APM 45.02 Sponsored Projects Proposal Preparation and Authorization – **Attach. #11**
 - APM 55.09 Employee Leave Benefits – **Attach. #12**
- VII. Announcements and Remarks – President Green
- VIII. Adjournments – President Green

IN MEMORIAM

Ralph Nielsen
Professor Emeritus
General Library
September 2022

University of Idaho

2022 – 2023 University Faculty Meeting Minutes – Pending Approval

Meeting #1

Monday, September 19, 2022, at 3:00pm (PT) / 4:00pm (MT)
International Ballroom of the Bruce M. Pitman Center and *via* Zoom

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.

Paul L. Blanton

Dean and Professor Emeritus
College of Art and Architecture
May 2022

Isabel Emily (Clyde) Bond

Instructor
Director of Upward Bound Program
June 2022

Edmund Chavez

Faculty Emeritus
Psychology & Communication
July 2022

Charles S. Dunham

Faculty Emeritus
Extension Educator
June 2022

Glenn Allen Edmison

Associate Professor Emeritus
Teacher Education
August 2022

Mary Ann Lawroski

Professor Emeritus

Idaho Falls Research and Extension Center

June 2022

Cecelia Eaton Luschig

Professor Emeritus

Modern Languages and Cultures

June 2022

Leon F. Neuenschwander

Professor Emeritus

Forest, Rangeland and Fire Sciences

June 2022

- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 96 voting members of the faculty were required for a quorum. 166 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2021-2022 University Faculty Meeting #4 (May 4, 2022) were approved as distributed.
- Special Orders – Faculty Senate Chair Kelly Quinnett
 - Recognition – a complete list can be found in the slides attached to the [UFM #1 Binder](#)
 - Reading of new leadership – Provost
 - Reading of internal leadership changes – Provost
 - Reading of new faculty and recognition of promotion and/or tenure including University Distinguished Professor rank bestowed this year – College Deans
 - Reading of faculty senator terms completed 2022-23 – Kelly Quinnett
 - Consent Agenda (voting items)
 - Sabbatical Leave Committee Recommendations
There were no requests to remove items from the consent agenda for discussion and vote. The consent agenda was approved by unanimous consent.

- Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 6440 Persons with Acquired Immune Deficiency Syndrome (AIDS), deletion

This proposal is part of a broader review of HR policies. External health consultants and our legal team have recommended to remove this policy and handle it more broadly. Moving forward, the university will follow the Health Department and CDC guidelines adopting the same processes as for any infectious disease.

Votes: 130 YES 2 NO

Approved.
 - Proposal to reconsider FSH 3160 Academic Freedom (“Tabled” at 2021-22 UFM #4, 05-04-2022)

At the last 2021-22 UFM, this policy was tabled for further consideration. We wish to bring it back to the forefront, which requires a seconded motion and a majority vote. Moved and seconded (Jerry Long/Patricia Colberg) to bring the item back from the table. Result of the poll: majority in favor of reconsidering FSH 3160.

Senate Chair Quinnett recognized former Senate Chair Russ Meeuf, who participated in the development of the SBOE policy, and asked him to provide some context.

Russ Meeuf: The revision presented last May was made to align institutional academic freedom policy with the new SBOE Policy III.B. Academic Freedom and Responsibilities. The proposal is to delete our current policy and include a link to the SBOE policy. The latter was the result of a thorough and diligent effort from all four institutions in the state. The policy was led and written by faculty and it is a vast improvement over our present one. It is broader and defines a much clearer set of parameters about what academic freedoms we have in teaching and curriculum development. Should the state board want to make changes, we would know it in advance and have plenty of opportunity to weigh in. There is a high degree of transparency built into the process. Furthermore, we can include additional points that we find helpful, as long as they do not contradict the SBOE policy.

Discussion:

In reference to the concerns raised last May, a faculty asked whether a new policy can be “flagged” to ensure the institution’s prompt attention to potential SBOE revisions and ease the concerns voiced by faculty last May. Provost Lawrence reiterated that it is built into the process that we, as an institution, are involved in the approval or revision of policies. We, and the other institutions in the state, are legally required to follow SBOE. Keeping the current policy would be confusing.

Votes: 122/135 YES 13/135 NO

Approved.

This concluded the Special Orders part of the meeting.

- President’s Remarks

The President is happy to be able to join remotely with our faculty from around the state.

We have a lot to be proud of at the U of I and we continue to rise thanks in large part to our dedicated faculty and staff. We have regained our financial footing. Although we have more work to do to fully repair our balance, we are living within our means and have been able to invest back into the university, including the recent improvements to our benefits that will help new parents.

Our residence halls are filled to capacity by the incoming class of students. Our freshman class will be around 17% larger than last year, and our total enrollment (excluding dual credit enrollment) has increased by about 3%. We are growing, unlike many universities in the state and the country.

For the third year in a row, U.S. News and World Report has ranked us the No. 1 Best Value among public universities in the West, and No. 2 nationally, a narrow gap behind North Carolina. We are ranked 87th among all public universities in the country, ahead of several of our regional peers – Wyoming, WSU, Utah State, Nevada, Montana State, and Montana.

We are grateful to our alumni and friends across the state for their support. Private fundraising is more important than ever in this critical time for higher education. We raised more than \$64 million last year, \$10 million over our previous record.

This year, we successfully reaffirmed our accreditation. We received commendations from the review committee for: commitment and passion of our faculty and staff; improvement of the university finances; increased use of data to inform decision making; and our strong advising system. We also received five recommendations for improvement, which we are busy addressing.

Our research awards are up 40% from FY 2020 for the second consecutive year. In spite of the recent challenges, our faculty continued to earn awards and conduct impactful research. The USDA just awarded \$50 million to CALS to incentivize climate-smart agriculture. This is the largest grant ever in the history of U of I.

Today, we welcome 70 new faculty and honor 63 who have earned tenure and promotion. There will be a reception immediately following the meeting in the International Ballroom to celebrate our colleagues.

We acknowledge our most-recent faculty member to join the exceptional group of University Distinguished Professors: Alexander Karasev, Entomology, Plant Pathology and Nematology. The rank of University Distinguished Professor is a recognition of sustained excellence in teaching, scholarship, outreach, and service. President Green invited all the University Distinguished Professors to stand, or raise a hand on zoom, to be recognized.

A few important events to keep in mind:

- The Borah Symposium – September 27-28.
- Second phase of the “Brave.Bold.” Capital Campaign – October 20. More information will come. The President hopes for a large turnout for this important event.

President Green is proud of and grateful for our faculty and staff engagement and contribution to our success as a university.

Discussion:

A faculty inquired about the specific recommendations from the accreditation team. Provost Lawrence took the question:

- How to use assessment information to actually improve classes.
- Further clarification on how we report data and publish data (these are two related recommendations). Gwen is working with Institutional Research and the web team to address these recommendations.

- Two related recommendations: 1. evaluate whether we have appropriate staffing, and 2. faculty and staff roles: ensure clarity in position descriptions and expectations. Efforts are ongoing to map out a path to address all of these recommendations.

President Green was asked to comment on the challenges and opportunities we can expect from the upcoming legislative session. President Green: there are opportunities in the large surplus of tax dollars. A supplemental tax break for all people in the state was approved, and some money was committed to higher education and K-12. Challenges come from people who do not support higher education and spread false narratives.

Has there been a response by our Vandal Health Clinic to the recent changes in women's healthcare available in the state? President Green, joined by Provost Lawrence and Acting General Counsel (GC) Kent Nelson: the office of GC is working on a communication to guide employees on how to be compliant with the law.

What are the priorities for the Capital Campaign? President Green: student success and awarding scholarships continue to be a priority, as does identifying sustainable solutions for Idaho (with a focus on the institution). More on the October 20 event.

Are there plans for student housing as we grow enrollment? We are working on that. Possibly, we can use older building (1970s) as temporary housing. In progress. We hope to add that capacity in the near future.

In response to a question about whether the university is optimistic or pessimistic about funds for higher education, President Green explained that we are preparing for anything and will respond quickly. No matter what we do, however, false narratives will remain. Please be careful when speaking to the press.

A few announcements/comments from the audience:

- This year we celebrate the 50th anniversary of the Women's Center.
- Friday, September 30, at 3pm in the Tribal Lounge: dedication ceremony for the Sacagawea statue, a generous donation from U of I alumni Rich and Sharon Allen.
- Senate Chair Quinnett announced that Jamie Derrick was promoted to Clinical Full Professor in Psychology.
- Thanks to all search committees for bringing the new people on campus!

Thank you and Go Vandals!

- Adjournments
The agenda being completed, President Green adjourned the meeting at 4:17pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

Committee	Employee Type	Committee Designation	Last name	First Name	Last Yr. of Term
Academic Hearing Board	Faculty	Chair	Sweet	Dawn	2022-23
Academic Hearing Board	Faculty/Administrator	Administrator	McGuire	Michelle	2022-23
Academic Hearing Board	Faculty		Holyoke	Laura	2024-25
Academic Hearing Board	Faculty		Turpin	Zach	2023-24
Academic Hearing Board	Faculty		Abbott	Ann	2024-25
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean/Chair	Running	Kristina	2022-23
Academic Petitions Committee	Faculty/Alternate	Alternate	Attebury	Ramirose	2024-25
Academic Petitions Committee	Faculty		Baggs	Belle	2023-24
Academic Petitions Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A
Academic Petitions Committee	Faculty/CTC		Kitzrow	Martha	2023-24
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate			
Academic Petitions Committee	Faculty		Ludwig	Chris	2022-23
Academic Petitions Committee	Faculty/Alternate/Associate Dean	Alternate	Neilsen	Mark	2022-23
Academic Petitions Committee	Faculty/Alternate	Alternate	Rinker	Bob	2022-23
Academic Petitions Committee	Faculty/Associate Dean	Associate Dean			
Academic Petitions Committee	Faculty/Alternate/CTC	Alternate			
Administrative Hearing Board	Faculty	Chair	Swenson	Matthew	2023-24
Administrative Hearing Board	Registrar or Designee	Ex Officio	Hubbard	Dwaine	N/A
Administrative Hearing Board	Student Accounts Manager or Designee	Ex Officio	Shoop	Delora	N/A
Administrative Hearing Board	Faculty				
Administrative Hearing Board	Staff		Harner	Arch	2023-24
Administrative Hearing Board	Student		Loffer	Peyton	2022-23
Administrative Hearing Board	Faculty/Law				2024-25
Administrative Hearing Board	Faculty		Williams	Chris	2023-24
Admissions Committee	Director Counseling & Testing Center or Designee		Nash	Trisha	N/A

Admissions Committee	Director of Admissions or Designee	w/o vote	Goodwin	Melissa	N/A
Admissions Committee	Faculty	Chair	Kumar	Vikas	2022-23
Admissions Committee	Faculty				
Admissions Committee	Faculty		Levan	Krissi	2022-23
Admissions Committee	Faculty		Li	Feng	2022-23
Admissions Committee	Faculty		Manker	Gretchen	2024-25
Admissions Committee	Faculty/ALCP		Gilbert	Laurel	2022-23
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair			
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair			
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Schwarzlaender	Mark	2022-23
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair	Wilson	Miranda	2022-23
Admissions Committee	Faculty/Alternate	Alternate Appt by Chair			
Admissions Committee	Professional Advisor	w/o vote	Alderete	Paul	N/A
Admissions Committee	Student Support Services designee	w/o vote	Dulin	Brian	N/A
Admissions Committee	Student Support Programs (optional)	w/o vote			
Admissions Committee	Office of Multicultural Affaris	w/o vote	Martinez	Jesse	2024-25
Admissions Committee	Ubuntu Chair or Designee				
Americans with Disabilities Act Advisory Committee	Center for Disability Access and Resources or Designee		Voss	Cory	N/A
Americans with Disabilities Act Advisory Committee	Director Counseling & Testing or Designee		Kaley	Rheanna	N/A
Americans with Disabilities Act Advisory Committee	Director of the OCRI or Designee		Agidius	Erin	N/A

Americans with Disabilities Act Advisory Committee	Staff		Feldman	Amber	2024-25
Americans with Disabilities Act Advisory Committee	Faculty/Library		Doney	Jylisa	2022-23
Americans with Disabilities Act Advisory Committee	ITS Director or Designee		English	Tom	N/A
Americans with Disabilities Act Advisory Committee	Faculty/Disability experience knowledge	Boise, Chair	Gunder	Jessica	2022-23
Americans with Disabilities Act Advisory Committee	Student/Graduate		Hughes	Catherine	2022-23
Americans with Disabilities Act Advisory Committee	Faculty/Academic Administrator		Eichner	Katrina	2024-25
Americans with Disabilities Act Advisory Committee	Director of Housing and Residence Life		Kanikkeberg	DeeDee	N/A
Americans with Disabilities Act Advisory Committee	Staff		Taylor	Amy	2024-25
Americans with Disabilities Act Advisory Committee	Public Safety & Security or Designee	w/o vote	Lovell	Bruce	N/A
Americans with Disabilities Act Advisory Committee	Center on Disabilities and Human Development	w/o vote	Mitchell	Gwen	N/A
Americans with Disabilities Act Advisory Committee	Facilities Director or Designee		Pankopf	Ray	N/A
Americans with Disabilities Act Advisory Committee	Parking & Transportation Services	w/o vote	Schwartz	Nik	N/A
Americans with Disabilities Act Advisory Committee	Executive Director for Human Resources or Designee		Schumaker	Robin	N/A
Americans with Disabilities Act Advisory Committee	General Counsel Representative	w/o vote	Tomlin	Erin	N/A
Americans with Disabilities Act Advisory Committee	Student/Undergraduate		Crowley	Owen	2022-23
Institutional Animal Care and Use Committee	Members placed by ORED; post roster online				
Institutional Biosafety Committee	Members placed by ORED; post roster online				

Borah Foundation Committee	Faculty	Chair	Gottwald	Dave	2023-24
Borah Foundation Committee	Associate Director of the Martin Institute	w/o vote	Afatchao	Kodjotse	N/A
Borah Foundation Committee	Faculty		Blevins	Katie	2022-23
Borah Foundation Committee	Faculty		Roberson	Dakota	2023-24
Borah Foundation Committee	Student		DesRosier	Milana	2022-23
Borah Foundation Committee	Student		Mills	Shaelyn	2022-23
Borah Foundation Committee	Faculty		Heeran	Geoffery	2022-23
Borah Foundation Committee	Student		Colter	Joseph	2022-23
Borah Foundation Committee	Faculty		Prorak	Diane	2023-24
Borah Foundation Committee	Staff		Salsbury	Lysa	2024-25
Borah Foundation Committee	Staff				
Borah Foundation Committee	Student		Sherman	Jared	2022-23
Borah Foundation Committee	Faculty		Roy	Alyson	2023-24
University Budget & Finance Committee	Budget Office Representative	Ex Officio/N on-voting	Mahoney	Trina	N/A
University Budget & Finance Committee	Faculty/At-Large		Fuerst	Peter	2022-23
University Budget & Finance Committee	Faculty/CAA				
University Budget & Finance Committee	Faculty/CALS		West	Andy	2024-25
University Budget & Finance Committee	Faculty/CBE		Chen	Linda	2023-24
University Budget & Finance Committee	Faculty/CEHHS		Billing	Carol	2022-23
University Budget & Finance Committee	Faculty/CLASS		Dreikosen	Jesse	2022-23
University Budget & Finance Committee	Faculty/CNR				
University Budget & Finance Committee	Faculty/COS		Love	Renee	2022-23

University Budget & Finance Committee	Faculty/ENGR		Shrestha	Dev	2022-23
University Budget & Finance Committee	Faculty/LAW	Chair	McIntosh	Deb	2022-24
University Budget & Finance Committee	Faculty/Senate Member		Long	Jerry	2024-25
University Budget & Finance Committee	Provost & Executive Vice President	Ex Officio/Non-voting	Lawrence	Torrey	N/A
University Budget & Finance Committee	Staff/Academic Affairs		Buchert	Charity	2024-25
University Budget & Finance Committee	Staff/Advancement		Hyvonen	Clark	2024-25
University Budget & Finance Committee	Staff/Finance & Administration		Miller	Lisa	2022-23
University Budget & Finance Committee	Staff/ITS		Amos	Teresa	2024-25
University Budget & Finance Committee	Staff/ORED		Noble	Tami	2022-23
University Budget & Finance Committee	Student/ASUI		Ertel	Teddy	2022-23
University Budget & Finance Committee	Student/Graduate/GPSA		Sone	Bronte	2022-23
University Budget & Finance Committee	Student/Law/SBA				
University Budget & Finance Committee	Vice President of Finance	Ex Officio/Non-voting	Foisy	Brian R.	N/A
Campus Planning Advisory Committee	Faculty		Cronan	Daniel	2022-23
Campus Planning Advisory Committee	Student		Schoo	Blake	2022-23

Campus Planning Advisory Committee	Vice President for Information Technology (CIO)		Ewart	Daniel	N/A
Campus Planning Advisory Committee	Vice President for Finance and Administration or Designee		Salisbury	Kim	N/A
Campus Planning Advisory Committee	Assistant Vice President for Facilities		Vineyard	Rusty	N/A
Campus Planning Advisory Committee	Faculty Senate				
Campus Planning Advisory Committee	Faculty Senate				
Campus Planning Advisory Committee	Faculty		Perret	Robert	2024-25
Campus Planning Advisory Committee	Faculty		Skibiel	Amy	2022-23
Campus Planning Advisory Committee	Coordinator for CDAR or designee		Voss	Cory	N/A
Campus Planning Advisory Committee	Staff		Matson	Eric	2024-25
Campus Planning Advisory Committee	Faculty		Wolbrecht	Eric	2023-24
Classified Position Appeal Board	Classified Staff		Coulter	Mandi	2024-25
Classified Position Appeal Board	Faculty/Administrator		Becker	Hydee	2022-23
Classified Position Appeal Board	Classified Staff		Hammes	Michael	2022-23
Classified Position Appeal Board	Classified Staff/Supervisor		Jameson	Arlette	2023-24
Classified Position Appeal Board	Faculty/Administrator		Johnson	Robin	2023-24
Classified Position Appeal Board	Classified Staff		Mazzocco	Patrick	2023-24
Classified Position Appeal Board	Director of Employment Services	w/o vote	Terwilliger	Brandi	N/A
Commencement Committee	Faculty	Chair	Nielsen	Richard	2022-23
Commencement Committee	Registrar		Brown	Lindsey	N/A
Commencement Committee	Faculty		Chung	Yunhyung	2022-23
Commencement Committee	Faculty		Egan	Catherine	2022-23
Commencement Committee	Faculty		Barannyk	Lyudmyla	2024-25
Commencement Committee	Faculty		Smith	Bill	2023-24

Commencement Committee	Honors Student				
Committee on Committees	Vice Chair/Fac Senate	Chair	Chapman	Erin	2022-23
Committee on Committees	Staff Council Elections Chair				
Committee on Committees	Student/ASUI President or Designee		McClain	Tanner	2022-23
Committee on Committees	Faculty		Noguera	Magdy	2023-24
Committee on Committees	Faculty		Powell	Madison	2023-24
Committee on Committees	Faculty		Alessa	Lilian	2024-25
Committee on Committees	Faculty		Campbell	Sarah	2024-25
Committee on Committees	Faculty Secretary	w/o vote	Sammarruca	Francesca	N/A
Committee on Committees	Faculty		Blaine	Anna	2024-25
Committee on Committees	Faculty		Vos	Jaap	2022-23
Dismissal Hearings Committee	Faculty	Chair	Schwarzlaender	Mark	2023-24
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Barton	Ben	2023-24
Dismissal Hearings Committee	Faculty		Spear	Rhett	2024-25
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Hubbs	Graham	2023-24
Dismissal Hearings Committee	Faculty/Alternate		Kern	Anne	2023-24
Dismissal Hearings Committee	Faculty/Administrator/Alternate		Aleksandra	Hollingshead	2024-25
Dismissal Hearings Committee	Faculty/Alternate		Pilgeram	Ryanne	2024-25
Dismissal Hearings Committee	Faculty/Alternate		Patterson	Ronald	2022-23
Dismissal Hearings Committee	Faculty/Administrator		Quinlan	Sean	2022-23
Dismissal Hearings Committee	Faculty/Alternate		Dublin	Merritt	2024-25
Dismissal Hearings Committee	Faculty		Raney	Taylor	2023-24
Dismissal Hearings Committee	Faculty				
Dismissal Hearings Committee	Faculty/Alternate		Ball	Katherine	2024-25
Dismissal Hearings Committee	Faculty/Alternate		Warren	William	2023-24
Instructional Space Committee	Registrar or Designee	Chair	Stubbs	Steve	N/A
Instructional Space Committee	Faculty		Sonnichsen	Mike	2024-25
Instructional Space Committee	Facilities		Clarkson	Stephanie	N/A
Instructional Space Committee	Representative		Habib	Douglas	N/A
Instructional Space Committee	Student/ASUI Representative		Carranza	Daniela	2022-23
Instructional Space Committee	Purchasing Representative		Mclroy	Julia	N/A
Instructional Space Committee	Registrar Office Representative		Miller	Tammy	N/A
Instructional Space Committee	Faculty		Locke	Kenneth	2024-25

Instructional Space Committee	Director of General Education	Ex Officio/Non-voting	Panttaja	Dean	N/A
Instructional Space Committee	Faculty		Hubbs	Graham	2024-25
Instructional Space Committee	Student/ASUI Representative		Khetan	Saloni	2022-23
Instructional Space Committee	Information Technology Representative		Schmidt	Ken	N/A
Instructional Space Committee	Facilities		Vineyard	Rusty	N/A
Faculty and Staff Policy Group	Staff		Jones	Lisa	2023-24
Faculty and Staff Policy Group	Faculty		Nash	Scott	2022-23
Faculty and Staff Policy Group	Staff		Agidius	Erin	2024-25
Faculty and Staff Policy Group	Faculty Secretary	Ex Officio	Sammarruca	Francesca	N/A
Faculty and Staff Policy Group	Faculty/Senate Member				
Faculty and Staff Policy Group	Policy Coordinator or Designee	Ex Officio	Whitney	Diane	N/A
Faculty and Staff Policy Group	Faculty		Nelson	Sarah	2024-25
Faculty and Staff Policy Group	Staff/Council Member				
Faculty Affairs Committee	Faculty	Chair	Pilgeram	Ryanne	2022-23
Faculty Affairs Committee	Faculty		Adjesiwor	Albert	2023-24
Faculty Affairs Committee	Faculty		Durgesh	Vihab	2023-24
Faculty Affairs Committee	Faculty		Gessler	Paul	2024-25
Faculty Affairs Committee	Vice Provost for Faculty	Ex Officio/Non-voting	Kelly-Riley	Diane	N/A
Faculty Affairs Committee	Faculty/Department Chair				
Faculty Affairs Committee	Faculty/Department Chair		MacDonald	Tara	2023-24
Faculty Affairs Committee	Faculty		Manrique Hoyos	Carolina	2023-24
Faculty Affairs Committee	Faculty Secretary	Ex Officio/Non-voting	Sammarruca	Francesca	N/A
Faculty Affairs Committee	Faculty		Gunder	Jessica	2024-25
Faculty Affairs Committee	Faculty		Blevins	Kathryn	2024-25
Faculty Appeals Hearing Board	Faculty	Chair	Ramirez	Stefanie	2024-25
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise	Walsh	Olga	2024-25
Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Boise	Sanders	Shaakirrah	2023-24

Faculty Appeals Hearing Board	Faculty/Off Campus/Alternate	Twin Falls	Chahine	Mireille	2022-23
Faculty Appeals Hearing Board	Faculty		Folwell	Annette	2023-24
Faculty Appeals Hearing Board	Faculty		Hu	Xiao	2022-23
Faculty Appeals Hearing Board	Faculty		Maas	Alex	2024-25
Faculty Appeals Hearing Board	Faculty		Stanley	Jessica	2022-23
Faculty Appeals Hearing Board	Faculty/Alternate				
Faculty Appeals Hearing Board	Faculty/Alternate		Dong	Hanwen	2023-24
Faculty Appeals Hearing Board	Faculty/Alternate				
Faculty Appeals Hearing Board	Faculty/Alternate				
Faculty Appeals Hearing Board	Faculty/Department Chair		Smith	Alistair	2024-25
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate		Barton	Ben	2022-23
Faculty Appeals Hearing Board	Faculty/Department Chair/Alternate				
Arts Committee	Faculty	Chair	Nomee	Shaina	2023-24
Arts Committee	Moscow Arts Commission Art Director or Designee	Ex Officio/Non-voting	Cherry	Megan	N/A
Arts Committee	Faculty		Popova	Inna	2024-25
Arts Committee	Administrator/Designated by the President	Ex Officio/Non-voting	Corry	Shauna	N/A
Arts Committee	Staff		Francetich	Omni	2022-23
Arts Committee	Faculty		Gosse	Johanna	2023-24
Arts Committee	Student/ASUI Fine Arts Committee when possible		Schoo	Blake	2022-23
Arts Committee	Facilities Management	Ex Officio/Non-voting	Pankopf	Raymond M.	N/A
Arts Committee	Faculty		Klement	David	2024-25
Arts Committee	Faculty		Turner-Rahman	Gregory	2024-25
Arts Committee	Director University Galleries or Designee	Ex Officio/Non-voting			N/A
Arts Committee	Student		Rode	Katie	2022-23

Grievance Committee for Student Employees	Student		Smith	Martha	2022-23
Grievance Committee for Student Employees	Staff/Council Member		Noble	Tami	2024-25
Grievance Committee for Student Employees	Student		Nguyen	Kayla	2022-23
Grievance Committee for Student Employees	Faculty/Senate Member				
Grievance Committee for Student Employees	Student		Hiria	James	2022-23
Honors Program Committee	Director of University Honors Program	w/o vote	Reineke	Sandra	N/A
Honors Program Committee	Faculty	Chair	Larti	Eneida	2022-23
Honors Program Committee	Faculty		Hunter	Ben	2024-25
Honors Program Committee	Faculty		Chen	Shiyi	2022-23
Honors Program Committee	Faculty		McCollough	Michael	2022-23
Honors Program Committee	Faculty		Woo	Alexander	2022-23
Honors Program Committee	Faculty	Boise			
Honors Program Committee	Academic Dean (annual appointment)				
Honors Program Committee	Program Advisor of University Honors Program	Secretary w/o Vote			N/A
Honors Program Committee	Designee				
Institutional Review Board	Members placed by ORED; post roster online				
Information Technology Committee	Faculty	Chair	Liao	Haifeng Felix	2022-23
Information Technology Committee	Vice President for Research or Designee	w/o vote	Harner	Archibald	N/A
Information Technology Committee	Registrar or Designee	w/o vote	Miller	Tammy	N/A
Information Technology Committee	Vice President for Finance and Administration or Designee	w/o vote			
Information Technology Committee	Vice President for Digital Learning or Designee	w/o vote			

Information Technology Committee	Vice President for Information Technology or Designee	w/o vote	Amos	Teresa	N/A
Information Technology Committee	Director of CETL or Designee		Smentowski	Brian	N/A
Information Technology Committee	Faculty		Turner-Rahman	Gregory	2024-25
Information Technology Committee	Faculty		Woolley	Darryl	2024-25
Information Technology Committee	Faculty		Johnston	Jason	2022-23
Information Technology Committee	Faculty		Shih	Ting-Yen	2024-25
Information Technology Committee	Faculty/Library		Williamson	Evan	2022-23
Information Technology Committee	Faculty/Off Campus		Godfrey	Bruce	2024-25
Information Technology Committee	Student Computing Advisory Committee or Designee				
Intellectual Property Committee	Faculty	Chair	Sielert	Vanessa	2022-23
Intellectual Property Committee	Faculty		Alessa	Lilian	2022-23
Intellectual Property Committee	Faculty/Alternate				
Intellectual Property Committee	Faculty		Maughan	Michael	2023-24
Intellectual Property Committee	Faculty				
Intellectual Property Committee	Faculty/Alternate				
Intellectual Property Committee	Director of Tech Transfer or Designee	w/o vote	Tamsen	Jeremy	N/A
Intellectual Property Committee	Faculty/Department Chair		Waits	Lisette	2022-23
Ubuntu	Coordinator of Student Support Services or Designee	Ex Officio/Non-voting	Myers	John	N/A
Ubuntu	Director CDAR or Designee	Ex Officio/Non-voting			N/A

Ubuntu	Director Multicultural Affairs or Designee	Ex Officio/N on-voting	Martinez	Jesse	N/A
Ubuntu	Director of International Programs or Designee	Ex Officio/N on-voting	Ota-Kotner	Adriana	N/A
Ubuntu	Director of the Native American Student Center Or Designee	Ex Officio/N on-voting	Samuels	Sydel	N/A
Ubuntu	Director Women's Center or Designee	Ex Officio/N on-voting	Moody	Jeana	N/A
Ubuntu	Diversity & Human Rights Chief Diversity Officer	Ex Officio/N on-voting	Bisbee	Yolanda	N/A
Ubuntu	Faculty / Chair	Chair	Kayler	Zach	2022-23
Ubuntu	Faculty				
Ubuntu	Faculty		Hollingshead	Aleksandra	2024-25
Ubuntu	Faculty		Soria	Krista	2022-23
Ubuntu	Human Resources Representative	Ex Officio/N on-voting	Terwilliger	Brandi	N/A
Ubuntu	LGBTQA Coordinator or Designee	Ex Officio/N on-voting	Keleher	Julia	N/A
Ubuntu	Staff				
Ubuntu	Staff/Council Member				
Ubuntu	ASUI Director of Diversity Affairs or Designee	Ex Officio/N on-voting	Suaste	Natalie	2022-23
Ubuntu	Student/Graduate		Rode	Abbey	2022-23
Ubuntu	Student/Undergraduate		Carranza	Daniel	2022-23

Library Affairs Committee	Faculty/Library	Chair	Seiferle-Valencia	Marco	?
Library Affairs Committee	Faculty/Humanities		Bilderback	Barry	2023-24
Library Affairs Committee	Student/Undergraduate		Ertel	Teddy	2022-23
Library Affairs Committee	Dean Library Services	w/o vote	Hunter	Ben	N/A
Library Affairs Committee	Faculty/Sciences		Hedman	Matthew	2024-25
Library Affairs Committee	Faculty		Nelson	Andrew	2022-23
Library Affairs Committee	Faculty/Social Sciences				
Library Affairs Committee	Student/Graduate		Jones	Sterling	2022-23
Officer Education Committee	Faculty	Chair	Jones	Patrick	2022-23
Officer Education Committee	Head of Aerospace Studies (WSU)		Jeffers	Nickolas	N/A
Officer Education Committee	Faculty		Baumann	Diane	2023-24
Officer Education Committee	Vice Provost for Academic Affairs or or Designee	Ex Officio	Kelly-Riley	Diane	N/A
Officer Education Committee	Head of Naval Science		Lockard	Price	N/A
Officer Education Committee	Faculty		Bauscher	Rich	2024-25
Officer Education Committee	Head of Military Science		Warren	Ross	N/A
Officer Education Committee	Student		Trachimowicz	Nathanial	2022-23
Officer Education Committee	Student/ROTC				
Parking Committee	Staff	Chair	English	Tom	2022-23
Parking Committee	Staff		Bogar	Ashley	2024-25
Parking Committee	Parking Coordinator	w/o vote	Schwartz	Nikolas	N/A
Parking Committee	Staff		Knickerbocker	Beth	2023-24
Parking Committee	Student		Crowley	Owen	2022-23
Parking Committee	Student		Young	Lauren	2022-23
Parking Committee	Faculty		Ekins	James	2024-25
Parking Committee	Faculty		McBrayer	Markie	2024-25
Parking Committee	Faculty		Xing	Tao	2023-24
Radiation Safety Committee	Faculty/Technical		Cole	Doug	2023-24
Radiation Safety Committee	Director of EHS and Radiation Safety Officer	Secretary	Abd El-Fatah	Samir I.	N/A
Radiation Safety Committee	Faculty/Technical		Ahmadzadeh	Amin	2023-24
Radiation Safety Committee	Faculty/Technical		Cassel	Elizabeth	2022-23
Radiation Safety Committee	Faculty/Technical, Dean or Dept. Chair		Fairly	Jerry	2023-24
Radiation Safety Committee	Faculty/Technical		Fortunato	Elizabeth	2022-23

Radiation Safety Committee	Faculty/Technical		Hong	Zonglie	2023-24
Radiation Safety Committee	Faculty/Technical		Stoian	Sebastian	2024-25
Radiation Safety Committee	Faculty/Technical	Chair	Williams	Tom	2022-23
Radiation Safety Committee	Faculty/Technical		Xiao	Fangming	2024-25
Sabbatical Leave Evaluation Committee	Faculty/Natural Science	Chair	Rezamand	Pedram	2022-23
Sabbatical Leave Evaluation Committee	Faculty		Charit	Indrajit	2022-23
Sabbatical Leave Evaluation Committee	Faculty		Vella	Chantal	2024-25
Sabbatical Leave Evaluation Committee	Vice Provost of Academic Affairs or Designee	w/o vote	Kelly-Riley	Diane	N/A
Sabbatical Leave Evaluation Committee	Faculty/Humanities		Teague	Alexandra	2023-24
Sabbatical Leave Evaluation Committee	Faculty/Social Sciences		Thorsteinson	Todd	2023-24
Safety and Loss-Control Committee	Asstistant VP of Facilities or Designee		Vineyard	Rusty	N/A
Safety and Loss-Control Committee	Commander, Moscow Police Department	Ex Officio/Non-voting	Berrett	Tyson	N/A
Safety and Loss-Control Committee	Director of Environmental Health & Safety	Ex Officio/Non-voting	Shahat	Samir	N/A
Safety and Loss-Control Committee	Director of Student Health Services or Designee		Huffman	Debbie	N/A
Safety and Loss-Control Committee	Director of University Residences or Designee		Kanikkeberg	DeeDee	N/A
Safety and Loss-Control Committee	Event Support Services		Ketchie	Kevin	N/A
Safety and Loss-Control Committee	Faculty/CAA		Sini	Rafaella	2023-24

Safety and Loss-Control Committee	Faculty/CALS		Kim	Jang Ho	2023-24
Safety and Loss-Control Committee	Faculty/CBE		Stone	Robert	2023-24
Safety and Loss-Control Committee	Faculty/CEHHS		Pomerantz	Kirsten	2024-25
Safety and Loss-Control Committee	Faculty/CLASS		Jones	Patrick	2024-25
Safety and Loss-Control Committee	Faculty/CNR		Cal	Lili	2024-25
Safety and Loss-Control Committee	Faculty/COS				
Safety and Loss-Control Committee	Faculty/ENGR		Mirkouei	Amin	2024-25
Safety and Loss-Control Committee	Faculty/LAW		Murphy	Tim	2024-25
Safety and Loss-Control Committee	Faculty/Library	Chair	Perret	Robert	2023-24
Safety and Loss-Control Committee	Information Technology Representative		Prescott	Jerilyn	
Safety and Loss-Control Committee	Occupational Safety Specialist	Ex Officio/Non-voting	Ewart	Char	N/A
Safety and Loss-Control Committee	Research & Economic Development		Harner	Archibald	N/A
Safety and Loss-Control Committee	Risk Manager or Designee		Spink	Nancy	N/A
Safety and Loss-Control Committee	Senior Human Resources Executive or Designee		Lindquist	Steven	N/A
Safety and Loss-Control Committee	Staff Council Representative				
Safety and Loss-Control Committee	Student/Graduate				

Safety and Loss-Control Committee	Student/Undergraduate		Trachimowicz	Nathanial	2022-23
Scientific Misconduct Committee	Faculty/Tenured	Chair	Hubbs	Graham	2022-23
Scientific Misconduct Committee	Faculty/Tenured		Kobziar	Leda	
Scientific Misconduct Committee	Faculty/Tenured		Datta	Somantika	2023-24
Scientific Misconduct Committee	Faculty/Tenured		Waits	Lisette	
Scientific Misconduct Committee	Faculty/Tenured		Kassem	Emad	2023-24
Scientific Misconduct Committee	Faculty/Tenured				
Scientific Misconduct Committee	Faculty/Tenured - Alternate				
Scientific Misconduct Committee	Faculty/Tenured - Alternate		Freeman	Sydney	2024-25
Scientific Misconduct Committee	Faculty/Tenured - Alternate				
University Staff Compensation Committee	Vice President Finance & Administration	Ex Officio/Non-voting	Salisbury	Kim	N/A
University Staff Compensation Committee	Senior Executive of Human Resources	Ex Officio/Non-voting	Terwilliger	Brandi	N/A
University Staff Compensation Committee	Staff/Off-Campus	Idaho Falls	Moore	Sara	2023-24
University Staff Compensation Committee	Staff/Off-Campus	Kimberly Research	Albright	Theresa	2024-25
University Staff Compensation Committee	Staff	Staff Counsel / Chair	Francetich	Omni	2023-24
University Staff Compensation Committee	Staff		Mattoon	Michele	2024-25
University Staff Compensation Committee	Staff		Anderson	Eric	2023-24
University Staff Compensation Committee	Staff		Baillargeon-Hauck	Jennifer	2022-23
University Staff Compensation Committee	Staff		Feldman	Amber	2022-23

University Staff Compensation Committee	Staff		Keim	Elissa	2023-24
University Staff Compensation Committee	Staff		Lunt	Marty	2022-23
Student Conduct Board	Faculty	Chair	Scheef	Andrew	2022-23
Student Conduct Board	Staff		Barber	Mathew	2023-24
Student Conduct Board	Student/Graduate		Acevedo	Adamarie	2022-23
Student Conduct Board	Faculty				
Student Conduct Board	Staff		Feldman	Amber	2022-23
Student Conduct Board	Student		Smith	Martha	2022-23
Student Conduct Board	Faculty		Hansen	Robert	2022-23
Student Conduct Board	Faculty		Gottwald	Dave	2024-25
Student Conduct Board	Student		Torres	Bre	2022-23
Student Conduct Board	Staff				
Student Conduct Board	Faculty		Popova	Inna	2024-25
Student Conduct Board	Staff		Kearney	Darren	2022-23
Student Conduct Board	Student		Trachimowicz	Nathanial	2022-23
Student Conduct Board	Student		Sherman	Jared	2022-23
Student Conduct Board	Faculty		McDunn	Benjamin	2023-24
Student Conduct Board	Faculty		Schab	Aaron	2022-23
Student Conduct Board	Staff		Sheikh	Mahmood	2023-24
Student Conduct Board	Staff				
Student Conduct Board	Staff		Smith	Jen	2023-24
Student Conduct Board	Student/Law				
Student Conduct Board	Student		Guerro	Hector	2022-23
Student Financial Aid Committee	Faculty	Chair			
Student Financial Aid Committee	Director Designee	w/o vote	Arevalos	Evelina	N/A
Student Financial Aid Committee	Director of Student Financial Aid	w/o vote	Croyle	Randi	N/A
Student Financial Aid Committee	Faculty		Kersten	Michael	2022-23
Student Financial Aid Committee	Student		Ertel	Teddy	2022-23
Student Financial Aid Committee	Faculty		Mai	Nhu	2023-24
Student Financial Aid Committee	Faculty		Pula	Kacy	2024-25
Student Financial Aid Committee	Student		Carranza	Daniela	2022-23

Student Financial Aid Committee	Student Support Staff Representative	w/o vote			N/A
Student Financial Aid Committee	Faculty	Idaho Falls			
University Teaching Committee	Faculty	Chair	Halverson	Rachel	2023-24
University Teaching Committee	Faculty		Eveleth	Daniel	2022-23
University Teaching Committee	Faculty		Cronan	Dan	2024-25
University Teaching Committee	Faculty		Sharma	Bal Krishna	2024-25
University Teaching Committee	Associate Dean		Kitchel	Allen	2023-24
University Teaching Committee	Representative	w/o vote	Mahuron	Sara	N/A
University Teaching Committee	Director of General Education		Panttaja	Dean	N/A
University Teaching Committee	Director of CETL or Designee	w/o vote	Smentowski	Brian	N/A
University Teaching Committee	Student/Graduate or Undergraduate		Ropski	Beth	2022-23
University Teaching Committee	Faculty		Thiele	Mark	2023-24
University Teaching Committee	Faculty		Tsao	Ling-Ling	2023-24
University Advising Committee	Faculty	Chair	Doumit	Stacey	2022-23
University Advising Committee	Executive Director of Student Success Initiatives or Designee		Lebreau	Jennifer	N/A
University Advising Committee	Academic Advisor				
University Advising Committee	Associate Dean		Craig	Traci	2023-24
University Advising Committee	Faculty		Ely	Rob	2022-23
University Advising Committee	Faculty		He	Bingjun	2022-23
University Advising Committee	Faculty		Kolpan	Katharine	2022-23
University Advising Committee	Faculty		Lynch	Laurel	2023-24
University Advising Committee	Student/Undergraduate		Hiria	James	2022-23
University Advising Committee	Student/Undergraduate		Rode	Katie	2022-23
University Advising Committee	Associate Director for Advising		Bertlin	Shawna	2022-23
University Committee for General Education	Asst. Director of Institutional Research and Assess. or Designee	w/o vote	Mahuron	Sara	N/A
University Committee for General Education	CLASS Dean or Designee	w/o vote	Quinlan	Sean	N/A
University Committee for General Education	COS Dean or Designee	w/o vote	Nielsen	Mark	N/A
University Committee for General Education	Director of Academic Advising or Designee	w/o vote	Bertlin	Shawna	N/A

University Committee for General Education	Director of General Education	w/o vote	Panttaja	Dean	N/A
University Committee for General Education	Faculty/CAA				
University Committee for General Education	Faculty/CALS		Chapman	Erin	2022-23
University Committee for General Education	Faculty/CBE				
University Committee for General Education	Faculty/CEHHS				
University Committee for General Education	Faculty/CNR	Chair	Goebel	Charles	2023-24
University Committee for General Education	Faculty/ENGR				
University Committee for General Education	Faculty/Library				
University Committee for General Education	Faculty/SBOE GEM - Humanistic & Artistic				
University Committee for General Education	Faculty/SBOE GEM - Mathematical		Abbott	Ann	2024-25
University Committee for General Education	Faculty/SBOE GEM - Oral Comm.		Carter	Diane	2024-25
University Committee for General Education	Faculty/SBOE GEM - Scientific		Williams	Tom	2022-23
University Committee for General Education	Faculty/SBOE GEM - Social & Behavioral		Thorne	Deborah	2022-23
University Committee for General Education	Faculty/SBOE GEM - Written Comm.		Ritcher	Jamaica	2023-24
University Committee for General Education	Registrar or Designee	w/o vote	Frost	Rebecca	N/A
University Committee for General Education	Student/Undergraduate		Torres	Bre	2022-23

University Committee for General Education	Student/Undergraduate				
University Assessment and Accreditation Committee	Associate Director of Assessment and Accreditation	ex officio/Non-voting	Mahuron	Sara	--
University Assessment and Accreditation Committee	Office of Equity, Diversity, and Inclusion Representative	ex officio/Non-voting	Hollingshead	Alexsandra	--
University Assessment and Accreditation Committee	Faculty/CAA				
University Assessment and Accreditation Committee	Faculty/CALS		Doumitt	Matthew	2023-24
University Assessment and Accreditation Committee	Faculty/CBE		Chen	Linda	2023-24
University Assessment and Accreditation Committee	Faculty/CLASS	Chair	Kirchmeier	Barbara	2023-24
University Assessment and Accreditation Committee	Faculty/CNR		Shook	Steven	2023-24
University Assessment and Accreditation Committee	Faculty/COS		Staben	Chuck	2023-24
University Assessment and Accreditation Committee	Faculty/EHHS				
University Assessment and Accreditation Committee	Faculty/Engineering		Crepeau	John	2023-24
University Assessment and Accreditation Committee	Faculty/Graduate Studies		McMurtry	Jerry	2023-24
University Assessment and Accreditation Committee	Faculty/Law		Murphy	Tim	2023-24
University Assessment and Accreditation Committee	Faculty/Library		Attebury	Rami	
University Assessment and Accreditation Committee	Recorder, Office of Assessment and Accreditation	ex officio/Non-voting			--

University Assessment and Accreditation Committee	Strategic Enrollment Management Representative	ex officio/Non-voting			--
University Assessment and Accreditation Committee	Student Affairs Representative	ex officio/Non-voting	O'Neal	Shawn	--
University Assessment and Accreditation Committee	Vice Provost of Academic Initiatives or Designee	ex officio/Non-voting			--
University Curriculum Committee	Director of General Education	w/o vote	Panttaja	Dean	N/A
University Curriculum Committee	Faculty Secretary or Designee	w/o vote	Sammarruca	Francesca	N/A
University Curriculum Committee	Faculty/At-Large		Hanley	Kalynn	2022-23
University Curriculum Committee	Faculty/CAA				
University Curriculum Committee	Faculty/CALS		Chapman	Erin	2024-25
University Curriculum Committee	Faculty/CBE		McCollough	Mike	2022-23
University Curriculum Committee	Faculty/CEHHS				
University Curriculum Committee	Faculty/CLASS		Howerton	Kyle	2024-25
University Curriculum Committee	Faculty/CNR	Chair	Shook	Steven	2024-25
University Curriculum Committee	Faculty/COS		Love	Renee	2023-24
University Curriculum Committee	Faculty/ENGR		Kassem	Emad	2023-24
University Curriculum Committee	Faculty/LAW		Long	Jerry	2024-25
University Curriculum Committee	Faculty/Library		Dong	Hanwen	2023-24
University Curriculum Committee	Registrar or Designee	w/o vote	Brown	Lindsey	N/A
University Curriculum Committee	Student/Graduate		Harrison	Georgia	2022-23
University Curriculum Committee	Student/Undergraduate/Upper Division		Sherman	Jared	2022-23
University Curriculum Committee	Student/Undergraduate/Upper Division		Guerro	Hector	2022-23
University Curriculum Committee	Vice Provost Academic Initiatives or Designee	w/o vote			
University Multi-Campus Communications Committee	Faculty Secretary	Chair	Sammarruca	Francesca	N/A
University Multi-Campus Communications Committee	Faculty/Boise		Cannon	John	2022-23
University Multi-Campus Communications Committee	Faculty/CDA		Ekins	James	2022-23

University Multi-Campus Communications Committee	Chief Information Officer or Designee	w/o vote	Amos	Teresa	N/A
University Multi-Campus Communications Committee	Faculty/Twin Falls		Glaze	Benton	2022-23
University Multi-Campus Communications Committee	Faculty/Alternate/Twin Falls		Hatzenbuehler	Patrick	2022-23
University Multi-Campus Communications Committee	Faculty/Idaho Falls				
University Multi-Campus Communications Committee	Faculty/Moscow		Kirchmeier	Barbara	2023-24
University Multi-Campus Communications Committee	Faculty/Alternate/Moscow		Ekins	Jim	2024-25
University Multi-Campus Communications Committee	Faculty/Alternate/Idaho Falls		Ostrom	Lee	2023-24
University Multi-Campus Communications Committee	Faculty/Alternate/Boise		Rumel	John	2022-23
University Multi-Campus Communications Committee	Faculty/Alternate/CDA		Wargo	Liz	2023-24
University Security & Compliance Committee	Executive Director Public Safety & Security	Chair			
University Security & Compliance Committee	Title IX Coordinator		Agidius	Erin	N/A
University Security & Compliance Committee	Faculty		Balembe	Onesmo	2022-23
University Security & Compliance Committee	Moscow Police Department Representative		Berrett	Tyson	N/A
University Security & Compliance Committee	General Counsel Representative	w/o vote	Craig	Jim	N/A
University Security & Compliance Committee	EHS Safety Specialist		Daniels	Kelvin	N/A
University Security & Compliance Committee	Dean of Students		Eckles	Blaine	N/A

University of Idaho Summer 2022 Candidates for Degree

College of Agricultural & Life Sciences

Claire	Bardsley	M.S.	Agricultural Education
Quinn	Buzzard	M.S.	Water Resources-Sci & Mgmt Opt
Lauren	Christensen	M.S.	Animal Science
Alyx	Dixon	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Tanner	Ferry	B.S.Ag.Ed.	Agricultural Education
Breanna	Harmon	B.S.F.C.S.	Food and Nutrition
Adrienne	Jordan	B.S.F.C.S.	Food and Nutrition
Jessica	Kalin	M.S.	Entomology
Maggi	Laan	M.S.	Soil & Land Resources
Elle	Moore	B.S.F.C.S.	Food and Nutrition
Laurel	Nunez	M.S.	Family and Consumer Sciences
Kendi	Phelps	M.S.	Family and Consumer Sciences
Leah	Price	B.S.F.C.S.	Food/Nutr-Dietetics Opt
John	Randall	M.S.	Water Resources-Sci & Mgmt Opt
Julia	Reese	M.S.	Water Resources-Engr & Sci Opt
Stacey	Rice	M.S.	Entomology
Matthew	Stacey	B.S.Pl.Sc.	Crop Management
Gaige	Swanson	M.S.	Water Resources-Sci & Mgmt Opt
Victoria	Wilk	M.S.	Family and Consumer Sciences
Zhengliang	Yang	M.S.	Applied Economics

College of Art & Architecture

Regan	Campbell	M.Arch.	Architecture
Rebecca	Ebenroth	B.F.A.	Studio Art & Design

Maria	Estrada	B.A.	Art
Litzy	Gomez	B.S.Arch.	Architecture
Tyler	Rodda	B.S.Arch.	Architecture
Kelsey	Smith	M.Arch.	Architecture
Shuyuan	Tan	B.S.	Virtual Technology & Design

College of Business & Economics

Jacob	Aanes	B.S.Bus.	Marketing-Sales Mgmt Opt
Lydia	Barkus	B.S.Bus.	Marketing-Gen Marketing Emph
Michael	Carberry	B.S.Bus.	Finance
Kai	Desmet	B.S.Bus.	Marketing-PGA Golf Mgmt Opt
Jackson	Dingel	B.S.Bus.	Finance
			Marketing-Gen Marketing Emph
Cameron	Evans	B.S.Bus.	Marketing-Gen Marketing Emph
Christine	Gillaspie	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Sarah	Lake	B.S.Bus.	Accounting
Cristy	Langdon	B.S.Bus.	Marketing-Entrepreneurship Emp
			Mgmt & HR-Entrep & Sm Bus Emph
McKenna	Lively	B.S.Bus.	Marketing-Gen Marketing Emph
Wilson	Mallane	B.S.Bus.	Marketing-Gen Marketing Emph
Isaiah	Mattingly	B.S.Bus.	Accounting
Brandon	Miller	M.Acct.	Accountancy
Kyle	Nebbrigich	M.Acct.	Accountancy
Zachary	Nunis	B.S.Bus.	Accounting
			Marketing-Entrepreneurship Emp
Derek	Peters	B.S.Bus.	Operations Management
Nicholas	Peterson	M.Acct.	Accountancy

Thomas	Rizzo	B.S.Bus.	Finance
Abdul-Mujeeb	Rufai	B.S.Bus.	Finance
Aaron	Schaub	M.Acct.	Accountancy
Rileigh	Schulkey	B.S.Bus.	Marketing-Gen Marketing Emph
Destinie	Stopsen	M.Acct.	Accountancy
Charleston	Vaughan	B.S.Bus.	Accounting
James	Vilay	B.S.Bus.	Marketing-Gen Marketing Emph

College of Education, Health & Human Sciences

Laura	Barnhardt	M.Ed.	Educational Leadership
Adam	Bruno	Ed.S.Ed.Ldrshp	Educational Leadership
Emilia	Carrillo	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
			Exer, Sprt, Hlth Sci-Pre-PT
Eduardo	Celis	M.S.	Adult/Org Learnng & Leadership
Sheri	Class	M.Ed.	Curr & Inst-Car & Tec Ed Emph
Audriana	Cole	M.S.	Adult/Org Learnng & Leadership
Tahni	David	M.S.	Adult/Org Learnng & Leadership
Christina	Day	M.S.	Movement & Leisure Sciences
Hunter	DeRize	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Kipp	Dixon	M.Ed.	Physical Education
Sydney	Durk	M.Ed.	Curriculum and Instruction
Peyten	Ely	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Shannon	Engledow	Ed.S.Ed.Ldrshp	Educational Leadership
Elaine	Foster	Ph.D.	Education
Robertson	Fox	M.Ed.	Educational Leadership
Kailee	Hansen	M.Ed.	Educational Leadership
Ryan	Harrod	M.S.	Adult/Org Learnng & Leadership

Jordyn	Higgins	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Nancy	Jones	M.Ed.	Educational Leadership
Ashlee	Kolar	M.Ed.	Educational Leadership
Laura	Laumatia	Ph.D.	Education
Fangyuan	Li	M.S.	Adult/Org Learnng & Leadership
Christopher	Luttrell	Ed.S.Ed.Ldrshp	Educational Leadership
Dominique	McBroome	M.S.	Adult/Org Learnng & Leadership
John	McCaffrey	M.Ed.	Educational Leadership
Herbert	Moore	M.S.	Adult/Org Learnng & Leadership
Stephany	Navarro	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Hailey	Nikkola	M.Ed.	Curriculum and Instruction
Dayna	Schwerd	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Farjahan	Shawon	Ph.D.	Education
Megan	Sindt	M.Ed.	Educational Leadership
Mackenna	Sosa	M.Ed.	Curr & Inst-Car & Tec Ed Emph
Richard	Stock	M.Ed.	Educational Leadership
Angelica	Torres Luna	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT

College of Engineering

Heba	Aljabrine	B.S.C.S.	Computer Science
Silvino	Balderrama Prieto	Ph.D.	Mechanical Engineering
Tyler	Benjamin	B.S.M.E.	Mechanical Engineering
Nicholas	Brubaker	M.Engr.	Mechanical Engineering
Daniel	Cabrera	B.S.M.E.	Mechanical Engineering
Robert	Carne	M.S.	Mechanical Engineering
Jiang	Chang	B.S.C.S.	Computer Science
Jaxon	Dean	M.S.	Civil Engineering

Megan	Grennille	M.S.	Technology Management
Aman	Gupta	Ph.D.	Chemical Engineering
Zachary	Hammond	B.S.Comp.E.	Computer Engineering
LeeRoy	Jones	M.S.	Technology Management
Michael	Juel	M.Engr.	Engineering Management
Caitlin	Keady	M.S.	Civil Engineering
Nephi	Kharadia	M.Engr.	Electrical Engineering
Hsuan Wen	Kuo	M.S.	Technology Management
Jan	Lambrechtsen	M.S.	Mechanical Engineering
Emaline	Lawler	B.S.M.E.	Mechanical Engineering
Yingruo	Liu	B.S.C.S.	Computer Science
Luis	Maldonado	B.S.M.E.	Mechanical Engineering
Zachary	Martin	M.S.	Electrical Engineering
Siobhan	McGuire	M.Engr.	Mechanical Engineering
Kirk	McKenzie	M.S.	Mechanical Engineering
Nathaniel	Pearson	B.S.M.E.	Mechanical Engineering
Lauren	Perla	B.S.M.E.	Mechanical Engineering
Naif	Rajkhan	Ph.D.	Computer Science
Robin	Roper	Ph.D.	Nuclear Engineering
Vincent	Russo	B.S.M.E.	Mechanical Engineering
Lucas	Sass	Ph.D.	Biological Engineering
Carson	Silsby	M.S.	Chemical Engineering
Jacob	Stubbers	B.S.M.E.	Mechanical Engineering
Ammar	Tarar	Ph.D.	Biological Engineering
Dustin	Taylor	B.S.M.E.	Mechanical Engineering
Rochelle	Watson	M.Engr.	Engineering Management
Teyen	Widdicombe	Ph.D.	Nuclear Engineering

James	Young	M.S.	Computer Science
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College of Law

Gabriela	Martinez	J.D.	Law
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College of Letters, Arts & Social Sciences

Trevante	Anderson	B.A.	Sociology
Barry	Baughman	B.A.	English-Creative Writing Emph
Charissa	Bertels	M.F.A.	Theatre Arts
Brendan	Bradshaw	B.S.	History
William	Breckenridge	B.S.	Criminology
Barbara	Broyles	M.P.A.	Public Administration
Christina	Calkins	B.G.S.	General Studies
Loren	Cantrill	B.A.	English-Creative Writing Emph
Lauren	Caven	B.S.	Advertising
Celena	Chandler	B.S.	Political Science
Rebecca	Connors	B.S.	History
Becky	Cowan	B.S.	Organizational Sciences
Olivia	Fee	B.S.	Anthropology
Jacob	Fry	B.A.	International Studies
Sage	Gardner	B.S.	Anthropology
Elizabeth	Goulston	M.S.	Psychology
Katherine	Grabrick	B.S.	Psychology
Sargon	Hamad	B.A.	International Studies
Sargon	Hamad	B.S.	Political Science
Richard	Harman	B.S.	Philosophy
Toni	Henderson-Mayers	M.F.A.	Theatre Arts

Kacie	Jenison	B.S.	Organizational Sciences
Tracey	Kelly	B.S.	Psychology
Madeline	Killworth	B.A.	Modern Language Business
Nick	Kozup	B.S.	Advertising
Madeline	Lang	B.S.	Psychology
Alejandro	Macias	B.A.	History-General Emph
Rita	McLary	M.F.A.	Theatre Arts
Robert	Milz	M.F.A.	Theatre Arts
Sierra	Mitchell	B.S.	History
Andrew	Perry	M.S.	Psychology
Brendan	Petro	B.S.	Advertising
Maxim	Planchon	B.S.	History
Hannah	Ringel	B.S.	Psychology
Dineka	Ringling	B.A.	International Studies
Jill	Ripa	M.F.A.	Theatre Arts
Elijah	Roche	B.S.	Criminology
Jessica	Samuels	Ph.D.	Political Science
Angus	Spence	B.A.	International Studies
Aaron	Spivey	M.F.A.	Theatre Arts
Cameron	Stanford	M.P.A.	Public Administration
Courtney	Stoker	B.A.	International Studies
Abigail	Stomberg	B.S.	Interdisciplinary Studies
Sierra	Talcott	B.S.	Interdisciplinary Studies
Brady	Thompson	B.S.	Political Science
Samuel	Travis	B.S.	Psychology
Kaileigh	Tuttle	B.S.	Sociology-Ineq & Gblztn Emph
Angela	Vasquez Santiago	B.A.	Modern Language Business

Thomas	Warner	B.A.	Latin-American Studies
Nathan	Wheatley	M.F.A.	Political Science
Cassidy	White	B.S.	Theatre Arts
Nicole	Wright	M.P.A.	Psychology
Hanyu	Xu	B.G.S.	Public Administration
Ruthfee	Zota	B.G.S.	General Studies
			General Studies

College of Natural Resources

Kaleala	Bass	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Kayla	Bordelon	Ph.D.	Environmental Science
Sean	Botzenhart	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Morgan	Brazeau	M.N.R.	Natural Res-Integrated Nat Res
Madeline	Clark	M.S.	Environmental Science
Sean	Di Stefano	Ph.D.	Natural Resources
Emily	Elfering	B.S.Forestry	Forestry
Kayla	Fawcett	B.S.Nat.Resc.Conserv.	Nat Resc Cons-CnsvPln&Mgt Emph
Noah	Hawthorne	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Maura	Hay	M.N.R.	Natural Res-Fire Ecol & Mgmt
Robin	Holland	M.S.	Environmental Science
Nicole	Holloway	M.S.	Environmental Science
Christa	Howarth	M.S.	Environmental Science
Evan	Jones	M.S.	Natural Resources
Sarah	Lawinger	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
John	Leavell	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Kevin	Lee	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Margaret	Lee	M.N.R.	Natural Res-Env Ed&Sci Comm Em

Avery	Lewis	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Shaylee	Martling	M.N.R.	Natural Res-Integrated Nat Res
Lindsey	Mayer	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Josie	Meyer	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Victoria	Mirian	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Glenn	Mitchell	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Carly	Monnin	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Rachel	Murray	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Caitlin	Nate	M.N.R.	Natural Res-Integrated Nat Res
Camron	Newton	M.N.R.	Natural Res-Integrated Nat Res
Joseph	Peraino	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Meredith	Peterson	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Brent	Ponce	B.S.Forestry	Forestry-General Emph
Mindy	Priddy	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Jessica	Ruark	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Emory	Schweitzer	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Janine	Siatkowski	M.N.R.	Natural Res-Integrated Nat Res
Keely	Smith	M.N.R.	Natural Res-Env Ed&Sci Comm Em
Benjamin	Spei	Ph.D.	Natural Resources
Cameron	Sponseller	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Torrey	Stephenson	M.S.	Environmental Science



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 4990 ACADEMIC REGALIA**

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

Originator: Lindsey Brown, Registrar/Policy Owner

Policy Sponsor, if different from Originator:

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson 5/15/20

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

Policy does not meet FSH 1460 criteria for university-wide policy. Content will be maintained on Academic Regalia Section of the Registrar’s website.

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.

None.

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.

4990

ACADEMIC REGALIA

OWNER

Registrar
Lindsey Brown
registrar@uidaho.edu

LAST REVISION: August 2010

CONTENTS:

- A. Origin
- B. The Gown
- C. The Cap
- D. The Hood
- E. The Mace
- F. The Medallion
- G. Honor Cords
- H. Academic Costume Now Worn Infrequently
- I. Illustration

A. ORIGIN. The colorful and distinctive garb conspicuous at commencement ceremonies had its origin in the High Middle Ages, 12th and 13th centuries, when the university itself came into being. The nascent universities grew up in the shadow of the church—they obtained papal charters, most of the knowledge they disseminated was theological or ecclesiastical, and their scholars and pupils were largely clerks, i.e., clerics or aspiring clerics. It should not be surprising, therefore, that the cap, gown, and hood grew out of the clerical dress of that period.

B. THE GOWN.

B-1. Standardization. Our academic gown can be traced back to the Council of Oxford in 1222. There Stephen Langton, perhaps England's greatest medieval archbishop, decreed that all clergy within his jurisdiction should wear the *cappa clausa*, a closed, flowing gown then in lay fashion. He wanted to bring some conformity to the Province of Canterbury. Because Oxford and Cambridge were within the province, the clerks at both institutions complied with the decree. Over the years English clergy turned to other styles, but the clerks, compelled by stringent statutes, held to the *cappa clausa*, and it eventually became exclusively academic.

B-2. American Practice. The *cappa clausa*, only slightly modified, crossed the Atlantic with the colonists and served as the norm at Harvard, William and Mary, and all American colleges and universities founded in the two centuries thereafter. During the latter part of the 19th century, however, the styles of academic gowns proliferated, prompting representative trustees from interested institutions to convene in 1895 at Columbia University. They repeated the role of Archbishop Langton and issued formal standards that have stood with little change to the present.

B-3. The Interecollegiate Bureau's Code. An outgrowth of the conference was the establishment of a body that, in 1902, came to be known as the Interecollegiate Bureau of Academic Costume. The bureau's standards, somewhat revised with the cooperation of the American Council on Education in 1932 and subsequently, provided that all caps and gowns were black. The intercollegiate code also standardized, on the basis of practice at Oxford and Cambridge, the cut of the various kinds of gowns—bachelor's, master's, and doctor's.

a. A bachelor's gown falls in a straight line and has full bias-cut, pointed sleeves.

b. A master's gown is similar to a bachelor's, except that it has long closed sleeves with the opening at the wrist

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(the extended portions of the sleeves used to be handy receptacles for handkerchiefs, snacks, and the like). Until recently, the long sleeves on a master's gown had the opening at the elbow.

e. A doctor's gown has bell-shaped sleeves, velvet panels down the front and around the neck of the gown, and three velvet bars on each sleeve.

B-4. Unique Doctoral Gowns.

a. During its first century, UI followed the intercollegiate code exactly, but not all schools in the United States and Canada did so, particularly when it came to doctoral gowns. For instance, instead of black, the doctoral robe proper to the University of Chicago is maroon (with black velvet); Harvard's is crimson (also with black velvet); Yale's is blue; Princeton's is black with orange; and those of Columbia and the University of British Columbia are different shades of light purple.

b. UI has adopted a doctoral gown of its own, which was worn for the first time at the centennial commencement (1989). It is silver, and the panels and sleeve bars are of black velvet outlined in antique gold.

C. THE CAP. In comparison to the gown, the mortarboard is relatively young. It descends from a favorite headdress of the medieval laity, the *pileus*, a close-fitting felt cap that was adopted by the Church in 1311 and became typical at the universities.

C-1. Two varieties of the *pileus* survive: Cambridge and Oxford versions. The Cambridge tradition results in a beret-like "softcap" that probably gives a better idea of the 14th-century *pileus* than its more common rival, the Oxford cap or mortarboard, notorious for its intractability in any kind of breeze.

C-2. Foreign universities, however, may sport even more exotic and less practical caps: a French graduate's cap looks something like a chef's hat, and in Spain a woman graduate wears headgear resembling a Tiffany lampshade, a blue satin bowl covered with tiny glass beads.

C-3. The Tassel. The intercollegiate code does not specify the position of the tassel fastened to the middle of the top of the mortarboard. However, numerous institutions have adopted the practice, during commencement ceremonies, of having candidates for degrees wear the tassels on the right front side before degrees are conferred and shift them to the left at the moment when degrees are awarded to them. This custom is in some respects a substitute for individual hooding. At UI, candidates do not move their tassels from right to left in unison during the ceremony, but it is generally recognized here that degree recipients wear the tassel on the front left side after the degrees are conferred. The code specifies that the tassel is black or the color of the wearer's branch of learning; a doctor's tassel may have gold threads.

D. THE HOOD.

D-1. Style and Sizes. The most colorful and distinctive element of academic garb is the hood (see figure 1 on page 5). Another medieval relic, it descended from cowls worn by monks to ward off cold drafts in English monasteries. (They would, therefore, not be without use on occasion in northern Idaho.) The cowl, worn over a short cape or scarf, tippet, had a "tail," *liripipe*. One pulled the hood over the head and then wrapped the tail around the neck to secure the hood. At some point the *tippet* and hood merged into a single unit while the *liripipe* evolved into the funnel-shaped ending of the hood. The shorter, three-foot bachelor's hood is rarely seen today; master's hoods are three and one-half feet; and doctoral hoods are four feet and have panels at the side.

D-2. Significance of Colors. The intercollegiate code provides that a hood should be lined with the official colors of the institution conferring the degree, and the lining is worn exposed; hence, UI hoods are lined with silver and gold. The same code provides that the hood should be trimmed—bound or edged—with the color indicating the branch of learning to which the degree pertains. The trim is two inches, three inches, and five inches wide for the bachelor's, master's, and doctor's degrees, respectively. The colors associated with the different subjects are: Agriculture, Maize; Family and Consumer Sciences, Maroon; Architecture, Violet; Journalism, Crimson; Arts, Letters, Humanities, White; Law, Purple; Business, Drab; Library, Science, Lemon; Dentistry, Lilac; Medicine, Green;

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Economics, Copper; Music, Pink; Education, Light Blue; Nursing, Apricot; Engineering, Orange; Pharmacy, Olive Green; Fine Arts, Brown; Philosophy, Dark Blue; Forestry, Russet; Physical Education, Sage Green; Public Administration, Peacock Blue; Speech, Silver Gray; Public Health, Salmon Pink; Theology, Scarlet; Science, Golden Yellow; Veterinary Science, Gray; Social Work, Citron.

E. THE MACE.

~~E-1. The mace in medieval times was a weapon, a heavy staff or club made wholly or partly from metal and used for breaking armor. Particularly in France in the 13th century when the king's bodyguard carried it, the mace acquired a ceremonial function as a symbol of all kinds of secular authority.~~

~~E-2. The Senate and House of Representatives of the United States, the British Parliament, and many other governmental and academic bodies have ceremonial maces. In the U.S. Congress, its symbolism is strong enough that merely placing it in front of the offending member brings order to the chamber. It even worked in 1890 when a hotheaded representative from Georgia pulled a knife on a fellow congressman.~~

~~E-3. It is the custom at some universities for the mace bearer to lead the procession on ceremonial occasions. Where there is no such tradition, the mace—the ensign of authority—may be carried by the chief marshal, who organizes the procession; however, instead of the mace, the marshal customarily carries a baton.~~

~~E-4. UI's mace, also used for the first time at the centennial commencement, is 32 inches long, made of walnut, and encircled with bands of Idaho gold and silver in which Idaho garnets and opals have been set. The head is embellished with silver and gold representations of camas plants and syringa flowers (see figure 2 on page 5). The chair of UI's Faculty Senate, the marshal of the academic procession, carries the mace in the American tradition, at a 45-degree angle across the chest (in England the bearer carries it over the shoulder).~~

F. THE MEDALLION. UI's medallion (see figure 3 on page 5) was created by Idaho artists George and Macky Roberts. Its base is a three and a half inch disc of pure Idaho silver. Mounted on the base is a disc of native jasper, and on that is a sterling silver sunburst. Inside the sunburst is a modification of the Chinese character meaning "mountain," which features three upward-pointing prongs. Over the center prong is a gold inlay—thus symbolizing "Light on the Mountain." The heavy medallion is worn suspended from a collar woven of Idaho wool, some of which is dyed with dahlia flowers to match the jasper and some of which is from a black sheep; between wearings it is kept in a cedar box. It was first used in 1965 at the inauguration of Ernest Hartung, UI's 12th president, and is now a regular element of the president's academic attire.

G. HONOR CORDS. Reminiscent of the cleric's stole, UI students graduating with honors wear colored cords around the neck and hanging loosely down the front. The gold cord identifies those graduating *summa cum laude* (with highest distinction); silver, *magna cum laude* (with great distinction); and bronze, *cum laude* (with distinction). The Honor Society of Phi Kappa Phi provides these cords. Students wear honor cords only at the commencement at which the honors are awarded; the cords are not a permanent part of their academic regalia.

H. ACADEMIC COSTUME NOW WORN INFREQUENTLY.

~~H-1. In the United States before the Civil War, most professors and students wore caps and gowns daily to classes. In England, the faculty and students wore gowns until well after the Second World War. Faculty members in England still lecture in gowns, and students wear them for their final examinations and in certain other formal situations. In America, however, during the latter half of the 19th century, the custom of daily wear disappeared.~~

~~H-2. At the University of Idaho, with the exception of graduates being commissioned in the Armed Forces, participants in the procession at commencement wear academic garb. It is also *de rigueur* at presidential inaugurations and other ceremonial events. The centuries-old pageantry and the display of these ancient and colorful symbols make us aware of the heritage this university shares with its sister institutions and of UI's common bond with them—dedication to freedom of inquiry and to exploring and expanding the frontiers of knowledge.~~

Version History:

UI FACULTY-STAFF HANDBOOK
Chapter IV: ACADEMIC POLICIES AND PROCEDURES
Section 4990: Academic Regalia

~~Amended August 2010. Updated language, other minor editorial changes.~~

~~Adopted June 1988.~~

Figure 2

Figure 1

Figure 3



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 3500 PROMOTION AND TENURE**

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. All changes must be made using "track changes."

Originator: Ryanne Pilgeram, FAC Chair

Policy Sponsor, if different from Originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel Yes No Name & Date:

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

This revision provides for the formation of an additional University Promotion and Tenure Committee in years when, in the discretion of the provost, the number of dossiers to be considered exceeds the capacity of a single committee.

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.

None.

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.

To be effective immediately upon approval.

**FSH 3500
PROMOTION AND TENURE**

A. INTRODUCTION. FSH 3500 contains all official University promotion and tenure procedure and supersedes any promotion or tenure procedure contained in college or unit bylaws.

A-1. Definitions.

a. Academic Administrator. “Academic administrator” means the president, provost, vice provosts, deans, associate deans, and department chairs/directors of academic units, and vice president for research, and shall not include persons occupying other administrative positions. (RGP II.G.6.i.i.)

b. Board. “Board” refers to the State Board of Education and Board of Regents of the University of Idaho.

c. Faculty Member. “Faculty member” means any member of the university faculty who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

d. Period under Review. The “period under review” includes all years since appointment to the candidate’s current rank.

e. Unit. “Unit” means a school, division, department, or program (i.e., the first organizational unit below the college level), but the College of Law, WWAMI, Library, and the Counseling and Testing Center shall be considered to be units. For Extension educators, the unit shall be the Extension district.

f. Unit Administrator. The “unit administrator” is the administrator of the unit that holds faculty member’s appointment. In the case of an interdisciplinary appointment, the administrator of the unit that holds the majority of the appointment shall be considered the unit administrator.

g. University. “University” and “UI” refer to the University of Idaho.

A-2. Faculty Promotion.

a. Purpose. Academic rank represents and rewards the individual’s performance as a scholar, teacher, and faculty member. Promotion to a higher rank is not automatic but is a decision made on an individual basis subject to university, college, and unit criteria.

b. Criteria. Promotion to a rank requires the candidate to meet the requirements for that rank. Promotion is awarded only to candidates who effectively perform in the responsibility areas contained in FSH 1565 C as specified in the candidate’s position description, and who meet university, college and unit criteria for promotion. Decisions are based on thorough and uniform evaluation of the candidate’s performance and granted only when there is reasonable assurance, based on performance, that the candidate will continue to meet the criteria for promotion. The faculty of each college and unit shall establish in their bylaws substantive promotion criteria for all types of faculty existing within that college or unit (e.g. regular faculty, clinical faculty, research faculty, etc.), consistent with university requirements. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college or unit bylaws (see FSH 1590).

c. Non-Tenure Track Faculty Promotion. Non-tenure track positions at the assistant and associate professor level are eligible for promotion to the next rank. Full-time instructors are eligible for promotion

to senior instructor. Senior instructor is not a rank from which a faculty member may be promoted (FSH 1565 D-1.b).

A-3. Faculty Tenure.

a. Purpose. Tenure is intended to protect academic freedom in order to maintain a free and open intellectual atmosphere. The justification for tenure lies in the need for protection from improper influences from either outside or inside the university. Tenure strengthens UI's ability to attract and retain superior teachers and scholars as members of the faculty. UI's tenure policy improves the quality of the faculty by requiring that each faculty member's performance be carefully scrutinized before tenure is granted.

b. General Provisions. Tenure is a condition of presumed continuing employment accorded to a faculty member, usually after a probationary period, on the basis of an evaluation and recommendation by a unit committee and administrator, a college committee and dean, a university committee, the provost, and the president. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed (RGP II.G.1.b). After tenure has been awarded, the faculty member's service can be terminated only for adequate cause, the burden of proof resting with UI (FSH 3910), except under conditions of financial exigency as declared by the board (FSH 3970), in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized elimination or substantial reduction in an academic program (RGP II.G.6.a).

c. Criteria. Tenure is granted only to full-time faculty members (RGP II.G.6.a) who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective performance in the responsibility areas contained in FSH 1565 C as specified in their position description and consistent with university, college and unit criteria. The faculty of each college and unit shall establish substantive tenure criteria consistent with the university requirements for tenure. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college or unit bylaws (see FSH 1590).

d. Tenurable Ranks. The tenurable ranks are assistant professor, associate professor, and professor. Research professors, extension faculty, psychologists, and licensed psychologists can be either tenure track or non-tenure track. See FSH 1565.

A-4. Consideration of Promotion or Tenure Alone. The procedures in this policy apply to all cases including applications for only tenure or only promotion. As used in this policy, "promotion or tenure" means promotion or tenure or both.

B. GENERAL PROVISIONS.

B-1. Delegation. The provost may delegate any of their responsibilities in this policy to a designee.

B-2. Provost's Administrative Guidance. The process of promotion and tenure is administered by the provost. The provost shall publish guidance necessary for the administration of the promotion and tenure system that is consistent with the *Faculty Staff Handbook (FSH)* and the *Regents of the University of Idaho Governing Policies and Procedures (RGP)*. This guidance shall be mandatory. The provost's administrative guidance shall include:

- a. Deadlines for the promotion and tenure process;
- b. The forms required to document the promotion and tenure process (e.g. dossier submission form, unit voting forms, etc.);
- c. Procedures for requesting early consideration for promotion;
- d. Requirements for curriculum vitae;

e. Requirements regarding the submission of promotion and tenure dossiers including format, order of materials, page limits for materials, etc.;

f. Requirements for the selection of external reviews for scholarly work;

g. The timing of appointments and relative representation of faculty on the university promotion & tenure committee pursuant to section G-1 herein; and

h. Other matters necessary to ensure the appropriate administration of the promotion and tenure process.

B-3. Committee Problem Resolution. If the unit administrator or the college dean is not able to fill membership on a committee required under this policy, the provost, in consultation with the dean, shall appoint an appropriate faculty member to fill any opening in order to comply with the requirements of this policy. If the provost takes such action under this provision, documentation of the action shall be maintained by the provost.

B-4. Procedural Error Remediation. In the event of a procedural error, the provost shall confer with the dean, unit administrator, and candidate and the parties shall attempt to come to an agreement that resolves the error. Following this process, the provost shall decide the resolution of the procedural error and communicate the decision to the candidate in writing. If the candidate agrees to the resolution in writing, he or she may not later object to the resolution. If the candidate does not agree to the resolution in writing, he or she retains the right to appeal the final institutional decision based on that procedural ground (see H-3 herein). These procedural rules are intended to guide the orderly and fair administration of the promotion and tenure process and should be followed carefully, but a promotion or tenure denial may not be set aside merely because there was a procedural error unless the procedural error materially impacted the outcome.

B-5. Confidentiality. Except as specifically provided herein or in the provost's administrative guidance, all materials generated in consideration of candidates for promotion or tenure shall not be disclosed to the candidate or to persons having no role in the administration of promotion and tenure policy unless required by law or approved by the provost. Faculty participating in tenure or promotion cases must maintain confidentiality regarding all aspects of the procedure. This prohibition applies not only during the promotion or tenure process but also indefinitely into the future.

B-6. Recusal.

a. Disclosure required. Prior to consideration of candidates, each committee member shall disclose in writing to the other committee members the nature and extent of any relevant relationships and working arrangements with each candidate who will be considered by the committee.

b. Recusal due to conflict of interest. A committee member with a conflict of interest as defined in this policy shall recuse themselves from consideration of each candidate with whom they have a conflict of interest.

c. Conflict of interest defined. For purposes of this policy, conflict of interest means:

- i. The committee member has a "relationship" with the candidate as defined by FSH 6241 Nepotism, or
- ii. The committee member has a conflict of interest as defined by FSH 6240 Conflicts of Interest or Commitment.

d. Objection; disqualification; final decision. Objection to a committee member's participation based on conflict of interest as defined by this policy or on other grounds may be raised by the candidate, any member of the committee, by the chair of the candidate's unit, or by the dean of the candidate's college, and shall be communicated to the provost. If an objection is raised and the committee member refuses to recuse themselves, the dean of the candidate's college shall decide whether the committee member shall be disqualified from participation, unless the dean is the party raising the objection, in which case the provost shall decide. The decision of the dean or provost, as applicable, is final.

e. Recusal on other grounds. A committee member shall recuse themselves from consideration of a candidate if the committee member subjectively determines that they cannot fairly evaluate that candidate's performance as required by University policy.

C. SCHEDULE FOR PROMOTION AND TENURE CONSIDERATION.

C-1. Promotion.

a. Timing of Promotion. A faculty member shall apply and be considered for promotion according to the schedule below.

1. Instructors. Full-time instructors shall be considered for promotion to senior instructor during their sixth year of continuous, full-time service as an instructor. Part-time instructors are not eligible for promotion.

2. Tenure Track Assistant Professors. Assistant professors who are on a tenure track shall be considered for promotion at the same time that they are considered for tenure and shall be promoted if they receive tenure (C-2.a herein).

3. Non-Tenure Track Assistant Professors Assistant professors who are not on a tenure track shall be considered for promotion during their sixth full year as an assistant professor.

4. Tenure Track and Non-Tenure Track Associate Professors. Faculty may be considered for promotion during their sixth full year of service, or thereafter, as an associate professor.

b. Early Consideration for Promotion. A faculty member may be considered for promotion at an earlier time than permitted by this policy with the approval of the dean. The process for requesting early consideration for promotion shall be set forth in the provost's administrative guidance pursuant to B-2 herein.

c. Reconsideration for Promotion. When a faculty member has been considered for promotion and not promoted, he or she may apply and be considered again during their third full year of service or later after denial of promotion unless earlier consideration is approved in writing by the dean.

C-2. Tenure.

a. Timing of Tenure. A faculty member shall apply and be considered by the university for tenure during the sixth full year of probationary service. Consideration at that time is mandatory (RGP II.G.6.b.ii.). If an associate or full professor is not appointed with tenure, they are considered for tenure during the fifth full year of service. Satisfactory service in any tenurable rank may be used to fulfill the probationary period.

b. Early Consideration for Tenure. A faculty member may be considered for tenure at an earlier time than permitted by this policy (RGP II.G.6.d.iv.1), with the approval of the provost. The process for requesting early consideration for tenure shall be set forth in the provost's administrative guidance pursuant to section B-2 herein.

C-3. Special Circumstances.

a. Late Appointments. When the appointment begins after the eighth week of the start of the academic year (for academic year appointments) or after the eighth week of the fiscal year (for fiscal year appointments) then the timeline for promotion and tenure consideration begins the following year.

b. Transfer between Units.

1. Approval Process. When a faculty member transfers to another unit within UI, the transfer must be approved by the provost in consultation with the units and college dean(s).

2. Impact on Time to Promotion and Tenure. The extent to which service in the first unit counts toward promotion or tenure in the new unit must be communicated to the faculty member in writing by the provost at the time of the transfer. (RGP II.G.6.1.ii.)

3. Tenure Status. Tenure status does not change when a tenured faculty member transfers from one unit to another within UI.

c. Effect of Lapse in Service. A non-tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have their prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status. (RGP II.G.6.1.i)

d. Credit toward Promotion or Tenure at Time of Appointment. Credit toward promotion or tenure may be granted at the time of appointment with the approval of the provost. Such credit must be documented in the letter offering the candidate employment at UI. Where credit toward promotion or tenure is approved, all evidence of success in the faculty member's areas of responsibility having arisen during the years for which credit is given shall be included in the candidate's dossier and must be considered in evaluating whether the candidate has demonstrated success in the applicable areas of responsibility. Credit toward promotion and tenure may be granted under the following circumstances:

1. After review of the candidate's qualifications, the faculty in the unit vote that the candidate meets UI criteria for the rank to be offered, and
2. The candidate has demonstrated outstanding performance of responsibilities relevant to the position for which the person is being appointed through service at another institution, or has made substantial contributions to their field of specialization, and
3. The candidate must complete one full year of employment at UI prior to applying for promotion or tenure.

e. Appointment with Tenure. Appointment with tenure may be offered under the following circumstances:

1. The candidate has attained tenure at another college or university, and
2. After review of the candidate's qualifications, the faculty in the unit vote that the candidate meets UI criteria for tenure and the rank to be offered, and
3. The candidate has demonstrated performance of responsibilities relevant to the position for which the person is being appointed.

f. Administrative Appointment.

1. The role of an administrator is not tenurable.
2. A faculty member who serves as an academic administrator retains membership in their academic department and their academic rank and tenure. (RGP II.G.6.i.ii) The faculty member may resume duties in their academic department when the administrative responsibilities end. (RGP II.G.6.i.iv)

3. A candidate may be initially appointed as an associate or full professor with tenure with the approval of the president. (RGP II.G.6.i.iii) If an administrative appointment carries academic rank, evaluation for tenure is conducted by the unit in which the rank is held.

g. Unit Administrator under Review for Promotion or Tenure. If the unit administrator is scheduled to be evaluated for promotion or tenure, the dean shall fulfill all the responsibilities under this policy normally fulfilled by the unit administrator.

C-4. Extensions.

a. Childbirth or Adoption: A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline for promotion or tenure or both. (RGP II.G.6.d.iv.2.)

b. Other Circumstances: An extension of the timeline for promotion or tenure or both may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member's progress toward achieving promotion or tenure, including but not limited to significant responsibilities with respect to elder or dependent care, child care, custody, disability or chronic illness, problems beyond the faculty member's control relating to their research or scholarly activities, or such other reasons deemed by the provost to be exceptional and likely to impede the faculty member's progress.

c. Third-Year Review. In the event that an extension is requested and granted before the third-year review, the review is also automatically delayed for one year.

d. Length of Extension. In most cases, extension of the time to tenure or promotion shall be for one year; however, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted.

e. Option to Shorten Extension. A faculty member may choose to be considered for promotion or tenure on their original timeline, even if an extension has been granted.

f. Procedure for Requesting an Extension:

1. The faculty member must request the extension from the provost in writing by March 15 of the calendar year in which the review process begins, as set forth in the provost's administrative guidance (B-2 herein). The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance.

2. Except to obtain necessary consultative assistance on medical or legal issues, only the provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in their discretion, determine if consultation with the dean or unit administrator is appropriate.

3. The approval decision shall be made without regard to whether or not the faculty member takes a leave related to the same circumstances presented for the extension.

4. The provost shall notify the faculty member, unit administrator, and dean of the action taken. The candidate may choose to provide information regarding the extension in their Personal Statement of Accomplishment; otherwise, no information regarding the extension shall be included in the candidate's dossier, unless such information already exists in the materials to be provided by the unit administrator, as detailed in D-2. If such information already exists in the D-2 materials, the candidate may choose to have that information redacted. Committee and administrator reports shall not mention the extended timeline.

g. Effect of Extension. No additional productivity is expected when a faculty member extends the timeline for promotion or tenure. For example, if a tenure decision would customarily take place in the sixth year, and it is extended to the seventh year, the standard of productivity would remain the same as for a tenure decision made in the sixth year.

D. PROMOTION AND TENURE DOSSIER. All materials provided by the candidate and by the unit administrator shall be compiled together into a single dossier in the manner prescribed by the provost's administrative guidance (B-2 herein).

D-1. Materials to be Provided by the Candidate. The candidate shall submit the following materials:

a. Current Curriculum Vitae. The curriculum vitae shall be in the required UI format.

b. Candidate Statements. This section is limited to eight pages with an optional one-page COVID impact statement for a maximum of nine pages.

1. Context Statement. The Context Statement is written by the candidate and describes the candidate's academic unit and the candidate's responsibilities within their unit as established in the position description. It is intended to inform reviewers about the candidate's academic environment so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. If applicable, the candidate shall indicate their choice of unit criteria for promotion and tenure under which to be evaluated, pursuant to D-2.a.2.

2. Personal Statement of Accomplishment. The Personal Statement of Accomplishment is written by the candidate and interprets their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion or tenure, but should not duplicate other materials in the dossier. The statement may explain and analyze materials submitted and include a philosophical vision as it relates to the broader impact of accomplishments. The statement should explain the nature of the candidate's activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of candidate choice.

3. COVID Impact Statement (Optional) In one page, the candidate may describe the effects of the pandemic on their work activities and outcomes during the period of review. Candidates may describe such effects across the four areas of consideration: teaching; scholarship and creative activity; outreach and extension; and university service and leadership.

c. Evidence of Accomplishment. The candidate may provide evidence of accomplishment for each area of responsibility in the position description. Evidence may include examples of scholarly work; evidence of teaching effectiveness as provided in FSH 1565 C-1.a. (note that student course evaluations, and, if applicable, peer evaluations are provided by the unit administrator; see D-2.c.); letters of support, etc. Evidence of Accomplishment shall not include additional narrative regarding promotion or tenure. This section has no page limit.

D-2. Materials Provided by the Unit Administrator. The unit administrator shall provide to the candidate items a-d below, in the format prescribed by the provost's administrative guidance (B-2 herein), at least five business days prior to the beginning of the semester in which the promotion or tenure review is scheduled to begin. After the dossier has been finalized, as described in D-3.c, the unit administrator shall add the external peer review letters described in D-2.e and forward the dossier for the first level of review.

a. Bylaw Sections. College and unit bylaw sections that cover the following areas:

1. Annual review process and annual performance criteria.

2. Criteria for promotion and tenure. If criteria change during the period under review, the candidate shall choose the version of the criteria by which he or she will be evaluated. If a candidate does not select a version, the version in effect at the time of submission shall be used.

b. Position Descriptions and Annual Evaluations. Copies of the candidate's position description(s) (FSH 3050) and annual evaluations (FSH 3320) for the period under review.

c. Teaching Effectiveness. If teaching is included in the candidate's position descriptions, copies of all of the candidate's student course evaluation summaries (RGP II.G.6.e) for the period under review and peer evaluations of teaching for the period under review as prescribed by the provost's administrative guidance (B-2 herein).

d. Prior Reports. Copies of any third-year review committee reports and periodic review reports made during the period under review, along with the associated unit administrator's and dean's reports (as applicable) and any responses by the candidate to the reports.

e. External Peer Reviews. The unit administrator shall obtain three to five external reviews of the candidate's performance in the area of scholarly and creative activity, as defined by FSH 1565 C-2. External review shall not be conducted for faculty undergoing third-year review or for nontenure track candidates for promotion with an average of 5% or less responsibility for scholarship or creative activity in their position description during the review period. In the case of tenurable and tenured faculty in Extension, the external review shall focus on the candidate's performance in the areas of scholarship and creative activity and outreach and extension. All review letters received shall be included in the dossier.

1. Qualifications of Reviewers. External reviewers shall be tenured faculty members who have expertise in areas closely related to the candidate's expertise. If the review is to be in support of promotion, each reviewer shall be at, or above, the rank the candidate is seeking. Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent an unbiased assessment.

2. Selection. The reviewers to be solicited shall be chosen by the unit administrator, but at least two reviewers shall come from a list of at least eight qualified reviewers provided by the candidate in writing to the unit administrator by the deadline provided in B-2 herein. If the unit administrator cannot obtain letters from two reviewers on the candidate's list, the unit administrator shall ask the candidate to identify further potential reviewers. The candidate may also provide the unit administrator with the names of up to two individuals who shall be excluded from consideration as an external reviewer. If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate. These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

3. Request Letters to the External Reviewers. The letters of request to the reviewers shall be based on a template provided by the provost.

4. Materials Provided to the External Reviewers. The unit administrator shall provide only the candidate's CV, position descriptions for the period under review, candidate statements from D-1.b herein, up to four examples of the candidate's scholarly and creative activity chosen by the candidate, and the sections of college and unit bylaws setting forth criteria for promotion or tenure. In the case of tenure-line faculty appointments with extension, the four examples shall include the candidate's scholarly and creative activity and extension and outreach work chosen by the candidate. The unit administrator shall not provide the complete dossier or any additional materials to external peer reviewers.

5. Criteria for External Review.

a) The review shall be limited to the candidate's scholarly and creative activity in relation to the applicable tenure and/or promotion criteria and the faculty member's position description(s). In

the case of tenurable Extension faculty, this review shall encompass scholarship and creative activity and outreach and extension.

b) Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those at the reviewer's institution or other professional organizations.

c) The university shall make every effort to keep the names of the reviewers confidential from the candidate. The candidate may request to view the external reviewers' anonymized evaluations after the final institutional decision is made. Such requests shall be directed to the provost.

f. Additional Review Letters.

1. In the case of interdisciplinary appointments, administrators of units holding the minority of the candidate's appointment (see A-1.d herein) may provide an additional review letter.

2. In the case of a candidate based at a UI center, the center executive officer may provide an additional review letter.

D-3. Submission of Dossier.

a. Deadlines for Submission of Candidate Material and Unit Materials. Materials to be provided by the candidate in support of tenure and/or promotion, as described in section D-1, shall be submitted to the unit administrator either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate's materials to the external reviewers, whichever is earlier. In the event a unit administrator fails to provide materials within the timeline referenced in D-2 above, the candidate's deadline for submission shall extend to ten days after the provision of materials by the unit administrator.

1. External peer reviews need not be submitted as part of the dossier prior to the deadline, but must be received, if required, prior to any consideration of the dossier.

2. The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost's administrative guidance.

b. Failure to Submit Candidate Materials by Deadline. Candidates are expected to follow the submission timeline contained in the provost's administrative guidance. A candidate who does not submit the materials described in D-1 by the deadline described in D-3.a of the mandatory year, or of the tenure consideration year as adjusted pursuant to an extension under section C-4, is deemed to have been denied tenure as of the deadline.

c. Finalization of Dossier. Submission is final when the candidate has signed a dossier submission form and provided the signed dossier submission form to the unit administrator. Other than supplementation provided in D-3.a herein, the dossier is final when submitted and may not be supplemented or altered after submission.

E. UNIT LEVEL REVIEW.

E-1. Unit Promotion and Tenure Committee.

a. Membership. The unit faculty shall elect a promotion and tenure committee for each candidate according to the criteria below. The unit faculty may delegate the selection of committee members to the unit administrator.

1. The committee shall be composed of five faculty members. At least three members shall be tenured faculty members in the unit. At least one member shall be a tenured faculty member from outside the unit.
2. The committee shall elect a chair from among their tenured members.
3. Because the promotion and tenure committee is a personnel committee, students and non-university employees shall not serve on the committee.
4. In cases considering promotion to full professor, the committee shall include at least one full professor.
5. Neither the unit administrator nor the dean may serve as a member of a unit promotion and tenure committee.
6. If there are not three tenured faculty members available to serve on the committee, or a full professor in a case considering promotion to full professor, the unit administrator, in consultation with the dean, shall designate appropriate faculty members from other units whose areas of expertise are as closely related as possible to the work of the candidate. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.
7. Upon request by the candidate to the unit administrator, the unit administrator shall provide the candidate with the names of the committee members.

b. Basis for Evaluation. The unit administrator shall submit the completed dossier to the chair of the unit promotion and tenure committee. The review shall be based on the dossier. The committee shall not meet until the dossier has been available to all members for a minimum of five business days. The committee shall evaluate the candidate in light of the unit, college and university criteria for tenure and/or promotion.

c. Unit Promotion and Tenure Committee Report. The committee shall write a report recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee's recommendations and an anonymized record of the committee's vote for or against tenure or promotion of each candidate. Abstentions are not allowed. The chair of the committee shall deliver the report to the unit administrator. The report shall not be shared with faculty who are not members of the college or university promotion and tenure committees.

E-2. Unit Faculty Voting.

a. General.

1. The dossier must be made available a minimum of five business days prior to any voting.
2. Faculty who are eligible to vote may assemble to deliberate prior to voting.
3. Voting shall occur using a signed, written ballot in a format provided in the provost's administrative guidance in B-2 herein.
4. Faculty members may submit evaluative comments as part of their ballot to the unit administrator.
5. Unit faculty voting results shall not be shared with the candidate's promotion and tenure committee.
6. Faculty are not required to vote but are encouraged to do so.

b. Voting by Tenured Faculty. In the case of tenure, the unit administrator shall solicit the vote of all tenured faculty members of the candidate's unit regarding whether the candidate should be granted tenure. Non-tenured faculty shall not be eligible to vote.

c. Voting by Promoted Faculty. In the case of promotion, the unit administrator shall solicit the vote of all faculty members of the candidate's unit of the same or higher rank as that to which the candidate seeks promotion. Faculty members of lower rank shall not be eligible to vote.

E-3. Unit Administrator.

a. Unit Administrator's Report. The unit administrator shall prepare a written report after considering the tenure and/or promotion dossier, the unit promotion and tenure committee report, and the unit voting results. The unit administrator's report shall include the anonymized voting results as well as the administrator's recommendation for or against tenure and/or promotion in light of the unit, college and university criteria for tenure and/or promotion. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she shall disclose this as part of the report.

b. Transmission of Reports to the Candidate and Written Response. The unit administrator shall provide the candidate with copies of the unit administrator's report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within five business days after receiving the reports.

E-4. Forwarding Materials. The unit administrator shall forward the tenure and/or promotion dossier and all reports and the candidate's response, if any, to the dean.

F. COLLEGE LEVEL REVIEW.

F-1. College Promotion and Tenure Committee. Each college having more than one unit shall have a standing promotion and tenure committee. The members shall be tenured and shall serve staggered three-year terms. Each unit within the college shall be represented by one faculty member, to be selected as follows: Each unit shall nominate two faculty members, from which the dean shall select one, giving consideration to representational balance in the makeup of the committee. The committee shall elect its chair from among its members or may elect the dean or associate dean to serve as chair without vote. For the College of Business and Economics each major area shall serve as a "unit" for purposes of section F. Names of committee members shall be provided to the candidate upon request to the dean.

F-2. College Promotion and Tenure Committee Evaluation and Report. The committee shall not meet until the dossier has been available to all members for a minimum of five business days. The committee shall evaluate the dossier in light of the unit, college and university criteria. The committee chair shall write a report for each candidate recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee's recommendations and an anonymized record of the committee's vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed. A tie vote will result in a recommendation of "undecided."

F-3. Dean's Report. The dean shall evaluate the candidate in light of the unit, college and university criteria for tenure and/or promotion then make a written recommendation as to whether each candidate should be promoted and/or tenured after considering the materials presented in the dossier (including all reports, responses and polling information), and advice of the college committee. The dean may also confer individually or collectively with unit administrators about the qualifications of the candidate.

F-4. Transmission of Reports to Candidate and Written Response. The dean shall provide the candidate with copies of the dean's report and the college promotion and tenure committee report. The candidate may provide a written response to the reports within five business days after receiving the reports.

F-5. Forwarding Materials. The dean shall forward the completed tenure and/or promotion dossier and all reports, recommendations, and responses to the provost.

G. UNIVERSITY LEVEL REVIEW.

G-1. University Promotion and Tenure Committee Composition. A university promotion and tenure committee of faculty members, chaired by the provost without vote, is appointed each year. If, in the discretion of the provost, the number of dossiers to be considered exceeds the capacity of the committee, one or more additional University Promotion and Tenure Committees may be formed using the procedure below.

a. Nominations. One-third of the committee's membership shall be selected by the provost from the previous year's committee; the remaining members shall be selected by the provost and the chair and vice chair of the Faculty Senate from nominations submitted by the senators. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Senate nominates four faculty members who should be representative of the breadth of the disciplines within the college. The delegation representing the College of Agricultural & Life Sciences on Faculty Senate nominates four faculty members from the college comprising two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% University of Idaho Extension appointments. The Faculty Senate delegations from the other colleges and the Faculty-at-Large each nominate two faculty members from their constituencies. If senators from a college do not submit nominations by the deadline announced by the provost, the provost shall appoint members from that college, as specified in G-1-b-2 herein.

b. Membership. The membership of the committee shall be as follows:

1. The vice president for research, the dean of the College of Graduate Studies and the provost's designee with primary responsibility for faculty promotion and tenure, to serve *ex officio* (without vote).
2. Two representatives from the College of Letters, Arts and Social Sciences, two representatives from the College of Agricultural & Life Sciences, and one representative from each of the other colleges and the Faculty-at-Large.
3. The committee shall include at least one tenured faculty member (RGP II.G.6.e).
4. Upon request by the candidate to the provost, the provost shall provide the candidate with the names of the committee members.

G-2. University Promotion and Tenure Committee Vote. The committee shall not meet until the dossier has been available to all members for at least two weeks. The committee shall deliberate and vote for or against tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. Abstentions are not allowed.

G-3. Provost's Report. The provost shall write a report to the president making a recommendation regarding tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. The report shall include a rationale for each recommendation and the anonymized results of voting from the university promotion and tenure committee.

H. DECISION.

H-1. Presidential Approval. The president shall confer with the provost and make the decision regarding tenure and/or promotion for each candidate in light of the unit, college and university criteria for tenure and/or promotion. The awarding of tenure and/or promotion to an eligible faculty member is made only by a positive action of approval by the president.

H-2. Notice to the Candidate. The president shall give notice in writing to the candidate of the granting or denial of tenure and/or promotion by May 1 of the academic year in which the decision is made. (RGP II.G.6.c.) The provost's recommendation shall be forwarded to the candidate at that time. Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. If the president fails to notify the candidate of the decision within the required timeframe, it is the responsibility of the candidate to inquire as to the decision.

H-3. Appeals. Appeals regarding promotion or tenure may be filed only after the final decision of the president, which shall be considered the institutional decision (see FSH 3840 B-2).

H-4. Denial of Tenure. If a faculty member is not awarded tenure, the president, at their discretion, may:

a. Notify the faculty member that the contract year in which the tenure decision is made is the terminal year of employment (RGP II.G.6.k.), or

b. Issue a contract for a terminal year of employment following the year in which the tenure decision is made (RGP II.G.6.j), or

c. Issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment (RGP II.G.6.j).

d. A candidate who is denied tenure is still eligible for employment at the University in nontenurable positions.

Version History

Amended July 2022. In response to feedback collected from faculty and administrators, extensive revisions, clarifications, and editorial changes were made. In addition, the May 2021 temporary emergency changes were permanently adopted.

Amended May 2021. President Green adopted temporary emergency changes affecting sections D-1.b. and D-2.e.

Amended July 2021. Section A-2.a. was revised to state the purpose of promotion; D-2.e.4. to clarify contents of packet for external review; and F-1 to require consideration of representational balance.

Adopted January 2020. The university's promotion and tenure policies were comprehensively revised in order to unify all provisions regarding procedure in the Faculty Staff Handbook and to help faculty and reviewers by clarifying the procedure. The following changes were approved: Deletion of FSH 3520, 3560, and 3570; revision of FSH 3530; and addition of new FSH 3500 and 3510.



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: FSH 3710 LEAVE POLICIES FOR ALL EMPLOYEES

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. All changes must be made using "track changes."

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Reviewed by General Counsel X Yes ___ No Name & Date: Kim Rytter, 9/18/2022

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Update language and addition of paid parenting leave under FML
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
Fiscal impact has been provided by external consultants and shared with senior leadership
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.

3710

LEAVE POLICIES FOR ALL EMPLOYEES

LAST REVISION: ~~January 2020~~

~~X~~
CONTENTS:

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A. GENERAL.

A-1. The University of Idaho (hereinafter referred to as university) strives to offer leave programs that are both comprehensive and flexible to meet employee needs. Leave with or without pay is extended to employees under a variety of circumstances described below. Exceptions may be granted in special circumstances [see R below; APM 55.09, 55.07, 55.38; FSH 3120, 3720 and 6230]

A-2. The term “leave” refers to an employee’s absence from duty. Each leave type as contained in this policy discusses circumstances in which such an absence may be continued with pay when leave accruals are available or when leave is approved without pay. Certain types of leave may require or provide options to take one leave concurrent with another. For example, sick and annual leave may be taken or may be required to be taken concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse, your child, parent, brother, sister, grandparent, and these same relationships of a spouse, by marriage, adoption, or foster arrangement. An immediate family member may also include an individual who has assumed a similar relationship to those above, other than the relationship of spouse*, and for whom the employee or the individual has had financial responsibility for the other. An immediate family member also may include any individual who is a qualified dependent under IRS regulations. The university reserves the right to request documentation establishing financial responsibility or qualifying status as an IRS dependent. [Federal FMLA criteria will be used in determining “immediate family member”.](#)

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty Senate, is unable to include domestic partnerships.

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three ~~(3)~~ business days prior to re-employment with the university or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at least half time or greater.

b. Individuals who are employed at least half time or greater as temporary help (TH) and who are expected to complete five ~~(5)~~ months or more of continuous university service and are eligible to participate in the Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual and may not be taken in excess of 80 hours in a pay period.

A-8. Leave may not be taken on an employee's first day of employment. If an employee is unable to report for work on their specified first day of employment; employment will not begin until the first day that the employee reports for active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-weekly time reports and complying with the terms of leave policies, including, but not limited to:

- a. completing application for leave with supervisor or Human Resources as appropriate and providing any medical evidence to HR and other requested information;
- b. abiding by any and all return-to-work restrictions; and
- c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve employment may be affected and/or the employee may be subject to disciplinary action, up to and including termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Exempt employees (full-time 40 hours per week expectation per FLSA) who work at least four ~~(4)~~ hours in a day will be paid regular pay for the full day. If they work fewer than four ~~(4)~~ hours, the difference will be charged to the appropriate accrued leave. If the employee is on approved intermittent Family and Medical Leave (FML) they must report each hour missed.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.

A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement plan vesting (see your PERSI, IORP or federal retirement plan document for details) and earns annual and sick leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue during terminal leave [K], or in some circumstances during administrative leave. See I-7, [1-5], AA An employee typically will not be given such credit for any periods of unpaid leave.

A-12. No break in service will occur during any approved paid or unpaid leave for the purposes of determining eligibility for retiree health benefits.

A-13. Attendance at work is a job requirement for all positions at the university. Excessive absenteeism can affect job performance and the employee may be subject to disciplinary action.

A-14. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 55.09. The Banner system and Human Resources records are the official university leave records.

A-15. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than sick, annual and medical appointment leave discussed in this section. [APM 55.09]

B. ANNUAL LEAVE. (Available to UI employees listed in A-6 (a) and A-6 (b) as described in Section B)

B-1. Employees receive annual leave based on their classification of employment. [FSH 3080]

a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. [RGP II.E.3; FSH 3080; APM 55.09]

b. Faculty on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, accrue annual leave at the rate of 7.4 hours bi-weekly and may accumulate a maximum of 240 hours. [RGPP II.F.3, FSH 3080, APM 55.09]

c. Faculty who hold academic-year appointments do not accrue annual leave. Their periods of obligation and leave are governed primarily by the academic calendar, subject to stipulation by the employee's dean. [FSH 3120]

B-2. Annual leave for classified and exempt appointment of less than 100% full-time, but equal to or greater than half-time, is accrued based on hours worked and at a rate based on the employee's classification [B-1]. No annual leave is accrued for less than half-time service.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of .04625 times hours worked within each bi-week, ~~however leave is not earned until the benefit qualification period has been satisfied.~~

~~Annual leave for qualified temporary employees accrues, but is not earned until the employee has worked at least 20 hours per week and for a period of at least five (5) months (the benefit qualification period). Approval to use accrued, but unearned annual leave may be approved by the employee's supervisor under special circumstances. However, in the event that accrued annual leave is taken before it is earned and the employee also voluntarily separates or is terminated for cause before annual leave is earned, the value of unearned annual leave taken will be withheld from pay, other earning or payments or must otherwise be repaid to university.~~

Commented [TB(1)]: This contradicts A-7. Personal leave would be appropriate in cases where no leave is available and there is a need to be out. This paragraph is not necessary

~~Leave Accrual Example:~~

~~Annual leave accrues based only on hours worked.~~

~~62 hours worked times .04625 results in 2.90 hours of accrual and may accumulate to a maximum of 192 hours.~~

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on only hours worked. There is no overtime accrual based on annual leave, sick leave, compensatory time, holidays or any other paid time off.

B-6. Annual leave continues to accrue while on any paid leave, except that annual leave does not accrue on hours of compensatory time used; ~~during terminal leave [K];~~ during academic transitional leave [J] or for temporary employees who accrue annual leave based only on hours worked.

B-7. At the employee's option, accrued annual leave may be used during any approved leave that could otherwise be taken as sick leave. [See E-3. Parenting Leave for the requirement to use sick leave prior to use of annual leave. \[RGP II.1.2.\]](#)

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor's written approval. Both the employee's vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 55.09].

a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave. Documentation to support the use of sick leave may be required.

B-9. ~~Annual leave~~ balances are paid to employees upon separation (i.e. resignation, retirement layoff, non-renewal, termination) from all State of Idaho employment [I.C. 67-5334]. Leave balances are transferred from the university to other State of Idaho employers when the university employment ends and a new position is accepted with any State of Idaho employer when there is no break in state service [A-5]. However, the university reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation.

Employees funded on grants or contracts are expected to use all earned annual leave during the appointment before expiration of the grant(s) or contract(s). Employees

Commented [TB(2): This is not true for all employees. Should not be included.

separating employment upon the expiration or termination of a grant or contract, will be required to use annual leave before their last day of employment.

In the event of an employee's death, payment is made to ~~his or her~~the employee's estate.

The effective date of the employee's separation is the last day on which ~~he or she~~the employee reports to work for the university, unless Human Resources has approved a written request for alternative termination arrangements that are in the best interests of the university.

~~A termination extended through the use of accrued annual leave must be approved in advance, in writing, by Human Resources and unit administrator and shall be treated as terminal leave. [JK and APM 50.20]~~

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding ~~eighty (80)~~ hours must be approved in advance by Human Resources.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the university.

B-12. Eligibility requirements for annual leave for temporary help (TH) can be found in FSH 3090.

C. SICK LEAVE. (Available to UI employees listed in A-6 (a) and A-6 (b) as described in Section C)

C-1. Employees that work at least 40 hours in a bi-weekly pay period for at least five ~~(5)~~ consecutive months accrue sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service. [FSH 3090 C]

C-2. Sick leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .04625 for each hour worked.

C-3. Sick-leave may be accumulated without limit.

C-4. Sick leave cannot be taken in advance of accrual. If, at the end of a bi-weekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to compensatory time first, if available, and then to annual leave. If there is no leave accumulation, time will be unpaid.

C-5. Sick leave continues to accrue while on any paid leave, except for hours of compensatory time used, ~~during terminal leave;~~ and ~~or~~ during academic transitional leave [J].

C-6. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

C-7. Sick leave may be taken only as follows:

a. Illness or Serious Medical Condition of Employee. An employee's own illness, injury, or childbirth that prevents the employee from performing ~~his or her~~ their assigned duties; or in the event of exposure to contagious disease if, in the opinion of responsible authority, the health of others would be jeopardized in the work place.

b. Illness or Serious Medical Condition of an Immediate Family Member. When the illness, injury, or childbirth of an immediate family member as defined in [A-3] of this policy requires the attendance of another, the employee may use ~~his or her~~ their own available sick leave.

c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in [A-3] of this policy; up to ~~fifteen (15)~~ days of sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and Human Resources may approve an extension of leave for up to a total of ~~thirty (30)~~ days of sick leave.

d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in [A-3] of this policy is limited to a maximum of ~~five (5)~~ days of sick leave immediately following the event.

e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided ~~satisfactory arrangements have been made with the prior notification was provided to the~~ satisfactory arrangements have been made with the prior notification was provided to the employee's supervisor regarding the needed time away (medical information need not be shared only the need for leave). If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month-to-month.

f. Parenting/Adoption/fostering. All eligible employees are entitled to use sick leave for parenting, ~~and~~ adoption, and fostering as provided in E. Parenting Leave.

g. Organ Donation. Full-time ~~employees~~ may use up to ~~five (5)~~ workdays of prior approved organ donation leave to serve as a bone marrow donor and may use up to ~~thirty (30)~~ workdays of prior approved organ donation leave to serve as a human organ donor. Documentation must be provided to Human Resources in advance of the use of Bone

Marrow or Organ Donation leave. Bone Marrow or Organ Donation leave does not reduce the employee's leave balances and is with continued pay and benefits up to the limits noted. Additional leave may be requested through an approved family medical [ML] or personal [ON] leave.

C-8. Documentation may be required to be submitted to Human Resources to support absences. Absences that occur during an approved family medical leave [ML] are exempt from these requirements.

C-9. The federal Family Medical Leave Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The university may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee's own illness, work-related injuries, or an illness of a family member is covered by FML.

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence [ML-4] and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the university may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five ~~(5)~~ consecutive workdays or longer by providing the employee with a medical certification form and FML application. A failure to comply with a request to complete and return the medical certification form and the FML application may result in absence without pay and/or disciplinary action, up to and including dismissal from employment (see FSH 3910, 3920 and 3930).

C-11. Employees transferring without a break in service from a qualified Idaho state agency or from the university to another state agency will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the university. If an employee returns to state service or to the university within three ~~(3)~~ years after separation, sick leave forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the university may not be entitled to reinstatement of sick leave balances. In this instance, only the **unused** portion of sick leave that was converted at the time of retirement [C-13 and FSH 3730 €] to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the university.

C-13. An employee who retires under the eligibility conditions for retirement ~~or disability retirement~~ as stated in FSH 3730 may apply a pre-determined amount of unused sick leave accrued since July 1, 1976, as payment for continued coverage under the university retiree health program. [FSH 3730, APM 55.39]

D. HOLIDAYS. (Available to UI employees listed in A-6~~-(a)~~ and A-6~~-(b)~~ as described in Section D)

D-1. The university is closed at least ~~eleven (11)~~ holidays each fiscal year. [FSH 3460 F-2]

D-2. Benefit-eligible employees [A-6.a.] who are employed full time (87.5 percent or greater) receive holiday pay based on eight ~~(8)~~ hours for each holiday. An employee who works a compressed work schedule to include more than eight ~~(8)~~ hours each day, such as four ~~(4)~~ ~~ten~~ 10-hour workdays in one week, will still receive only eight ~~(8)~~ hours of holiday pay. With supervisor approval, the employee may make up the difference between their regular hours of work and the holiday pay for that day (two ~~(2)~~ hours in this example) through a flexible work schedule within the same work week [FSH 3460], or may use accrued compensatory time or annual leave, or take the time as unpaid.

D-3. Benefit-eligible employees [A-6.a.] who are employed at least half time but less than full-time, are entitled to receive holiday pay, pro-rated based on the average number of hours scheduled each week. The number of hours scheduled on a routine basis (not the hours worked in the week in which the holiday falls) is divided by five ~~(5)~~ days. For example:

Average of 20 hours worked per week / 5 days = 4 hours of holiday pay

Average of 25 hours worked per week / 5 days = 5 hours of holiday pay

Average of 30 hours worked per week / 5 days = 6 hours of holiday pay

D-4. The university embraces diversity and recognizes that our workforce is derived from many diverse cultures to include many different religious preferences. An individual may be absent from work to observe a religious holiday consistent with ~~his or her~~ the individual's own religious beliefs and practices when the day is not consistent with the university's official holidays, provided advance notice is given. Pay for these absences are as follows:

a. Benefit-eligible employees may use their accrued compensatory time or annual leave to receive pay for an observed religious holiday that is not an official university holiday.

b. Employees who are not benefit-eligible, or who do not have compensatory or annual leave available, may observe the holiday without pay, or, with advance supervisory approval, employees may make up the hours in the same work week [FSH 3460].

D-5. Benefit-eligible employees are entitled to holiday pay while they are on other approved paid leave, or during any portion of paid or unpaid family medical leave. ~~Extended medical leave and non-FML parenting leave are not family medical leave.~~ Employees on unpaid extended ~~medical leave or unpaid non-FML parenting leave~~ are not entitled to holiday pay.

E. PARENTING LEAVE (paid or unpaid). ~~Parenting leave is a~~ Available to UI employees listed in A-6 (a) who also meet the specific eligibility criteria as described in Section ~~MLE~~. Eligible University of Idaho employees may use up to 432 hours (full-time employees prorated for less than full-time employees) of paid parental parenting leave due to the birth, adoption, or foster placement of the child. Parenting Leave is Family and Medical Leave. (FMLA allows for 480 hours of unpaid leave for a full-time employee). See FMLA section M for definition of parenting leave

E-1. Definitions.

a. "Parenting" is defined as the period of bonding that occurs within the first ~~twelve (12)~~ months of the birth, adoption or foster placement of ~~the~~ child in the family.

b. "Parenting Leave" is leave taken by an employee under section E to bond with a child within the first ~~twelve (12)~~ months of the birth, adoption or foster placement of the child in the family. Parenting leave is separate and distinct from medical leave taken by a birth mother related to serious health conditions associated with pregnancy and child-birth and from medical leave taken by either parent to care for a child with a serious health condition. See Family Medical Leave Section ~~M-L-1~~ for the relationship of Parenting Leave under this Section E and Family Medical Leave under Section ~~M-L~~ of this FSH 3710.

c. Child for purposes of this policy means ~~Son or daughter means~~ a biological son or daughter, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

E-2. Employees are eligible for paid Parenting Leave if they meet the criteria under ~~M-L-3~~ or after 180 days from their date of hire. Employees must also successfully complete any applicable initial probationary period or (extension thereof) to be eligible. Eligible employees are entitled to 12 weeks of job protected leave with continuation of group health insurance coverage within 12 months of the birth, adoption, or foster placement of a son or daughter. This is considered non-FML parenting leave. Parenting Leave used under Section E provides some compensation for Parenting Leave under Family Medical Leave and- is Family Medical Leave.

- a. Eligible employees will receive a maximum of 432 hours (full-time employees) of paid ~~parental~~parenting leave for the birth, adoption, or foster placement of a child that must be used within 12 weeks immediately after the birth, adoption, or foster placement of a child. Eligible employees working less than full-time will receive a pro-rated portion of paid ~~parental~~parenting leave corresponding to the percentage of hours they normally are scheduled to work.
- b. An employee may not receive more than ~~twelve (12)~~ weeks of ~~parental~~(paid or unpaid) parenting (paid or unpaid) leave in a rolling 12-month period. Multiple births ~~within twelve months~~ or adoptions ~~within 12 months~~ do not increase the length of ~~parental~~parenting leave. Employees may use paid ~~parental~~parenting leave continuously for up to ~~twelve (12)~~ weeks or as a predefined reduced work schedule as long as it is used within 12 weeks of the birth or adoption of the child. Employees may not use paid ~~parental~~parenting leave intermittently. Adoptive or foster parents are not entitled to use more than ~~twelve (12)~~ weeks of ~~parental~~parenting leave in a rolling 12-month period but are exempt from the continuous leave requirement if the adoption is not final.
- c. Paid ~~parental~~parenting leave is compensated using up to the maximum allotted paid parenting leave balance (432 hours for full-time) in the first

12 weeks following the birth, adoption, or foster placement of a child. Paid ~~parental~~parenting leave will be paid on regularly scheduled pay dates.

d. Paid ~~parental~~parenting leave shall run concurrently with leave under the FMLA. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption or foster placement of a child, will be counted toward the 12 weeks of available FMLA leave ~~perfor~~ a 12-month period. The employee must apply for and use Parenting Leave/FMLA.

e. If a holiday occurs while an employee is on ~~parental~~parenting leave, such day will be coded to holiday pay and will not count towards the employee's ~~parental~~parenting leave entitlement or FMLA hours. If the employee is on ~~parental~~parenting leave/FMLA when the University authorizes paid administrative or emergency closure leave due to inclement weather and/or an office closure, that time will be recorded as ~~parental~~parenting leave/FMLA. Administrative and emergency closure leave will not extend the ~~parental~~parenting leave entitlement.

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E-3. If both parents are employees of the university and eligible for FMLA leave under Section ~~ML~~, the leave must be shared between parents and not exceed 480 hours (12 weeks) of total leave (paid or unpaid). ~~each is entitled to take the same amount of parenting leave as allowed for a single employee. Only one employee is entitled to parenting leave if both parents, as employees, have not met FMLA eligibility requirements as stated in M-3.~~

E-4. Employees can use ~~parental~~parenting leave as outlined or choose to use a combination of accrued paid leave or unpaid leave if all other leave is exhausted (See Section ~~ON~~ regarding use of unpaid leave). ~~Employees must first use accrued sick leave (see FSH 3710 M 2). However, when the combination of the employee's remaining sick leave, plus any additional accrued paid leave that may be available to the employee falls below 80 hours, then the employee may elect to use unpaid leave for parenting. —Any leave taken under this policysections E or L—that falls under the definition of circumstances qualifying for leave due to the birth, adoption, or foster placement of a child—is FMLA leave. See section ~~ML~~ for FMLA criteria. Unpaid leave will be considered in accordance with FMLA and other applicable federal and state laws.~~

E-5. Parenting Leave ~~should~~shall be applied for through Benefit Services. When the need for Parenting Leave is foreseeable, an employee must request an application at least ~~thirty~~(30) days in advance of the need for leave. When events are not foreseeable, employees must provide as much notice as is possible. If an employee is eligible for FMLA leave under Section ~~ML~~, the Parenting Leave described in this section E- is intended to encompass the university's obligation to provide Family Medical Leave under the federal Family Medical Leave Act. See Section ~~ML~~ for return-to-work requirements following approved leave.

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E-6. Health benefits continue during Parenting Leave on the same basis as for any similarly-situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid. The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or coverage for ~~his/her~~the employee's dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, leave accruals, ~~holiday pay~~, and credit toward vesting are suspended during unpaid portions of Parenting Leave.

E-7. Upon return from Parenting Leave, employees will be assigned to their same or similar position with equivalent pay and status.

E-8. Leave may not be used for both foster care and adoption consecutively if foster placement leads to ~~that the~~ adoption of the ~~son or daughter~~child.

E-9. Alternate or reduced work schedules are addressed in FSH 3710 ~~ML-13~~.b.

E-10. See FSH 3710 R-1 for exceptions to university leave policies.

F. MILITARY LEAVE. When an employee goes on military leave it is not considered a break in service. (Available to all UI employees as described in Section F)

F-1. Faculty and staff, regardless of whether or not they hold a fiscal-year or academic-year appointment are eligible for leave of up to ~~one hundred twenty (120)~~ hours per calendar year for active duty or military training. Employees who are in board-appointed positions [FSH 3080] are eligible for full pay while on paid military leave. When called to active duty or training, the university will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. The employee must provide documentation of military pay received during leave, within ~~ninety (90)~~ days of return from leave or upon earlier job separation. The employee is required to repay to the university any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their military pay will exceed their university pay. Annual and sick leave credit towards length of service for retirement plan, and other vesting will continue to accrue according to the applicable plan documents. Instead of taking military leave, an employee may request annual leave on the same basis as any other vacation or other time off and if approved, retain full military pay. [APM 55.09 and 55.38]

F-2. Any employee who is called to active duty and/or is required to serve more than ~~one hundred twenty (120)~~ hours is eligible for up to five ~~(5)~~ years of military leave. Eligibility for employee health coverage will continue at a minimum through the first ~~thirty (30)~~ calendar days of service while on an approved military leave. The employee will be required to pay the employee share of the health care costs, as well as the costs for ~~his/her~~the employee's dependents.

F-3. An employee may choose to use annual leave and/or accrued compensatory time for military service and continue to receive pay and benefits at any time.

F-4. Military leave beyond the first ~~one hundred twenty (1200)~~ hours is generally granted without pay and benefits. Health care coverage will end for the individual who is called to active duty after the first ~~thirty (30)~~ days of service. However, coverage for ~~his/her~~ the employee's dependents may continue and are subject to the applicable benefits based on the university's current Summary Plan Document at the time of reinstatement: contact Benefit Services.

F-5. An employee may also have the right to life insurance portability or conversion to an individual life insurance policy following termination of benefits in the group plan.

F-6. Upon reinstatement to active university employment, the employee's health plan will resume as if their employment had not been interrupted.

F-7. In accordance with state and federal law, an employee upon return will be reinstated to ~~his/her~~ their former position or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable discharge and within five ~~(5)~~ years from departure date from the university.

a. In some situations, re-employment may not be possible, such as when there has been a significant change in circumstances, if re-employment would impose an undue hardship on the university or department, or if the person's employment was temporary in nature, such as positions that are grant-funded for a specific duration and/or temporary help (TH) positions.

1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted position, the university will make reasonable efforts to refresh or update these skills unless such efforts would create undue hardship for the university.

2. When an employee with a service-related disability is not qualified to perform the essential functions of ~~his/her~~ the employee's job after the university has made reasonable efforts to accommodate the disability, the employee may be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the university with written timely notification of intent to return to their position. The university may require documentation that the person's application for reemployment is timely and that the person's discharge from uniformed services was under honorable conditions. University procedures will follow the applicable state and federal law, including but not limited to the Uniformed Services Employment & Reemployment Rights Act (USERRA), 38 U.S.C. 4301-4333, enforced by [Department of Labor's Veterans' Employment & Training Services](#) (VETS.)

F-8. Retirement benefit contributions are suspended while the employee is on unpaid military leave when the ~~one hundred twenty (120)~~ hours per F-1 have been exceeded. Upon reinstatement to active university employment after military leave, reenrollment in the retirement plan will be accomplished in accordance with the plan documents.

a. Credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during an approved military leave. Such contributions must be paid into the plan within a period not to exceed three ~~(3)~~ times the length of the military leave, up to a maximum of five ~~(5)~~ years.

c. The university will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive university service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] during the ~~fifteen (15)~~ days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] for any unpaid military leave.

F-9. This policy is intended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or Act will prevail.

G. LEAVE FOR COURT REQUIRED SERVICE AND VOTING. (Available to all UI employees as described in Section G)

G-1. Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave. Benefit-eligible employees will be granted leave with pay, except as provided below in G-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGP II.1.5.; APM 55.09]

G-2. An employee must request annual leave or personal leave without pay for the following:

a. appearing as a party in a non-job-related proceeding involving the employee;

b. appearing as an expert witness when the employee is compensated for such appearance; or

c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGP II.1.5.]

G-3. Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote

within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.

H. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE. Available to UI employees as described in Section H)

H-1. The president approves requests for leaves of absence for the purpose of campaigning for or serving in public office [RGP II. I.5.]. See FSH 6230 E for provisions concerning leave for campaigning and serving in public office.

H-2. It is the Board of Regent's intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Any leave for serving as a member of the Idaho State Legislature will be unpaid when the Legislature is in session [RGP II.I.5.]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

I. ADMINISTRATIVE OR EMERGENCY LEAVE. (Available to all UI employees as described in Section I)

I-1. Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (~~Terminal Leave (K) and a~~Academic transitional leave (J) ~~are is~~ not considered administrative leave.)

I-2. At the discretion of the president or ~~his/her~~ designee, an employee may be granted administrative leave when the state or the university will benefit as a result of such leave. [RGP II.I.5.; FSH 3470 B]

I-3. Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees' Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

I-4. With the approval of the president or designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue), if approved in advance by Human Resources. The President's Office or Provost's Office, as appropriate must be notified.

I-5. In all cases involving administrative leave, payroll will coordinate with the department for the appropriate process based on the anticipated duration of the administrative leave. with a duration that is more than one bi week, an electronic personnel action form (EPAF) must be processed. When leave is less than one full bi week, Hhours attributed to administrative leave shall be coded as "Administrative DLeave" on the time/leave record and in the payroll system.

I-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular university business hours in the event that the employee's services are required or ~~he/she is~~they are otherwise requested to return to work.

~~J-7.~~ Under certain circumstances, the university may require the use of accrued annual leave and/or compensatory time.

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~~I-8.~~ Administrative Emergency Leave with Pay. When the president or designee makes a decision to close, cancel classes, or postpone the opening the university, employees will be authorized Administrative Emergency Leave with pay (see APM95.21 and FSH3470). When approved, employees will enter hours as follows for emergency closure days:

-Classified and PERSI-eligible TH will enter the hours they would have worked. Exempt and faculty enter leave if leave taken is more than 4-four hours and will record leave only if they were out more than 4-four hours.

a. (TH) Temporary Help (PERSI-eligible only) – enter hours regularly scheduled but not worked due to the closure under the Administrative Emergency Leave code, up to 8-eight hours

b. Classified – enter hours not worked due to closure under the Administrative Emergency Leave code, up to 8-eight hours

c. Exempt & Faculty – enter hours not worked, if over 4-four, due to closure under the Administrative Emergency Leave code, up to 8-eight hours.

J. ACADEMIC TRANSITIONAL LEAVE. (Available to all UI employees as described in Section J)

~~J-1.~~ Academic transitional leave may apply when an academic administrator steps down from his/her/their administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the university, must be approved by the provost, and approved by the president or designee.

~~J-2.~~ There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by Human Resources.

~~K. TERMINAL LEAVE.~~ (Available to all UI employees as described in Section K)

~~K-1.~~ Terminal leave is paid leave received by a terminating employee in lieu of wages at the employer's discretion. An example of terminal leave is leave paid to an employee who is not completing the term of his/her contract at the request of the employer. Sick and annual leave is not accrued during the terminal leave period. Time toward length of service for retirement

Commented [TB(3)]: OGC, HR and VP Foisy agree to removing terminal leave. This is essentially the same as Administrative Leave when used to finish out a contract and a requirement to use accumulated leave is made at that time.

vesting and eligibility for university retiree health benefits [FSH 3730] will continue. The duration of terminal leave is determined at the discretion of the university.

~~K-2.~~ During terminal leave, health benefits continue for an employee and his/her covered family members on the same basis as employees of the same classification who are actively at work. The employee's share of all health care contributions, including employee and dependent medical/dental, supplemental life, and/or any other costs of coverage, will be withheld from the employee's pay. Upon separation from employment, the employee and/or his/her covered family members, as a family or individually, may have rights to medical/dental coverage through COBRA.

~~K-3.~~ The university may require the use of accrued annual leave and/or compensatory time during the terminal leave period or may pay out some or all accrued, but unused balances at the time of termination.

LK. SHARED LEAVE. (Available to employees listed in A-6 (a) subject to specific eligibility criteria described in Section LK)

LK-1. University employees who earn annual leave may donate annual leave hours to shared leave. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. See FSH 3710 L-5 below and APM 55.07 C-3 for conversion of donated leave to shared leave.

LK-2. Eligibility. Benefit-eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave. If an employee is only eligible for benefits under the Patient Protection and Affordable Care Act (PPACA) they do not qualify for shared leave.

a. Qualifying Events. If any benefit-eligible employee [A-6.-a.] ~~who has~~ a health condition [L-2.a.1] or ~~whose has an~~ immediate family member [A-3] ~~who~~ has such a condition and the employee is required to take time away from work, and has exhausted all leave, the employee may apply for shared leave.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the university, and qualify as a serious health condition as defined by family medical leave [ML] to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.

2. An applicant for shared leave who has used ~~his or her~~ their own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave typically is not eligible for leave from the shared leave pool.

Under extraordinary circumstances, such an applicant may request an exception to receive shared leave from directed donations.

3. Shared leave that is donated from the shared leave pool is intended for use by employees who intend to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of the program and does not intend to return to work may apply for shared leave; however, shared leave in this instance is available only from donations directed specifically to that one recipient.

b. Prerequisites. An employee must use all other available leave such as sick leave, annual leave, and compensatory time to qualify for shared leave. If an employee receives shared leave during the first year of their employment with the university, and does not return to active service for at least thirty days after completion of their leave, they may be expected to repay the compensation they received, unless this requirement is waived by the president, or ~~his/her~~ designee.

c. Disability Income. To be eligible for shared leave for the employee's own medical condition that is expected to last longer than thirty days, employees must first apply for wage replacement benefits that may be available through disability coverage. In cases of job-related injuries, employees must first apply for wage replacement through workers' compensation. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible employee may use shared leave while satisfying the waiting period or after exceeding maximum disability periods for income replacement programs. Shared leave cannot be claimed when time away will be paid through wage replacement programs such as disability and workers' compensation benefits.

~~LK~~-3. Donating Annual Leave.

a. Employees who have an accrued annual leave balance may donate to shared leave regardless of their funding salary source. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated directly to a specific shared leave recipient.

b. Leave donations made for a specific individual will be drawn from donors' accounts based on a first-received basis. The first donation request received by Benefit Services will be processed before a second donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be drawn from the donor's annual leave account.

c. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

d. Shared leave donations may not cause the donor's annual leave balance to fall below ~~forty~~ (40) hours at the time the donation is processed, unless the donor is terminating active employment from the university. Donors should be aware that any shared leave not used by the intended recipient will be returned to the Shared Leave Pool, not returned to the donor(s). Leave donors who desire to donate only as much leave as the intended recipient needs are encouraged to work with HR to make incremental donations to that person.

~~LK~~-4. Shared Leave Benefits.

a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave within a rolling ~~twelve (12)~~ month period. Shared leave hours granted will be prorated based on employee's FTE.

b. Recipients of shared leave from the shared leave pool will receive the benefit on a first-come, first-serve basis as the pool balance must not fall below zero dollars. If funds are unavailable from the shared leave pool, then the recipient would be required to solicit direct donations.

c. Shared leave requests are reviewed and granted by Benefit Services in accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request for shared leave. Appeals must be made in writing to Human Resources within ~~thirty (30)~~ days from the date of denial and must reference the applicable sections of policy and reasons why there is disagreement. Human Resources will respond to appeals within ~~thirty (30)~~ days.

~~LK~~-5. Funding and Conversion.

a. Funding for a full year of base salary is provided for most positions. A department typically has received funding for the duration of the employee's full appointment. If an employee is absent without pay, the department would achieve salary savings as a result. The only exceptions would apply to those working from certain special funding sources or who hire a temporary replacement during the period of unpaid leave. Consequently, the department of the employee who will receive shared leave is responsible for funding the employee's pay during leave from shared leave donations.

b. **Conversion for donations.** Hours donated by an employee are calculated at the donor's hourly rate and converted to dollars that will be distributed to the recipient using the recipient's hourly rate. Direct donations donors should be aware that if the conversion value from donated hours is greater than the intended recipient uses, any unused dollars will go into the Shared Leave Pool.

ML. FAMILY MEDICAL LEAVE. (Available to all UI employees subject to specific eligibility criteria described in Section ~~ML~~). Federal Family and Medical Leave Act 29 U.S.C 2601 and amendments will be followed when administering FMLA. Upon exhaustion of FMLA, when there is a continued need for leave for an employee's own serious health condition, federal and state guidance will be followed.

ML-1. Family medical leave may be requested by an eligible employee for the following reasons:

a. the birth of a ~~son or daughter~~child of the employee and/or in order to care for such ~~son or daughter~~child;

b. the placement of a ~~son or daughter~~child with the employee for adoption or foster care;

c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [ML-5] of this policy;

d. because of the employee's own serious health condition [ML-5]; or

e. to serve as a human organ or bone marrow donor.

The entitlement to leave under subparagraphs (a) and (b) of this section ~~ML-1~~ for a birth or placement of a ~~son or daughter~~ child is encompassed in the Parenting Leave described in Section E, of this policy. Parenting Leave taken under Section E. ~~is Family Medical Leave and by an employee who is also eligible for Family Medical Leave shall be counted as Family Medical Leave, to the full extent of the employee's eligibility for Family Medical Leave at the time the leave is taken. Parenting Leave that falls outside of the requirements of the Family Medical Leave Act does not count against an employee's Family Medical Leave entitlement.~~

~~ML-2.~~ Family medical leave and/or service member family medical leave is generally leave without pay. However, when the absence also qualifies for the use of sick leave, if available, employees must first use accrued sick leave. ~~See Parenting Leave for wage replacement. When the combination of the employee's remaining sick leave plus any other accrued paid leave that may be available to the employee falls below 80 hours, the employee may then elect unpaid leave for the Family Medical Leave. When the type of absence does not qualify for the use of sick leave, the employee must use other available accrued paid leave until the employee's remaining sick leave plus any other accrued paid leave that may be available to the employee falls below 80 hours before the employee may use unpaid leave for the Family Medical Leave.~~

~~ML-3.~~ Eligibility. If the employee has been employed by the university for a minimum of ~~twelve (12)~~ months and has worked at least 1250 hours during the previous ~~twelve (12)~~ month period prior to the requested leave, the employee is eligible for family medical leave. This eligibility requirement ~~does not apply~~ to eligibility for Parenting Leave under Section E.

~~ML-4.~~ Length of Leave. A maximum of up to ~~twelve (12)~~ weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling ~~twelve (12)~~ month period. Eligible part-time employees may be granted up to ~~twelve (12)~~ working weeks of leave or a total number of hours consistent with their regular work schedule within a ~~twelve (12)~~-week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the university to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis. ~~See Section E for parenting leave requirements.~~

~~ML-5.~~ Definitions.

a. "Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such in-patient care; continuing

treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three ~~(3)~~ consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two ~~(2)~~ or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or
2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

6. Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not serious health conditions unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this section are met. Mental illness or allergies may be serious health conditions, but only if all the conditions of this section are met.

Commented [TB(4)]: Added from Federal Law language

ML-6. Health benefits continue during family medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of compensation including accrued leave or taking leave unpaid. The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or coverage for ~~his/her~~ the employee's dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave.

ML-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

ML-8. If there are reasonable circumstances to support that an employee's absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

ML-9. When the need for family medical leave is foreseeable, an employee must request an application for family medical leave at least ~~thirty (30)~~ days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, employees must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an employee may not claim an absence as a qualified family medical leave event unless done so within the first two ~~(2)~~ days of return from an absence. [See Parenting Leave Section E.](#)

ML-10. When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule.

ML-11. Employees on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require an employee to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before an employee absent due to ~~his or her~~their own serious health condition may return to work.

ML-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

ML-13. Family medical leave requests for parenting must be approved in advance and completed within ~~twelve (12)~~ months of the birth, adoption, or foster care placement of a child. [See Section E for Parenting Leave requirements.](#)

~~a.~~ Shared leave (if granted) may be used for the disability period related to childbirth. [See Section LK for Shared Leave and Section E for Parenting Leave requirements.](#)

~~b.~~ Intermittent leave or reduced work schedule requests for parenting may not be granted, or may be cancelled by the university with thirty (30) days written notice, based on business needs of the university.

ML-14. Family medical leave taken by two ~~(2)~~ university employees to care for a family member who has a serious health condition consists of a maximum ~~twelve (12)~~ weeks of

Commented [TB(5)]: Addressed in Section E

leave for each employee. [See Section E for Parenting Leave requirements. Family medical leave for parenting is addressed in FSH 3710-E.](#)

ML-15. If the university obtains information from a credible source, such as the workers' compensation authority, disability carrier, or a medical practitioner, that alters, changes, casts doubt, or fails to support continued leave or the leave application, the university has the right to:

- a. revoke leave;
- b. not grant leave;
- c. require new evidence to support the leave request;
- d. require the employee to return to work if the leave is not substantiated; and/or
- e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

ML-16. Upon return from family medical leave, employees will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by Human Resources. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.

ML-17. Family medical leave is not ~~intended available~~ for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least ~~thirty (30)~~ days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage [and any portion of paid parental/parenting leave](#) provided by the university during any portion of family medical leave. If the university is notified that the employee does not intend to return to work, the family medical leave period will terminate immediately and the employee will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position.

NM. SERVICE MEMBER FAMILY AND MEDICAL LEAVE. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for covered family members' service in the Armed Forces (Service member Family and Medical Leave) in two instances. This section of the policy supplements the above family medical leave policy and provides general notice of employee rights to such leave. Except as stated below, an employee's

rights and obligations to service member family and medical leave are governed by the general family medical leave policy.

NM-1. Definitions: The following definitions are applicable to this section of the policy.

- a.** “Eligible employee” is a spouse, son, daughter, parent, or for purposes of caring for a family member, the next of kin of a covered family member.
- b.** “Next of kin” is the nearest blood relative of a family member who is in the Armed Forces.
- c.** “Covered family member” means any family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, regardless of where stationed and regardless of combative activities.
- d.** A “covered veteran” is an individual who was a member of the armed forces (including a member of the National Guard or reserves) and was discharged or released under conditions other than dishonorable at any time during the 5-year period before the first date the eligible employee takes FMLA leave to care for the covered veteran.

1. An eligible employee must begin leave to care for a covered veteran within 5-five years of the veteran’s active duty service, but the “single 12-month period” may extend beyond the 5five-year period.

NM-2. Leave Entitlement: Eligible employees are entitled to take service member family and medical leave for any one, or for a combination of the following reasons:

- a.** Any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a “contingency operation,” and/or
- b.** To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the armed forces, provided that such injury or illness may render the covered family member medically unfit to perform duties of the family member’s office, grade, rank or rating.
- c.** In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the armed forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the armed forces) and manifested itself before or after the member became a veteran and is:
 - 1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or

2. A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

3. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the U.S. Department of Veteran's Affairs Program of Comprehensive Assistance for Family Caregivers.

NM-3. Duration of service member family and medical leave:

a. When leave is due to a qualifying exigency: an eligible employee may take up to 12 work weeks of leave during any 12-month period.

b. When leave is to care for a covered family member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the covered family member. Leave to care for a covered family member, when combined with other qualifying family medical leave may not exceed 26 weeks in a single 12-month period.

c. Concurrent leave: service member family and medical leave runs concurrent with other leave entitlements provided under federal, state and local law.

ON. PERSONAL LEAVE. (Available to UI employees listed in A-6₂-(a) and A-6₂-(b) as described in Section ON.)

ON-1. Any employee not covered by another university leave type within this policy may request a personal leave of absence.

ON-2. Personal leave is leave without pay and without benefits. However, the university supervisor may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available. Personal leave may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 55.38]

ON-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

ON-4. All requests for personal leave must be made to the supervisor in writing. A leave of three (3) working days or less can be approved by the supervisor and are recorded by the timekeeper on the employee's time record as Leave Without Pay with Benefits. The president or his/her

designee (i.e., provost) must approve a personal leave which exceeds three ~~(3)~~ working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit administrator, based on the business needs of the university.

~~ON-5.~~ The president or designee (i.e. provost) may grant personal leave without pay with or without benefits for a period of up to one ~~(1)~~ calendar year, with extensions not to exceed a total of three ~~(3)~~ successive calendar years [RGP II.I.5.]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits and the effect that granting it will have on the employee's unit or program.

~~ON-6.~~ When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

~~ON-7.~~ During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

~~ON-8.~~ An employee who has received approval from the president or ~~his/her~~ designee for a personal leave without pay without ~~paid~~ benefits may ~~not~~ continue to contribute toward and receive the benefits of the institution's insurance and retirement programs, ~~if the laws, rules, regulations, policies and procedures governing the administration of such insurance and retirement programs permit. [RGP II.I.5.]~~. Employees should consult Benefits Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 55.09 and 55.38]

~~ON-9.~~ Employees who are granted a personal leave of absence without pay are responsible for making arrangements with Benefit Services, before the leave begins, for the continuation or discontinuation of benefits. Also, they should call Benefit Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 55.38]

~~ON-10.~~ Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours.

~~P. EXTENDED MEDICAL LEAVE.~~ (Available to all UI employees subject to specific eligibility criteria described in Section P)

~~P-1.~~ Extended medical leave (EML) extends job protection and health benefits beyond the expiration of family medical leave. EML is not family medical leave. EML is intended for the following:

~~-a. Individuals who plan to return to work and have a prognosis to support return to work with assumption of full duties and responsibilities of their position, with or without reasonable accommodation, within a total absence period of no more than twelve (12) consecutive months; or~~

~~-b. Individuals who do not have an acceptable prognosis to return to work, but whose absence qualifies for the use of sick leave and who have an unused sick leave balance upon the expiration of family medical leave.~~

~~-P-2. EML and other options for an employee's return to work following an approved family medical leave must be coordinated and approved through Benefit Services, in consultation with the supervisor, and are granted at the discretion of the university, but are not guaranteed. EML may not exceed a total absence period of twelve (12) consecutive months.~~

~~-P-3. Acceptable medical certification and/or other documentation to support a prognosis for return to work must accompany all requests for EML. If acceptable medical certification and/or other documentation are not provided, notice of contemplated job action to separate the employee from employment at the expiration of family medical leave may be served upon the employee if all sick leave has been exhausted.~~

~~-P-4. If there is not a prognosis to return to work as defined above [P-1], notice of contemplated action for job separation will be issued. However, if the employee has a remaining sick leave balance and his/her condition qualifies for the use of sick leave, employment and EML leave will be extended through the earlier of:~~

~~-a. the date in which all sick leave will be exhausted; or~~

~~-b. expiration of six (6) months of accumulated leave, measured from the date in which leave was first granted for the same condition.~~

~~All sick leave is forfeited upon separation from employment, except as provided in P-6, or as provided in (Idaho State Code 53-4001) rights to reinstate sick leave upon return to work for any State of Idaho agency.~~

~~-P-5. Sick and all other available paid leave must be used concurrently with and taken first before any period on unpaid leave during EML. EML is leave with benefits but without pay, unless accrued sick or annual leave or compensatory time is used. Employees are not eligible for holiday pay while on extended medical leave without pay.~~

~~-P-6. An employee with a sick leave balance who separates from employment upon the expiration of EML and qualifies as a disabled retiree, or as a retiree eligible for any tier of university retiree medical coverage that requires retiree cost sharing, may convert a predetermined amount of the unused sick leave to pay for the retiree's share of the cost for their own university medical coverage. [FSH 3730]~~

~~-P-7. Health benefits will continue during an approved EML in the same manner afforded to any employee of the same classification who is actively at work.~~

~~-a.~~ The employee must make arrangements to self pay his/her share of employee and dependent benefit costs during any portion of EML that is unpaid.

~~-b.~~ Sick leave, annual leave, holiday pay and credited service hours toward vesting of annual leave accruals and retirement are not continued during any portion of leave that is unpaid.

~~-c.~~ Short and/or long term disability wage replacement payments and/or actively at work provisions for death and other benefits provisions within PERSI and similar contracts refers to an employee being actively at work (employed and not on leave) on the date in which the disability has first begun. An employee whose condition began before taking a leave of absence and who has qualified or met the conditions in accordance with provisions set by the carrier will continue to receive benefits and/or remain eligible for such benefits during Extended Medical Leave, and/or upon separation from employment if unable to return to work. [Refer to Disability and Retirement Plan Handbooks]

~~-P 8.~~ Employees who have been granted EML are required to provide documentation to human resources to support progressive medical improvement. Medical certification and other documentation may include temporary restrictions of duties and/or periods of part-time work. However, restrictions of job duties and/or part time work restrictions must be approved by Human Resources and the hiring authority, and must intend and attempt to phase an employee back to work to a level of full assumption of job duties, with or without reasonable accommodation.

~~-P 9.~~ During EML, the university may require reasonable periodic re-certification and updates regarding the employee's medical condition, prognosis for improvement, and fitness for duty. A release to return to work from the health care provider is required before an employee may return to work. The university, at its own expense, may require medical pre-screening for return to work in a position that includes pre-employment medical pre-screening to ensure the safety and fitness for prescribed job duties before an employee is allowed to return to work with or without restriction of job duty.

~~-P 10.~~ When an employee's own medical condition or restriction is expected to be chronic, or when the condition fails to progressively improve, notice of contemplated action and job separation or accommodation of disability under ADA should be explored.

~~-P 11.~~ If at the expiration of the EML period the employee is still unable to perform the essential duties of his/her position with or without reasonable accommodation, the university has the right to separate any employee from employment and/or to end EML and begin job separation when the medical prognosis ceases to support a return to work within EML limits. [FSH 3910, 3920 and 3930]

~~-Q0.~~ **LEAVE FOR PROFESSIONAL IMPROVEMENT.** (Available to faculty with instructor rank or above, exempt employees and classified staff as described in Section Q0.)

~~-Q0-1.~~ Leave for professional improvement is paid leave with benefits for the purpose of participating in professional development programs or experiences for an extended period

of more than two ~~(2)~~ weeks to attain or enhance a skill set that will result in a mutual benefit to the both the university and the employee.

~~Q0-2.~~ Members of the faculty who hold the rank of instructor or above, exempt employees, and classified staff are encouraged to participate in programs of professional improvement. (Tenured faculty may also be eligible for sabbatical leave and should refer to FSH 3720.) Generally, on the recommendation of an applicant's administrative supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave may be granted under the following conditions (individual departments may have additional requirements and restrictions):

a. To participate in this plan, the faculty or staff member must have completed four ~~(4)~~ years of service before the time the leave is to begin.

b. Generally, at least two ~~(2)~~ years of service must intervene between a sabbatical leave and a leave for professional improvement or at least five ~~(5)~~ years of service must intervene between a leave for professional improvement and a subsequent request for the same type of leave.

~~Q0-3.~~ The employee requests professional improvement leave with pay by submitting a letter of application to the supervisor at least three ~~(3)~~ months before the leave is to begin. The letter should address the professional development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if known.

~~Q0-4.~~ Persons granted leave under this policy are expected either to return to the active service of the university for at least one academic or other full work year after completion of the leave, or are required to repay the money received from the university for the period of professional improvement leave granted.

~~Q0-5.~~ The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his or her developmental experience upon return to active work status.

~~Q0-6.~~ The employee may request approval to use accrued annual leave and to have an equal amount of administrative leave with pay granted to permit ~~his or her~~ the employee's participation in a program of professional improvement.

~~RP.~~ EXCEPTIONS.

~~R-1.~~ Exceptions to these policies may be considered to the extent that such an exception is not contrary to state and federal laws, the Board of Regents policies and procedures, and are considered in the best interest of the university. The respective unit administrator, Human Resources, and the president or designee as required, can grant exceptions. A request for exception must be submitted and approved by the supervisor and forwarded to Human Resources for further consideration of all approvals.

Version History

Amended January 2020. Changes were made pursuant to FSH 1460 C-3 to comply with Idaho Code 59-1608 and 67-5343 and for clarification purposes.

Amended July 2017. Edits were made for clarification purposes and cleanup.

Amended July 2016. Many changes were put in place to comply with federal regulation changes on family medical leave. The section on Parenting Leave was revised, and changes were made to allow employees more flexibility in leave use.

Amended July 2015. Changes were made to comply with federal regulation changes on family medical leave, a new section on Parenting Leave was added, and to allow employees more flexibility in leave use.

Amended July 2011. Section R was removed and a new policy, [FSH 3450](#), was created to address employment actions such as temporary furloughs.

Amended July 2010. Section R was added to address the Fiscal Year 2010 Furlough.

Amended July 2008. Changes were approved following work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change.

Amended 2002. Extensive changes were made to subsection K that reflected Regent policy and current practice.

Adopted 1979.



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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM 30.14 - Cyber Incident Reporting and Response**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson 9/13/22

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
This policy was updated to reflect current cyber security practices required HIPAA, NIST, and by ever changing cyber security threat faced by the university.

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.
APM 30.14 will be replaced upon approval of this revision.

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.

APM 30.14 Cyber Incident Reporting and Response

Contents:

- A. Purpose
- B. Scope
- C. Definitions
- D. Policy
- E. Non-Compliance
- F. Exceptions
- G. Contact Information
- H. References

A. Purpose

The university is obligated to protect the confidentiality, integrity, and availability of information in its care. Unauthorized access to certain types of information may obligate the university to individual, university, state, federal, and contractual investigative and reporting requirements and result in fines and reputational impact.

Timely response to reported and detected incidents is critical to prevent adverse effects to individuals, to meet external reporting requirements, and to protect the university mission and reputation.

This policy establishes individual responsibility in reporting incidents, and the university responsibility to plan, respond, and escalate, in accordance with our legal and contractual requirements.

B. Scope

This policy applies to all technology resources, including information systems, institutional data, and networks and any person or device that gains access to these systems or data, regardless of affiliation, location, funding source, or contract status.

C. Definitions

C-1. Computer Security Incident Response Team (CSIRT): A function of the Information Security Office responsible for receiving, reviewing, and coordinating the response to computer security incident reports and activity involving university technology resources.

C-2. Data breach: Per Idaho Code § 28-51-104, a “breach of the security of the system,” referred to in this policy as a “data breach,” means “the illegal acquisition of unencrypted computerized data that materially compromises the security,

confidentiality, or integrity of personal information for one (1) or more persons maintained by an agency, individual, or commercial entity.”

C-3. Incident Response Plan: Also known as the Technology Security Incident Response Plan, or “IR Plan,” is the required documentation in support of this policy which addresses specific procedures and details for handling incident response, consistent with applicable laws.

C-4. Security Event: A security event is the discovery of any piece of information that could indicate the actual or potential threat to data or systems.

C-5. Security Incident: A security incident is a security event that indicates the present or imminent threat to the confidentiality, integrity, or availability of university technology resources, or violations of security policy or standards.

C-6. University Data: Data in any format, collected, developed, maintained, or managed by or on behalf of the university, or within scope of university activities. (See also APM 30.11)

D. Policy

D-1. Reporting incidents. Any actual or suspected security incidents or events must be reported immediately to the Information Security Office through one of the following designated channels:

- Report through [OIT Support Portal](#)
- Email to security@uidaho.edu
- Phone to 208-885-1060
- Report through anonymous reporting hotline and other reporting methods via the [Idaho State Board of Education](#)

D-2. Reporting incident response requirements. All members of the university community establishing relationships with entities or handling data with unique incident response reporting requirements must report those requirements to the Information Security Office for inclusion in the Incident Response plan.

D-3. Registering systems and applications. All devices using university networks must be registered in the OIT Network Management System and contact information must be kept current. Cloud applications and vendors must be registered with the OIT Application Portfolio and updated when changes occur.

D-4. CSIRT membership. The CSIRT is composed of the Chief Information Security Officer (CISO) and their designated incident handler staff, and representation from the Office of General Counsel, Risk Management, Human Resources, Public Safety and Security, and University Communications. Other members and subject matter experts may be requested by the CISO or designated by the Vice President for Information Technology/CIO and approved as part of the Incident Response plan, or on an as-needed basis.

D-5. **Investigations.** The CSIRT, under direction of the CISO, is authorized to:

- a. Monitor all relevant technology resources and information to correlate and detect events and determine whether an incident has occurred.
- b. Activate the incident response plan and direct the analysis, containment, recovery, and remediation of an incident.
- c. Expedite changes to information systems when necessary to respond to or prevent an incident. This may include proactive measures to disable accounts, networks, devices, integrations, or other resources.
- d. In cooperation with General Counsel, report incidents to required third parties when required by state, federal, or contractual requirements, or to activate cyber liability coverage.
- e. Track and document incidents using a standard taxonomy for security incidents.
- f. Coordinate with law enforcement, government agencies, peer CSIRTs, and relevant Information Sharing and Analysis Centers (ISACs) in the identification and investigation of security incidents. The CSIRT is authorized to share external threat and incident information with these organizations that does not identify individuals, or as otherwise approved by General Counsel or related data owners.

D-6. **Disclosure.** Public disclosure of a data breach must be reviewed and approved by the VP for IT/CIO in consultation with General Counsel, University Communications, and other relevant university stakeholders.

D-7. **Plan requirements.** The OIT Information Security Office is responsible for coordinating the U of I Technology Security Incident Response Plan (IR plan), keeping the contact and subject matter expert list updated, and testing and exercising the plan at least annually.

E. Noncompliance

Noncompliance with this policy may result, depending upon the nature of the noncompliance, in the user's account or access being suspended to U of I technology resources as stated in Section B.3 of APM 30.12 ([Acceptable Use of Technology](#)).

F. Exceptions

Requests for exceptions to this policy may be submitted [through the OIT Support Portal](#). The U of I Chief Information Security Officer will assess the risk and make a recommendation to the U of I Vice President for Information Technology and Chief Information Officer.

G. Contact Information

The OIT Information Security Office can assist with questions regarding this policy and related standards and the plan. Questions should be submitted through the [OIT Support Portal](#).

H. References

NIST SP800-61 Rev. 2

HIPAA 45 CFR § 164.308(a)(6)

Idaho Code - §§ 28-51-104, 105, 106, 107

Idaho Technology Authority [P4110](#)

APM 30.11 – Data Classifications and Standards

APM 30.12 – Acceptable Use Policy

UI Privacy Statement



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Policy Number & Title: **APM 30.32 – Computer Security Violations**

APM 30.13 – Networked Computing Device Standards

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Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel Yes No Name & Date: Kent Nelson, 9/13/22

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

The content of these policies was added to revisions of 30.14, & 30.16

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

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

None

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.

30.13 -- Networked Computing Device Standards

July 12, 2009

A. General. The primary objectives of the standards for University of Idaho networked computing devices are to:

- ~~(1) Sustain the integrity and reliability of the UI network and attached components~~
- ~~(2) Ensure timely and reliable access to and use of data and information technology resources~~
- ~~(3) Safeguard the information for authorized uses only and observe the rights of ownership associated with intellectual property (e.g., copyright, trademarks, patents licenses, etc.) [rev. 7-09]~~
- ~~(4) Assure the reliability and integrity of data by logging a record of unauthorized or inadvertent modification or deletion of facts~~
- ~~(5) Preserve information resources for authorized use and prevent the malicious use of information resources~~

B. Process.

B-1. Standards. The following minimum standards are required at all locations for devices connecting to the University of Idaho network:

- ~~(1) Device Registration—All networked devices must be registered with UI's Network Management System (NMS) through the Information Technology Services Help Desk or approved department/college system administrator (SysAd). This includes all computers, laptops, tablets, PDAs, etc. At a minimum, the device's unique network address (MAC address), departmental/college affiliation (domain), and the device owner's e-mail address must be supplied.~~
- ~~(2) Software Security Patches/Updates—Campus networked computing devices must run software (operating system and applications) for which security patches are made available in a timely fashion. They must have all currently available security patches installed. Where applicable, the software also must be configured to automatically check for and install all security-related patches. Preferably, this would happen on a daily basis. [ed. 7-09]~~
- ~~(3) Anti-virus Software—Anti-virus software for any particular type of computer must be running and up-to-date on every level of computing device, including clients, file servers, e-mail servers, and other types of campus networked devices. [ed. 7-09]~~
- ~~(4) Host-based Firewall Software—Host-based firewall software included with the operating system (i.e., Windows XP, OS X, Linux, etc.) for any particular type of device currently used must be running and properly configured on every level of device, including clients, file servers, mail servers, and other types of campus networked devices (in accordance with the "Recommended Firewall Configuration" guidelines that are forthcoming). While the use of network access control lists (ACLs) are encouraged, they do not necessarily obviate the need for host-based firewalls.~~

~~(5) Passwords—Please see APM 30.15—UI Password/Passphrase Policy. [rev. 7-09]~~

~~(6) No Unencrypted Authentication—Unencrypted device authentication mechanisms are only as secure as the network upon which they are used. Some programs may allow traffic across the UI network to be surreptitiously monitored, rendering these authentication mechanisms vulnerable to compromise. Therefore, all networked devices must use only encrypted authentication.~~

~~In particular, historically insecure services such as Telnet, FTP, SNMP, POP, and IMAP must be replaced by their encrypted equivalents.~~

~~Traffic for one-time password authentication systems is exempted from this encryption requirement because its exposure does not compromise the integrity of the underlying authentication system.~~

~~(7) No Unauthenticated E-mail Relays—Campus devices must not provide an active SMTP service which allows unauthorized third parties to relay e-mail messages (i.e., to process an e-mail message where neither the sender nor the recipient is a local user). Before transmitting e-mail to a non-local address, the sender must authenticate with the SMTP service. Authenticating the machine (e.g., IP address/domain name) rather than the sender is not sufficient to meet this standard. [ed. 7-09]~~

~~(8) No Unauthenticated Proxy Services—Although properly configured unauthenticated proxy servers may be used for valid purposes, such services commonly exist only as a result of inappropriate device configuration. Unauthenticated proxy servers may enable an attacker to execute malicious programs on the server in the context of an anonymous user account. Therefore, unless an unauthenticated proxy server has been reviewed and approved by the Information Technology Security Committee and the IT Information Technology Security Officer as to configuration and appropriate use, such a device is not allowed on the campus network. [rev. 7-09]~~

~~In particular, software program default settings in which proxy servers are automatically enabled must be identified by the system administrator and re-configured to prevent unauthenticated proxy services.~~

~~(9) Physical Security—Unauthorized physical access to an unattended device can result in harmful or fraudulent modification of data, fraudulent e-mail use, theft, or any number of other potentially dangerous situations. In light of this, where possible and appropriate, devices must be configured to "lock" and require a user to re-authenticate if left unattended for more than 20 minutes. If computers are high-valued and/or are used for the processing of security sensitive data (including but not limited to research subject to security requirements and personally identifiable information), additional and more effective physical security shall be installed. In addition to lock-down devices, physical security may include monitoring devices such as cameras and card-swipe door locks. Departments and divisions are responsible for reviewing the physical security of areas where work with sensitive data occurs and appropriately securing access, hardware and software. [rev. 7-09]~~

~~(10) **Unnecessary Services**—If a service is not necessary for the intended purpose or operation of the device, that service shall not be running (i.e., file/print sharing, SMTP, SNMP, telnet, etc)~~

~~B-2. **Exceptions.** Any department or individual may request an exception to these standards, for a limited time, by submitting in writing the following information to the UI Chief Information Officer (CIO):~~

- ~~• Requester's Name~~
- ~~• Date of Request~~
- ~~• Policy Line Number~~
- ~~• Rationale and time period for which exception is requested~~
- ~~• Steps to be taken to mitigate security risks~~

~~The CIO will consult with the Financial Vice President and/or Provost, as necessary, prior to making a decision on the request. The CIO will notify the Requester of the final decision and document any special terms/conditions. [rev. 7-09]~~

~~C. **Review.** These standards and all exceptions are to be reviewed at least annually by the appropriate UI IT steering group(s) in consultation with the CIO.~~

~~D. **Compliance.** ITS will advise appropriate unit management and the office of Risk Management of any non-compliance with this policy. The unit management shall be responsible for following up with any non-compliance and shall initiate disciplinary action for such non-compliance, where appropriate. [ed. 7-09]~~



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

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

None

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.

30.32 — Computer Security Violations

January 11, 2010

~~A. **General.** Information Technology Services (ITS) monitors access to computer systems on a continuous basis. Unauthorized or improper access to datasets is defined as computer crime and will be prosecuted to the full extent of the law [See 30.32 (B)]. University Computer Use Policy may be viewed at APM 30.12. <http://www.uiweb.uidaho.edu/policy/> [ed. 1-10]~~

~~The following security procedures are used for various UI computer systems.~~

~~A-1. **Administrative Systems Access.** Access for campus users is determined by individual assigned userids in combination with personal passwords. Any workstation will be locked out by the security system for some period of time after four unsuccessful logon attempts. If problems develop, contact the Help Desk in ITS for assistance, at (208) 885-4357 (dial 5-HELP). [ed. 1-10]~~

~~B. **Process.** Computer Crime, Idaho Code, 18-2202. Idaho Code specifies unauthorized computer access or manipulation as criminal activity. The following sections come directly from Idaho Code, 18-2202. Any person or persons violating any of the following code sections will be prosecuted to the fullest extent of the law.~~

~~B-1. Any person who knowingly accesses, attempts to access or use, or attempts to use any computer, computer system, computer network, or any part thereof for the purpose of: devising or executing any scheme or artifice to defraud; obtaining money, property, or services by means of false or fraudulent pretenses, representations, or promises; or committing theft; commits computer crime.~~

~~B-2. Any person who knowingly and without authorization alters, damages, or destroys any computer, computer system, or computer network described in section 18-2201, Idaho Code, or any computer software, program, documentation, or data contained in such computer, computer system, or computer network commits computer crime.~~

~~B-3. Any person who knowingly and without authorization uses, accesses or attempts to access any computer, computer system, or computer network described in section 18-2201, Idaho Code, or any computer software, program, documentation or data contained in such computer, computer system, or computer network, commits computer crime.~~

~~B-4. A violation of the provisions of subsections (1) or (2) of this section shall be a felony. A violation of the provisions of subsection (3) of this section shall be a misdemeanor.~~

~~C. **Information or Reporting Possible Violations.** Any questions regarding computer security or reports of possible security violations should be addressed immediately to ITS, (208) 885-6721.~~



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM 45.02 Sponsored Projects Proposal Preparation and Authorization**

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

Originator: Deb Shaver

Policy Sponsor, if different from Originator: Sarah Martonick

Reviewed by General Counsel XYes ___No Name & Date: Manisha Wilson, 7/8/22

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Updated references for our modified ERA systems (EIPRS to VERAS and Cayuse to VERAS) and added limited submission competition information from Research and Faculty Development team. Comprehensive policy review.

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.

None – this is the only UI policy on proposal submission.

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.

45.02 – Sponsored Projects Proposal Preparation and Authorization

January 3, 2012

A. Purpose. ~~The purpose of this policy is to ensure the orderly administration of sponsored project proposals and compliance with applicable laws and regulations. The policy contains the procedure applicable to sponsored project proposals.~~

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B. Scope. ~~This policy applies to all UI employees anyone submitting sponsored project proposals that would be awarded to the university if funded.~~

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AC. Definitions

AC-1. Principal Investigator. ~~The person taking primary responsibility and oversight of a sponsored project is known as the Principal Investigator (PI). Before submitting a proposal or accepting an award, please the PI should review the Roles and Responsibilities Page for an understanding of the responsibilities associated with being a PI. (See APM 45.22 for University eligibility requirements for Principal Investigators.)~~ ~~fed-2-19}~~

AC-2. Grant Administrator (GA). ~~Each unit has a person designated as a grant administrator, whothat may also work with the PI on in proposal preparation. In particular, a GA often assists PIs with the preparation of salary and fringe benefit calculations, and calculations and determining budget estimates.~~

BD. Policy. ~~A sponsored project proposal is a written presentation of the research, scholarly or creative activity proposed to be accomplished during a given time period and that is being requested to may potentially be funded by an entity external to the University of Idaho (the sponsor). At a minimum, a proposal should include an outline of the scope of work to be performed or the tasks to be accomplished, and a budget breakdown explaining how the requested funding will be spent towards accomplishing the scope of work. The Director of the Office of Sponsored Programs (OSP), or her/histheir designated representative, is the only person authorized to accept external funding on behalf of the University, and University and is also the final approver prior to submission of the proposal to the sponsor.~~

BD-1. Authorized Organizational Representatives and Signatures Approvals Required Roles and Responsibilities; Required Approvals. ~~All personnel associated with specific grants, contracts and agreements to the University of Idaho need to should have an understanding of their respective roles and responsibilities. Before submitting a proposal or accepting an award, please review the Roles and Responsibilities Page and contact OSP if you have questions about any of the items listed. All proposals shall must be reviewed and approved in the University of Idaho Electronic Research Administration (ERA) system by the unit administrator, college dean, and Director of OSP prior to submission to the sponsoring agency.~~ ~~fed-2-19}~~

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CE. Processes and Procedures.

CE-1. Funding Opportunities. ~~The Research and Faculty Development (RFD) team helps University of Idaho faculty find funding for their research and scholarly activities. RFD provides resources and services to find and enhance the competitiveness of proposals across all disciplines. Web links to funding opportunities may be found at the Office of Research and Economic Development (ORED) website. Additional assistance may be found on the OSP website in the FAQ page links found under the "Submit a Proposal" tab. Granting agencies usually have specific grant application instructions, identifying required information and/or application formats to be used. Such instructions may be labeled as Request for Proposal (RFP), Funding Opportunity Announcement (FOA), Broad Agency Announcement (BAA), Request for Quote (RFQ), or Grant Proposal Guide (GPG), etc.~~

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EE-1.a. Limited Submissions. For some funding opportunities, the funding agency restricts the number of applications an institution is allowed to submit. These are referred to as limited submission (LS) funding opportunities. The Research and Faculty Development (RFD) LS team has established processes for selecting the proposal(s) that will be submitted by the University of Idaho in response to these opportunities. ~~The~~ process typically includes a two-step submission process to the RFD team, as follows: The first step is for a PI to submit a Notice of Intent (NOI) to indicate interest in the program, followed by the submission of a ~~c~~Concept ~~p~~Paper, which will undergo internal review when the number of NOIs exceeds the number of submissions allowed by the sponsor or to enhance proposal competitiveness for strategic funding opportunities. The internal review committee ~~will~~may be comprised of faculty, administrators, and/or staff, as appropriate, who are familiar with the sponsor or the LS program. PIs will then be notified of the outcome of this internal review process, and whether or not they have been awarded the approval to submit a full proposal to the external sponsor. ~~Once approved to move forward, LS submissions are prepared, approved, and submitted through VERAS as per the Proposal Preparation guidance below.~~

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E-1.b2. Notification Required if Funding Opportunity Declined. Due to the competitiveness of limited submission funding opportunities at UI, a PI who is awarded the opportunity to submit a proposal to an external sponsor but declines to do so must notify the Research and Faculty Development (RFD) team within one week following receipt of the internal award notification. A PI who fails to submit a full proposal by the external deadline without timely notice to the RFD team shall be ineligible to ~~to~~ apply to all internal limited submission funding opportunities for one calendar year from receipt of the internal award notification. Under exceptional circumstances, and in the sole discretion of the Vice President for Research, the period of ineligibility may be waived.

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EE-2. Proposal Preparation. Once a funding source has been identified, the PI prepares a proposal (following specific sponsor guidelines, if provided) in the University's Electronic Research Administration (eERA) system. The PI develops a scope of work, a budget sufficient to accomplish the proposed work, and a budget narrative. Additional items to be considered during proposal development may include:

- The involvement of human subjects or experimental animals (see FSH 5200 and FSH 1640.54, APM 45.01)
- The use of biohazards/recombinant DNA/radiation/select agents/toxins (see FSH 1640.14, APM 35.11)
- Conflict of interest and financial disclosure (see FSH 6240, 5600, and 3170)
- Cost share/matching (see APM 45.08)
- Foreign researchers and consultants ~~(see APM 45.18)~~
- Export controls (see APM 45.19)
- Intellectual property (see FSH 5300 ~~& FSH 5400~~)
- Program income (see APM 45.13)
- Publication restrictions
- Capital projects

Information concerning these topics and links to other useful sites may be found on the [OSP Website](#). Note that some sub-sets of pre-proposals (white paper, preliminary proposal, etc.) may also require input to the eERA system for review and approval.

€E-3- Budget Development—The PI creates a list of the personnel, equipment, travel, subcontract, participant support and other direct cost needs for the entire project, including costs to be covered by mandatory cost share and any anticipated program income—~~e.g. e.g. such as~~ conference fees revenue. Appropriate facilities and administrative (F&A) costs (see FSH 5100 J and APM 45.10) are then added to arrive at the total project costs—OSP has developed a budget template with built-in calculations to assist the PI that can be found at www.uidaho.edu/research/faculty/resourcesosp/forms.

€E-4- Facilities and Administrative (F&A) Costs—~~The University negotiates different rates for F&A cost reimbursement based on a variety of factors including, but not limited to, whether the sponsoring agency is a Federal agency, the type of work being done (research, instruction, public service/outreach/other), the location of the work being performed (at on- or off-campus facilities), and whether the sponsor is an industry partner (the university cannot accept limited rates from industry partners).~~The federal government and the University negotiate different rates for F&A cost reimbursement based on both the type of work being done (research, instruction, public service/outreach/other) and where the majority of the work is being performed (at on- or off-campus facilities), as well as the type of sponsor (the university cannot accept limited rates from industry partners). Limitations imposed by the sponsoring agency to established F&A rates must be part of their published policy and provided in writing prior to proposal submission (see FSH 5100 J-1).

If no formal sponsor policy exists, only the Vice President for Research and Economic Development (VPRED), or his or her ~~their~~ delegate, may grant a waiver for a reduction in the F&A rate charged—Information concerning F&A costs and links to other useful sites including current F&A rates can be found in the [Indirect \(F&A\) Costs FAQ](#), APM 45.10, and FSH 5100.

€E-5- Cost Sharing—When the University bears a portion of the cost of a sponsored project, it is considered cost sharing or matching. These costs ,and m must be included in the budget development process—Cost sharing may be mandatory (required by the sponsor) or voluntary (where no such requirement exists)—Because cost sharing has programmatic, ~~administrative~~ administrative, and financial consequences for the University, it is typically not allowed unless required by the sponsor—Special circumstances may exist in which a waiver may be obtained from the VPRED (or his/her delegate) ~~or designee~~—See APM 45.08 and the Proposal Considerations FAQ for more information.

€E-6- Electronic Proposal—OSP ~~has entered into an agreement for the use of Cayuse424 proposal development software, which a PI may use to download and develop most Grants.gov and NSF Fastlane proposal opportunities. This system-to-system submission portal greatly reduces the chance of Grants.gov proposals being rejected due to missing information, forms, or fields. A link to Cayuse424, as well as instructions and training, can be found off the OSP home page and/or at www.uidaho.edu/osp/training.~~

€E-67- Electronic Internal Proposal Routing System (EIPRS) and ~~and~~ Electronic Research Administration System (VERAS)—All proposals must be reviewed and approved at a minimum by the PI's unit administrator, college dean, and OSP prior to submission to the agency—The University's electronic routing system for approvals, EIPRS/VERAS, allows the PI to provide all of the documentation necessary for review by the appropriate University personnel. The EIPRS-VERAS login link can be found on the [OSP home page](#)—An OSP Sponsored Programs Administrator (SPA) can assist with general questions, or FAQs and a link to training can be found on the [OSP website](#). All proposals must be present in the eERA system and any agency submission portal (when applicable)

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~~and in final form at least four full business days prior to the submission deadline. See the OSP website for details.~~

~~**EE-78. Proposal Submission**~~ If a proposal is being mailed, ~~emailed~~, or transmitted to the agency in a manner that does not require a secure login from an Authorized Organizational Representative, it is considered a hardcopy submission and proposal submission is the responsibility of the PI after all necessary approvals have been obtained.

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For proposals submitted through an external electronic system, such as NSF FastlaneResearch.gov, eRA Commons, or NASA NSPIRES, etc., the PI is responsible for completing and uploading proposal materials for OSP review. The PI is also responsible for completing and uploading any attachments to GrantsGrants.gov files (including Cayuse424) in VERAS. Once all files have been uploaded, the information in EIPRS-VERAS is complete, and all internal approvals have been completed/received, the PI works with an SPA for final submission to the sponsor. OSP is responsible for final submission of proposals that require an Authorized Organizational Representative login. See the Completing Proposal FAQ on the OSP website for further information.

~~**DE. Contact Information**~~ For information and help in preparing and submitting proposals to external funding agencies please contact the Office of Sponsored Programs at 208-885-6651, or ~~osp@uidaho.edu~~preaward@uidaho.edu, or <http://www.uidaho.edu/osp>.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM55.09 Employee Leave Benefits**

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

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Reviewed by General Counsel Yes No Name & Date: Kim Rytter, 9/23/2022

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Updated language and addition of paid parenting under FML
2. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
Fiscal impact has been provided by external consultants and shared with senior leadership
3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it.
FSH3710
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.

55.09 - Employee Leave Benefits

Owner:

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

Last updated: July 01, 2016

A. General. Leave benefits are available to UI employees, if eligible. Benefits for specific leave types available are fully described in [FSH 3710](#).

B. Process. Annual (vacation) and compensatory leave is generally to be taken at times mutually agreeable between the employee and the supervisor. Other leave for personal needs and responsibilities of the employee outside the work environment require communication with, but not necessarily approval of, the employee's supervisor and Human Resources (HR), see [FSH 3710](#) for the various leave types.

C. Procedure-

C-1. Annual (Vacation) Leave. Employees should submit [written](#) requests for annual leave, as far in advance as possible, to allow the unit sufficient time to cover the employee's absence. Longer advance notice is generally expected when leave is desired for more than a week. Annual leave is subject to the approval of the supervisor, such approval not to be unreasonably withheld. Employees whose salaries are funded by grants or contracts are expected to use all annual leave earned while paid from the grant or contract before expiration of the grant or contract or termination of employment. Employees are expected to take all annual leave prior to converting from fiscal year to academic year appointments. [Board policy will be followed for any leave remaining following a transition to ineligible position.](#) [See [RGP II.G.3.](#) and [FSH 3710](#)]

C-2. Sick Leave. ~~Sick leave ([See FSH 3710 C]) is taken when the employee is unable to work because of illness and/or, to a limited extent, when it is necessary for the employee to provide care for a member of the immediate family, or in the event of death of a family member. When sick leave is exhausted other accumulated leave may be required to be used first before taking personal leave (FSH 3710 ON).~~

C-3. Parental Leave. ~~Parenting leave is allowable under the Family and Medical Leave Act (FML) and may be, if the employee is eligible employees may use it in a combination of with accrued leave and/or leave without pay may be used. prorated for employees working less than full time. E The employee should consult in advance with the supervisor and with Benefit Services. Job and benefit protection available under FML is not afforded until acceptable documentation has been provided and the employee is so advised in writing.~~ [See [FSH 3710](#)]-

Commented [BC(1): Board Policy II.G.3.b

Pursuant to section 59-1606(3), Idaho Code, when a faculty member has accrued annual leave for service on a 12 month appointment, and subsequently such faculty member returns to a faculty position of less than 12 months where annual leave does not accrue, then the institution may pay the faculty member, as supplemental pay, the accrued annual leave balance.

C-4. Military Leave. The employee should present a copy of ~~his or her~~their military orders to their supervisor. The department timekeeper processes the request for military leave on an Electronic Personnel Action Form (EPAF) and provides a copy of the military orders to Benefit Services as documentation. The number of hours is entered as “MIL” on the timesheet. Military leave with pay is limited to 120 hours per calendar year [See [FSH 3710](#)]. If more than 120 hours per calendar year of military leave are needed, the employee may elect to use eligible paid time off and/or they will be placed on leave without pay for the duration of the military leave [See [55.38](#)].

C-5. Leave for Jury or Other Legal Duty. The employee should inform ~~his or her~~their supervisor, and provide a copy of the legal document requiring the employee’s presence for jury or other legal duty to Payroll. Employees process a leave of absence with pay for the required period by entering the code “JRY” on the timesheet. The employee is entitled to keep fees and mileage reimbursement in addition to regular salary [See [FSH 3710](#)].

C-6. Leave for Campaigning for or Serving in Public Office. [See [FSH 3710](#), [6620](#), ~~also and RGP P2-II.P. Board of Education Policy~~]. If leave for campaigning or for serving in public office involves personal leave: ~~{S, see 55.38}~~.

C-7. Sabbatical Leave. [See [FSH 3720](#)] If the sabbatical leave involves a reduction in appointment percentage ~~(—for example, a full year sabbatical at half pay), s: {See 55.38}~~.

C-8. Professional Improvement Leave. [See [FSH 3710](#)]

C-9. Personal Leave (leave without pay). [See [FSH 3710](#) ~~ON~~]. Personal Leave impacts other benefits [~~s~~See [55.38](#)], thus employees contemplating a period of Personal Leave need to contact Benefit Services (208) 885-3638.

C-10. Administrative Leave. [See [FSH 3710](#)]

C-11. Shared Leave. Forms for donating and receiving shared leave are available on the Benefits website, <http://www.uidaho.edu/human-resources/benefits>. ~~S, see~~ “forms” within the appropriate section under “time away from work²².” [Also see [55.07](#) and [FSH 3710](#)].

C-12. Family Medical Leave. ~~J. FML is leave without pay with continuation of group health insurance benefits, if applicable. See FSH 3710 M for requirements of using accrued sick and other leave. Job and benefit protection available under FML is not afforded until acceptable documentation has been provided and the employee is so advised in writing. Leave request and medical certification forms are available on Benefit Services website. [See FSH 3710]. If family medical leave involves leave without pay, : {See 55.38}~~

D. Information. Leave benefits are discussed at Employee Benefits Orientation [See [55.31](#)]. For further information or questions on leave benefits, call Benefit Services at (208) 885-3638.

University of Idaho

2022 – 2023 University Faculty Meeting Minutes – Pending Approval

Meeting #3

Approved at 2023-24 UFM #1
Sept. 18, 2023

Wednesday, May 3, 2023, at 3:00pm (PT) / 4:00pm (MT)

Zoom only

President Scott Green Presiding

- President Green called the meeting to order at 3:00pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.
- President Green requested a moment of silence in honor of the colleagues who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 98 voting members of the faculty were required for a quorum. 148 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - The minutes of the 2022-2023 University Faculty Meeting #2 (October 27, 2022) were approved as distributed.
- Special Orders – Faculty Senate Chair Kelly Quinnett
 - Consent Agenda (voting items)
 - Solidarity Statement Resolution
 - Sabbatical Leave Committee Recommendations
 - Fall 2022 GraduatesThere were no requests to remove items from the consent agenda for discussion and vote. Consent agenda items were approved by unanimous consent.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 1520 Constitution of the University Faculty
Article II, Section 1 has been revised to clarify that voting rights arise from faculty rank, so that non-faculty in administrative roles do not have voting rights; and to resolve conflict with FSH 1565 regarding the provisions under which visiting faculty and lecturers are granted voting rights.
Vote: 129/136 yes; 6/135 no. Motion passes.

- FSH 1565 Academic Ranks and Responsibilities

Changes have been made to **A-1. Introduction** to revise the cap on instructors, senior instructors, and lecturers, and to **G-1. Lecturer** and **G-2 Visiting Faculty** to align with revised FSH 1520. FSH 1565 contains all definitions, whereas all information about voting rights is in FSH 1520, the Constitution of the University Faculty. In FSH 1565, there was a 25% cap on the number of instructors, senior instructors, and lecturers a unit could hire. Faculty Affairs proposes to remove the cap and give each unit the flexibility to decide.

Discussion:

Concerns were expressed that the removal of the cap would increase the exploitation of temporary faculty. Chair of FAC Alistair Smith provided some context and clarified that the intent of FAC was to give back to the units the power to make that decision. Some faculty agreed that it's best to leave the cap at the units' discretion.

Vote: 63/144 yes; 81/144 no. Motion fails.

- FSH 1640 Committee Directory:

Reorganized for clarity and consistency.

 - ◆ FSH 1640.47 Fiscal Emergency Committee: deleted. (Non-existing)
 - ◆ FSH 1640.35 Disability Affairs Committee: deleted. (Non-existing)
 - ◆ FSH 1640.78 Shared Leave Committee: deleted. (Non-existing)
 - ◆ FSH 1640.94 Multi-Campus Communication Committee: deleted. Remote communication has become a standard way to communicate. This committee, as presently described and charged, is obsolete.

Vote: 137/142 yes; 5/142 no. Motion passes.

- FSH 1640.90 Committee Directory – UACC

The UAAC requests an update of their membership list to add two *ex-officio* non-voting members: the Director of General Education and the Director of CETL. The purpose is to receive feedback from others who are actively engaged in the process of assessment and accreditation. Moreover, our CETL member will help us streamline conversations about, for instance, Canvas and Anthology. The prospective new members have been attending the past few meetings and are fully onboard.

Votes: 133/142 yes; 9/142 no. Motion passes.

- FSH 1640.87 University Teaching Committee Structure

The University Teaching Committee wishes to have representation from an undergraduate student and a graduate student. Including representation of both student groups will provide a necessary perspective and source of information for committee work regarding instruction at the university. The University Teaching Committee feels that it is appropriate for the Director of Center for Excellence in Teaching and Learning to have voting rights, similar to the rights granted to the director of general education.

Votes: 125/149 yes; 24/149 no. Motion passes.

- FSH 6920 University Library

Comprehensive review. Revised to remove Library operations information, which will continue to reside on the Library website. Language clarified in C-2.

Votes: 126/133 yes; 7/133 no. Motion passes.

- FSH 5600 Research Conflicts of Interest
This is not a new policy. It's a major update to address gaps and redundancies in the present policy and improve readability. The current name "Financial Conflicts..." has been replaced by "Research Conflicts..." because FSH 5600 only applies to research, in contrast to FSH 6240.
Votes: 136/140 yes; 4/140 no. Motion passes.

- FSH 3250 Flextime/Flexplace
Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. A committee met and developed the recommendations with inclusion from Provost Office, Vice President Foisy, OIT, Export Controls, International Program Office, Faculty Staff Policy Group.
Discussion:
Clarification was requested about the scope and purpose of the policy. Does it concern mostly classified employees? Brandi Terwilliger replied that it is intended for all. Some faculty reported positive experience with this policy during the pandemic. Other faculty were concerned that the policy can be misused and thus poses potential risks. The Vice Provost for Faculty noted that no change in faculty work is implied – the policy is to address the flexwork environment. It is meant to facilitate faculty use of technology when they are abroad. Brandi Terwilliger reiterated that the policy applies to faculty who request changes to their work or location.
Votes: 58/136 yes; 78/136 no. Motion fails.

- FSH 5500 Laboratory Record-Keeping Guidelines
The proposal is to delete this item because it does not meet the criteria for university-wide policy. Furthermore, even as a guideline, it is very outdated. There was no discussion.
Votes: 132/136 yes; 4/136 no. Motion passes.

- Proposed Non-Curricular Changes to the University of Idaho Catalog (voting items)
 - UCC 68 – Final Exam Schedule
Same rotation as usual.
Vote: 127/132 yes; 5/132 no. Motion passes.

 - UCC 80 – Four-digit Course Numbering
Due to the limited course numbers available for future course offerings in some programs, the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies, the first digit of each course number will be duplicated. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.
Discussion:
There were some concerns that this transition is going to be cumbersome. Registrar Lindsey Brown ensured that her office will work with departments and assist with the transition.
Vote: 103/126 yes; 23/126 no. Motion passes.

This concluded the Special Orders part of the meeting. APM items are informational only. Anyone who has questions or comments on those items should contact Faculty Senate Leadership, who will see that those questions are properly directed.

- President's Announcements and Remarks:

President Green expressed deep appreciation for the work of outgoing Senate Chair and Vice Chair Kelly Quinnett and Erin Chapman and congratulated the new Faculty Senate Leadership.

There is a lot of good news to share:

We ended last year (and for the 3rd consecutive year) with a surplus. From current estimates, we expect a surplus for the 4th year in a row. We are in a very different position than four years ago, and although our balance sheet doesn't yet have all the metrics that we want and are required by the State Board, we are very liquid. We can start investing back in our university. As of the end of February, we spent 63% of our Gen Ed budget, and about 67% through the year. Thus, we can allocate funds back to colleges and units, based on their enrollment metrics and graduation rates. For FY24, we were able to distribute an additional \$2.5M across campus. President Green appreciates the hard work of faculty and staff that made U of I a much better and sustainable place.

Last fall, we welcomed the largest incoming class of first-year students in the history of the university. Accordingly, we need to expand the capacity of our system. To that end, we are working on a plan for the old South Hill apartments, built in 1970 and expected to last 30 years. Last year, our enrollment was up by 3% and remained at that level through the spring, in spite of last November's capital crimes. Our early indicators are good and point to another excellent year enrollment-wise. At this time, the number of admitted students is up by 4%. Normally, 42-43% of our students are first-generation, but that percentage was up to 52% in our last freshmen class. Our work with schools around the state to promote the value and benefits of higher education, and the work of SEM, have been effective. First-generation students need the additional help and support they can't get from their families. It's important to be proactive and reach out to students who need help before they leave, which is usually because of financial reasons.

Moving on to the legislative session. In spite of untruthful statements made by some, we received an increase of 5.6% overall, including the CEC component, which went up by \$1.20 per hour, or approximately 3%. We received \$9M for building projects, which we'll use to expand some of our existing capacities, such as the McCall Field Campus.

We also continue to make great progress in the research sector. The \$55M grant for Climate-Smart Agriculture is the largest in U of I history. We are building the country's largest research dairy facility in Minidoka County, part of the Idaho Center for Agriculture, Food and the Environment. The budgetary outlook is good. Funds from closed facilities will be repurposed and invested in this project. Equipment for the Deep Soil Ecotron is coming.

Fundraising: Last Fall, we launched the *Unstoppable* phase of our capital campaign, *Brave. Bold. Unstoppable*. We set a record at \$65M. This year, our goal is in the mid-\$50M. We are on track, having raised overall \$375M towards our \$500M goal. Vandal Giving Day set another record with \$818K, mostly intended for colleges and programs.

Announcements:

Employee Appreciation BBQ, Thursday, May 4, at the ICCU Arena. The Excellence Award Ceremony begins at 3:30, followed by food and festivities outside.

Commencement: May 13 in Moscow; May 16 in Boise; May 17 in Idaho Falls.

In closing, President Green thanked all employees for the role they play in the university's success, and for taking care of our students and each other during trying times.

Discussion:

Q. A faculty thanked President Green for his leadership during the legislative session and for standing up to those who distort the mission and function of the U of I and make false statements about what's going on in our classrooms. The faculty was especially appreciative of the April 13 memo, where the president called out the members of the legislature from North Idaho, who voted against our Gen Ed budget, the WWAMI medical education program, and the university's recovery efforts. This faculty also had a question concerning action taken by the SBOE at their last week's meeting. They voted to outlaw diversity statements as part of the application process for faculty and staff positions. What led to this decision, and how will it be applied on campus, while we try to create a diverse workplace and environment for our students? Can we still do this with the limitations placed by the Board?

A. The legislators are concerned that requiring applicants to provide a diversity statement introduces biases into the process and favors the recruiting of people who share our views. The guidance from our compliance department is to ask questions at the interview to make sure the applicant's values align with ours. The advice to search committees is to ask questions about values and beliefs in a fair, just, inclusive campus.

As a follow-up to the previous question, a former chair of the Ubuntu committee said that she would be happy to share a short document of best equity practices in hiring put together by the committee.

Q. Why did the governor not approve the faculty line for the program in cyber and computer science?

A. We were asked to come up with collaborative projects from all higher education institutions in the state and developed three major proposals around health care, cyber security, and nuclear science (the third involving ISU and UI). We invested a large amount of time and effort and submitted the proposals to the governor's office, where they remained ignored. However, money left over from Idaho LAUNCH and Opportunity Scholarship (overfunded programs), can be delivered from the Department of Workforce Development back to the institution to use as needed. If we do get our share of that money, we'll be in a good position and have more flexibility than we would have had they approved those three proposals in the first place. If that money does come, we'll reinvest it in the university, including cyber and nuclear faculty lines, health care, and more. The Opportunity Scholarship program was funded at a level of \$20M but typically spent about \$7M. Hopefully, this will provide some excess funds every year going forward.

Q. From a member of the Theater Department: House Bill 265 requires carding anyone who comes into the theater if there is sexually explicit content in the play. It applies to any public building that's presenting live work in front of a live audience if the play demonstrates or describes sexually explicit material on stage. Do we have to submit our academic season to OGC for a sign-off that the play we are producing doesn't violate Bill 265? The bill allows for people to sue the university for \$10k up to four years after the event, even if a minor attends with a parent. This faculty is under the impression that the bill is up for a vote in July.

A. President Green is not aware of such bill but will inquire. The legislative season is closed, so nothing can be up for vote in July.

Q. Under what circumstances are we required to post a sign saying “In God we trust” in a conspicuous place?

A. If a donor gave us such a sign, we would be required to post it somewhere.

Erin Chapman placed in the chat the link to “Go fund me” for donations to Rebecca Scofield. Any contribution is greatly appreciated.

- **Adjournments**

The agenda being completed, President Green adjourned the meeting at 4:30pm.

Respectfully Submitted

Francesca Sammaruca
Secretary of the University Faculty

University of Idaho

2022 – 2023 University Faculty Meeting Agenda

Meeting #3

Wednesday, May 3, 2023, at 3:00pm (PT) / 4:00pm (MT)
via Zoom

President Scott Green Presiding

- I. Call to Order – President Green
- II. In Memoriam – President Green **Attach. #1**
- III. Meeting Logistics – Faculty Secretary Francesca Sammarruca
- IV. Quorum – Faculty Secretary Francesca Sammarruca
- V. Approval of Minutes (vote) – President Green **Attach. #2**
- VI. Special Orders–Faculty Senate Chair Kelly Quinnett
 - Consent Agenda (vote)
 - Solidarity Statement Resolution **Attach. #3**
 - Sabbatical Leave Committee Recommendations **Attach. #4**
 - Fall 2022 Graduates **Attach. #5**
 - Proposed Changes/Additions to Faculty-Staff Handbook (vote)
 - FSH 1520 Constitution of the University Faculty **Attach. #6**
 - FSH 1565 Academic Ranks and Responsibilities **Attach. #7**
 - FSH 1640 Committee Directory **Attach. #8**
 - FSH 1640.90 Committee Directory -- UAAC **Attach. #9**
 - FSH 1640.87 University Teaching Committee Structure **Attach. #10**
 - FSH 6920 University Library **Attach. #11**
 - FSH 5600 Research Conflicts of Interest **Attach. #12**
 - FSH 3250 Flextime/Flexplace **Attach. #13**
 - FSH 5500 Laboratory Record-Keeping Guidelines **Attach. #14**
 - Proposed Non-Curricular Changes to the University Catalog (vote)
 - UCC 68 – Final Exam Schedules **Attach. #15**
 - UCC 80 – Four Digit Course Numbering **Attach. #16**
 - Communication of Other Policy Actions
 - Emergency Policy on Admission Criteria **Attach. #17**

- Administrative Procedures Manual (Informational Item – no vote) – Approved July 20, 2022
 - APM 30.12 Acceptable Use of Technology Resources **Attach. #18**
 - APM 30.16 Technology Hardware Lifecycle Management **Attach. #19**
 - APM 90.35 U of I Vandal Identification Cards **Attach. #20**

- Administrative Procedures Manual (Informational Item – no vote) – Approved February 16, 2023
 - APM 01.01 Office of General Counsel **Attach. #21**
 - APM 90.38 ID cards for Non-UI Affiliates **Attach. #22**
 - APM 65.02 Records Inventory, Retention and Disposition **Attach. #23**
 - APM 70.23 University International Travel **Attach. #24**
 - APM 90.40 Business Technology Incubator **Attach. #25**

- Administrative Procedures Manual (Informational Item – no vote) – Pending Approval
 - APM 65.06 University Electronic Hardware Lifecycle Management **Attach. #26**
 - APM 15.30 Capital Project Requests **Attach. #27**
 - APM 40.09 Lost and Found Services **Attach. #28**
 - APM 40.21 Building Services **Attach. #29**
 - APM 40.27 Campus Mail Services **Attach. #30**
 - APM 90.23 Campus Recreation **Attach. #31**
 - APM 90.25 Pitman Center **Attach. #32**
 - APM 90.26 Pitman Center Sound Production & Lighting **Attach. #33**
 - APM 90.51 Chem Store Services **Attach. #34**

VII. Announcements and Remarks – President Green

VIII. Adjournments – President Green

Attach. #1

IN MEMORIAM

Diane Armpriest

Faculty Emeritus
Art & Architecture
March 2023

Mary Lee Curtis

Faculty Emeritus
Eastern Extension District
November 2022

Victor P. Eroschenko

Professor Emeritus
WWAMI Medical Education
December 2022

Charles C. Harris

Associate Professor Emeritus
Natural Resources and Society
March 2023

Harold Lee Osborne

Faculty Emeritus
Forest, Rangeland & Fire Sciences
February 2023

William H. Parks

Faculty Emeritus
Business
March 2023

Robert P. Lottman

Faculty Emeritus
Civil & Environmental Engineering
November 2022

Paul Muneta

Associate Professor Emeritus
Food Science
February 2023

James R. Reece

Associate Professor Emeritus
Modern Languages and Cultures
March 2023

William H. Shane

Associate Professor Emeritus
4-H Programs
January 2023

Donald R. White

Faculty Emeritus
Northern Extension District
March 2023

Larry G. Williams

Faculty Emeritus
Biological & Agricultural Engineering
December 2022

University of Idaho

2022 – 2023 University Faculty Meeting Minutes – Pending Approval

Meeting #2

Thursday, October 27, 2022, at 3:00pm (PT) / 4:00pm (MT)
Zoom only

President Scott Green Presiding

- President Green called the meeting to order at 3:03pm (PT).
- President Green read the names of those who died, as from information received by the Provost Office since the previous University Faculty Meeting. Faculty omitted will be recognized at the next University Faculty Meeting.

Ralph Nielsen
Professor Emeritus
General Library
September 2022

- President Green requested a moment of silence in honor of the colleague who passed away.
- Meeting Logistics – Faculty Secretary Sammarruca
Secretary Sammarruca reviewed the criteria for eligible voting faculty (FSH 1520 II.1.) and the meeting protocol.
- Quorum count: Faculty Secretary Sammarruca
 - 96 voting members of the faculty were required for a quorum. 160 eligible voters were counted and thus a quorum was present.
- Approval of minutes – President Green
 - Minutes of the 2022-2023 University Faculty Meeting #1 (September 19, 2022) – Attach. #2.
Approved as distributed.
- Special Orders – Faculty Senate Chair Kelly Quinnett
 - Consent Agenda (voting items)
 - From the Committee on Committees: University Committee Appointments – Attach. #3
 - From Faculty Senate: Summer 2021-22 Graduates – Attach. #4
There were no requests to remove items from the consent agenda for discussion and vote.
Both consent agenda items were approved by unanimous consent.
 - Proposed Changes/Additions to Faculty-Staff Handbook (voting items)
 - FSH 4990 Academic Regalia – Attach. #5

This policy does not meet FSH 1460 criteria for university-wide policy. It will be deleted from FSH and its content will be maintained on the Academic Regalia Section of the Registrar's website.

Votes: 101/101 in favor. Motion passes.

▪ FSH 3500 Promotion and Tenure – Attach. #6

This proposed policy revision allows the formation of an additional University Promotion and Tenure Committee if, at the discretion of the provost, the number of dossiers to be considered exceeds the capacity of a single committee. This revision is also requested as an interim policy, to be effective immediately after approval, because committee assignments need to begin in Fall 2022.

Votes: 102/106 in favor; 4/106 against. Motion passes.

▪ FSH 3710 Leave Policies for All Employees – Attach. #7

Chair Quinnett provided a brief overview/history of the Paid Parental Leave (PPL) policy, followed by a detailed description of the plan by Vice President Brian Foisy. Brandi Terwilliger and Brian Foisy were tasked by President Green with developing a cost-neutral option. The survey that went out to all employees offered three options – 1. A plan modelled after ISU and BSU; 2. Make no changes; 3. A plan modelled after WSU. The outcome of the survey was overwhelmingly in favor of the last option. (Note: WSU doesn't actually have a PPL policy – it uses the state program.) A bank of PPL has been established, from which approved board-appointed employees can take 432 hours to be used within the first 12 weeks from the birth, adoption, or foster placement of a child. 432 hours come from 90% of 40 hours per week for 12 weeks. This plan offers the employees greater flexibility. Some level of retroactive implementation is also possible, such as prorating the 432 hours down to a smaller number, if the birth/adoption/foster placement event happened during the month prior to implementation. Because the policy impacts classified staff, it must be approved by SBOE. If the proposal passes at today's meeting, it will be on track for a January 1, 2023 implementation date.

Discussion:

A faculty requested clarification on the definitions in sections E-1b and E-2a,b of FSH 3710. Brandi Terwilliger clarified that PPL falls under FML, which allows 12 weeks of parenting leave within the first 12 months of the parenting event. However, the allowed compensation must be used within the first 12 weeks. After that, employees can use their accumulated sick leave compensation.

President Green recalled that the original goal was to find a cost-neutral solution. It became clear, though, that a cost-neutral plan would necessitate giving up or adjusting the short-term disability part. Brandi Terwilliger provided additional information: this option was considered but then discarded because it didn't serve the best interest of the majority of the employees. The current solution is about \$250k from being cost-neutral. The remaining PPL funds will be covered through their consolidated fringe rate calculations. To this end, his office is presently working with Linda Campos and other teams to revise consolidated fringe rates.

The discussion moved to the situation where both parents are U of I employees and whether both can take PPL. Brandi Terwilliger replied that, consistent with FML criteria, both parents can take leave but they must share the available 432 hours of PPL, in whichever manner they prefer. This is in line with federal guidelines. Also, there are options to go beyond 12 weeks in

special circumstances to be considered on a case-by-case basis. The policy acknowledges the university's obligation to consider unique cases.

There was a question about the distribution of costs among units. If multiple faculty in one department are on leave, will funds be available to cover the instruction? Brian Foisy addressed the question: the consolidated fringe rate mechanics is based on the principle that everybody participates – if a unit has no employees taking PPL, that unit is still going to participate. Teaching replacement costs are included in the calculations.

A faculty inquired about FSH 3170 E-3, where the statement that *“If both parents are employees of the university....each is entitled to take the same amount of parenting leave as allowed for a single employee...”* has been deleted. Brandi Terwilliger confirmed the deletion of that enhanced benefit, to best align with WSU and follow federal guidelines.

Votes: 97/101 in favor; 4/101 against. Motion passes.

Chair Quinnett expressed deep gratitude to the PPL pioneers and to Brian Foisy and Brandy Terwilliger. This initiative adds value to our institution.

This concluded the Special Orders part of the meeting. APM items are informational only. Anyone who has questions or comments on those items should contact Faculty Senate Leadership, who will see that those questions are properly directed.

- Announcement from Provost Lawrence

Winter commencement is on Saturday, December 10. There will be two ceremonies at the ICCU arena, one at 9:30 for CAA, CEHHS, College of Law, and CLASS; the other at 2:00 for CALS, COB, COE, CNR, and COS.

- President's Announcements and Remarks:

- The list of FAQs about the abortion law is published. Kent Nelson and OGC continue to research the law.
- Enrollment: this is the largest class of first-year students ever! Overall, the enrollment is up by 3%. Over the last few years, the freshmen class has gone up by 30%. President Green thanked everyone for the hard work that made that possible. This year, 52% are first-generation students, compared to a typical 40%. It is crucial that we help these students engage and provide the support they need to achieve their goals.
- David Talbot is the new University Ombuds. David brings to the position 25 years of experience in conflict resolution. He splits his time between Moscow and Boise.
- We launched the “Unstoppable” phase of our Capital Campaign. All the weekend events were a great success. The \$500 million campaign is committed to support student success, sustainable solutions, and a thriving Idaho. We have already raised \$350M.
- Our football team is playing Sacramento State this weekend. Let's go and support our student athletes!
- “Cabaret” opens tomorrow night, October 28. This is a unique production involving the theater arts, dancing, and music.
- The Annual Veterans Appreciation dinner is on November 11 at the Pitman Center.
- Women's Center Gala is on December 2, at the 1912 Center.
- The USDA just awarded \$55 million to CALS to incentivize climate-smart agriculture. This is the largest grant ever in the history of U of I.

Discussion:

A faculty brought up the question of what “*promoting abortion*” means. Does that include sharing peer-reviewed research which demonstrates the benefits of reproductive freedom? Also, in reference to the September 23, 2022 “Guidance on Abortion Laws” memo from GC, what does “*neutral*” mean? The faculty also asked for clarification on criminal vs. civil charges for violation of the statute. General Counsel Kent Nelson said that the statute does not explain what “*promoting abortion*” means, therefore at this time it’s impossible to draw a clear line between what is and what is not protected by the First Amendment and Academic Freedom (which is embedded in the First Amendment). As for the language in the memo, it was meant to be an advice, not a mandate. In response to the third question: those who violate the law are subject to criminal charges. If the violation of a statute causes damages to an individual, they may pursue a civil suit for damages. As long as the employee’s actions remained within the scope of their employment, the university provides defense in the civil suit. The office of GC is receiving many questions, some already answered in the published FAQ document. General Counsel is working as fast as they can to address all questions. The FAQ document is a living document.

A faculty inquired about possible consequences of the statute on activities such as faculty searches and hiring, annual evaluation, promotion and tenure. General Counsel said the university is committed to make no changes, as far as possible. At this time, what amounts to promoting abortion is a huge grey area. Hopefully, the courts will provide some clarity.

President Green reiterated that impact on free speech is a big concern. The university will continue to support students, within the boundaries of the law.

The discussion moved to the new policy for computer purchasing. Some faculty reported long waiting times. President Green will look into this.

Back to the abortion law, a faculty thinks that the university should take a position and ensure that there are no limitations on our freedom to research what we choose, to study and report freely, and that there will be no penalties at P&T or otherwise. The Provost replied that the university will uphold its own and SBOE, including academic freedom. We are not the enforcers of state laws. There will be no issues with P&T, but we can’t protect faculty as individuals, or guarantee that someone will not go after them. We will stick to our policies, but don’t want to overpromise.

A faculty sees an analogy with potential restrictions on teaching critical race theory. Provost Lawrence reiterated that our policies are unchanged, but we cannot require anybody to affirm, assert, or agree with a position, which we never did anyways.

Chair Quinnett and President Green concluded with a message of empathy and compassion.

- Adjournments

The agenda being completed, President Green adjourned the meeting at 4:25pm.

Respectfully Submitted

Francesca Sammarruca
Secretary of the University Faculty

Solidarity Statement

“We as members of Faculty Senate, who represent our university family, stand in compassionate solidarity with our grieving community over the losses of Ethan Chapin, Xana Kernodle, Kaylee Goncalves and Madison Mogen. We especially wish to acknowledge the families and friends of our beloved students. We stand in loyalty and support of our university community members who have suffered great harm because of the misinformation around these tragedies. As members of our Vandal Family, we will continue to navigate the repercussions of this senseless tragedy as the legal process unfolds and justice is served. We acknowledge the grieving process is unique to everyone impacted by these losses. From here on, it is ever more important that we lead with radical empathy and understanding for each other. We know we will heal together as a community and move forward together as Vandals, always.”



MEMORANDUM

TO: Kelly Quinnett, Chair, Faculty Senate
Erin Chapman Vice Chair, Faculty Senate

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

DATE: 12/21/2022

SUBJECT: Items for Faculty Senate

Please see the below table with the faculty members who were approved for a sabbatical in the 2023-2024 Academic Year.

NAME	COLLEGE	DEPARTMENT	SABBATICAL TERM
Amin Ahmadzadeh	CALS	Animal, Veterinary and Food Sciences	Fall 2023
Timothy Bartholomaus	COS	Earth and Spatial Sciences	AY 2023-24
Katie Blevins	CLASS	School of Journalism & Mass Media	AY 2023-24
Luigi Boschetti	CNR	Forest, Rangeland and Fire Sciences	AY 2023-24
Linda Chen	CBE	Accounting & Management Info Systems	AY 2023-24
Gwinyai Chibisa	CALS	Animal, Veterinary and Food Sciences	Spring 2024
James Connors	CALS	Agricultural Education, Leadership and Communications	Fall 2023
Wendy Couture	LAW	Law	Spring 2024
Jesse Dreikosen	CLASS	Theatre Arts	Fall 2023
Xiaoxue Du	CALS	Agricultural Economics & Rural Sociology	Spring 2024
Robert Ely	COS	Mathematics and Statistical Science	Spring 2024
Audrey Fu	COS	Mathematics & Statistical Science	AY 2023-24
Dale Graden	CLASS	History	Fall 2023
Scott Grieshaber	COS	Biological Sciences	AY 2023-24
Dylan Hedden-Nicely	LAW	Law	Spring 2024
Jennifer Johnson-Leung	COS	Mathematics & Statistical Science	AY 2023-24
Alan Kolok	CNR	Fish and Wildlife Sciences	AY 2023-24
Jennifer Ladino	CLASS	English	Spring 2024
Greg Lambeth	SA	Counseling and Testing Center	Fall 2023

Jeffrey Langman	COS	Earth and Spatial Sciences	AY 2023-24
Liang Lu	CALS	Agricultural Economics & Rural Sociology	Spring 2024
Michael McGriff	CLASS	English	AY 2023-24
Scott Nuismer	COS	Biological Sciences	AY 2023-24
Michael Overton	CLASS	Politics and Philosophy	Fall 2023
Travis Paveglio	CNR	Natural Resources and Society	Spring 2024
Joel Perry	COE	Mechanical Engineering	Spring 2024
Dennis Scarnecchia	CNR	Fish and Wildlife Sciences	Fall 2023
Rebecca Scofield	CLASS	History	Spring 2024
Rich Seamon	LAW	Law	Fall 2023
Bal Sharma	CLASS	English	Spring 2024
Robert Stephens	COE	Mechanical Engineering	Fall 2023
Daniel Strawn	CALS	Soil and Water Systems	Spring 2024
Deb Thorne	CLASS	Culture, Society and Justice	Fall 2023
Brian Wolf	CLASS	Culture, Society and Justice	AY 2023-24
Fangming Xiao	CALS	Plant Sciences	Fall 2023
Haiyan Zhao	COE	Chemical & Biological Engineering	FY 2024

University of Idaho Fall 2022 Candidates for Degree

College of Agricultural & Life Sciences

Alexander	Rylee	B.S.F.C.S.	Food and Nutrition
Arnett	Sarah	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevvet Opt
Bell	Cassidy	B.S.F.S.	Food Science-Food Sci Opt
Black	Bridget	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Brewster	Cody	B.S.S.W.S.	Agricultural Systems Mgmt
Clements	Nathaniel	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Collins	Rebecca	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Combs	Ivee	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Cussins	Nichole	B.S.Pl.Sc.	Crop Science
Dempster	Bailey	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevvet Opt
Duclos	Kendra	B.S.Pl.Sc.	Crop Science
Dunkle	Matthew	Ph.D.	Water Resources-Sci & Mgmt Opt
Eike	Anthony	B.S.Pl.Sc.	Crop Science
Elgorriaga	Julia	B.S.A.V.S.	Animal & Vet Sci-Business Opt
Elmore	Kylee	M.S.	Animal Science
Fishburn	Faith	B.S.Pl.Sc.	Biotechnology & Plant Genomics
Forsmann	Alexandra	Academic Certificate	Ag Commodity Risk Mgmt
Gallagher	Emma	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Gregory	Abigale	B.S.Pl.Sc.	Horticulture & Urban Agric
Hailey	Lane	B.S.S.W.S.	Agricultural Systems Mgmt
Harper	Logan	M.S.	Agricultural Education
Hart	Carl	Academic Certificate	Ag Commodity Risk Mgmt
Hertz	McKenna	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Hossen	Md	M.S.	Applied Economics
Huntsman	Karissa	B.S.	Human Dev & Family Studies
Jacobo-Safranski	Bailie	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Jelliffe	Ashley	B.S.F.C.S.	CFCS-Child Dev Family Rel
Jepsen	Sierra	M.S.	Animal Science
Juarez	Diana	B.S.F.C.S.	CFCS-Child Dev Family Rel
Kauffman	Adrianna	B.S.F.C.S.	Apparel, Textiles, & Design
Kerby	Ashley	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevvet Opt
Lesniewski	Robert	Academic Certificate	Ag Commodity Risk Mgmt
Malin	Stephen	B.S.Pl.Sc.	Horticulture & Urban Agric
McBride	Sean	B.S.Pl.Sc.	Crop Science
Miller	Sadie	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Mishko	Dirk	B.S.F.S.	Food Sci-Fermentation Opt
Moser	Zane	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Myers	Cheyenne	M.S.	Animal Science
Newtson	Gavin	B.S.S.W.S.	Agricultural Systems Mgmt
Noble	Mikaela	B.S.F.C.S.	CFCS-Child Dev Family Rel
Odgers	Ashley	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Pertle	Trinity	B.S.Erly.Chldhd.Dev.Ed.	Early Childhood Devel & Ed
Plum	Sydney	B.S.Ag.L.S.	Ag Science, Comm, & Leadership

Pope	Austin	B.S.S.W.S.	Agricultural Systems Mgmt
Rarick	Rosa	B.S.A.V.S.	Animal & Vet Sci-Dairy Sci Opt
Reed	Savannah	B.S.Pl.Sc.	Horticulture & Urban Agric
Ripa	Lucas	M.S.	Entomology
Rosales	Eduardo	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Sells	Emma	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevvet Opt
Short	Samantha	B.S.Ag.Econ.	Ag Econ-Agribusiness Emph
Smith	Tayla	B.S.	Apparel, Textiles, & Design
Stewart	Hailey	B.S.A.V.S.	Animal & Vet Sci-Sc/Prevvet Opt
Stout	Brady	Academic Certificate	Ag Commodity Risk Mgmt
Tietz	Paul	M.S.	Soil & Land Resources
Tsai	Tsung-Yu	M.S.	Animal Science
Viebrock	Cecilia	B.S.A.V.S.	Animal & Vet Sci-Productn Opt
Walker	Andrew	B.S.Pl.Sc.	Crop Science
Wilson	Karee	B.S.A.V.S.	Animal & Vet Sci-Business Opt
Wing	Cheyanna	B.S.Ag.L.S.	Ag Science, Comm, & Leadership
Yadav	Amit	Ph.D.	Animal Physiology
Zurcher	Abigail	B.S.Ag.L.S.	Ag Science, Comm, & Leadership

College of Art & Architecture

Chen	Zehao	B.A.	Art
Coad	Elisha	B.F.A.	Studio Art & Design
Cullison	Sierra	B.S.Arch.	Architecture
Galicia	Selena	B.S.Arch.	Architecture
Rasmussen	Joseph	B.S.Arch.	Architecture
Shakya	Anjan	M.Arch.	Architecture
Smith	Austin	B.I.A.D.	Interior Architecture & Design
Soriano	Mariah Alyzza	M.Arch.	Architecture
Ward	Parker	B.F.A.	Studio Art & Design
Yu	Xiang	M.L.A.	Landscape Architecture

College of Business & Economics

Alenazi	Othman	B.S.Bus.	Operations Management
Anderson	Justin	B.S.Bus.	Bus Econ-General Opt
Anthony	Erika	B.S.Bus.	Finance
Arritola	Holly	B.S.Bus.	Accounting
Azzarita	Michael	B.S.Bus.	Management Information Systems
Bader	Tavis	B.S.Bus.	Management Information Systems
Barenberg	Cole	B.S.Bus.	Operations & Supply Chain Mgmt
Becker	Edward	B.S.Bus.	Operations Management
Boardman	Kathryn	B.S.Bus.	Marketing-Gen Marketing Emph
Briner	Krista	B.S.Bus.	Accounting
Brynjestad	Devin	B.S.Bus.	Marketing-Mrkt Analytics Emph
Busch	Matthew	B.S.Bus.	Operations Management

Case	Ethan	B.S.Bus.	Accounting
Casiano	Rachel	B.S.Bus.	Finance
Chikh Ali	Said	B.S.Bus.	Marketing-Gen Marketing Emph
Conover	Isabelle	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Dahlquist	Maxwell	B.S.Bus.	Accounting
Earnest	Brady	B.S.Bus.	Marketing-Gen Marketing Emph
Gaus	Natalie	B.S.Bus.	Finance
Goodman	Paxton	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Graff	Quentin	B.S.Bus.	Accounting
Graves	Ethan	B.S.Bus.	Accounting
Guadarrama	Brian	B.S.Bus.	Finance
Guevara	Daniel	B.S.Bus.	Accounting
Gust	Hunter	B.S.Bus.	Operations & Supply Chain Mgmt
Guy	Kacie	B.S.Bus.	Accounting
Hanigan	Grace	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Harvey	Cullen	B.S.Bus.	Bus Econ-General Opt
Hernandez	Ashley	B.S.Bus.	Operations Management
Hilbert	Anna	M.Acct.	Accountancy
Jager	Autumn	B.S.Bus.	Accounting
Kearns	Burton	M.Acct.	Accountancy-Aud & Fraud Emph
Kennedy	Colby	B.S.Bus.	Marketing-Gen Marketing Emph
Kido	Maura	B.S.Bus.	Finance
Knudson	Skyler	Academic Certificate	Trading & Capital Management
Kriz	Alessandra	B.S.Bus.	Accounting
Laan	Rein	B.S.Bus.	Operations & Supply Chain Mgmt
Liercke	Conor	Academic Certificate	Entrepreneurship
Makynen	Jessica	M.Acct.	Accountancy
Malagon	Jacob	B.S.Bus.	Finance
Manbeck	Shachel	B.S.Bus.	Accounting
McCall	Morgan	Academic Certificate	Trading & Capital Management
McGreal	Tanner	B.S.Bus.	Accounting
Mitzel	Joseph	B.S.Bus.	Accounting
Morrow	Tyler	B.S.Bus.	Operations Management
Pachner	Jack	B.S.Bus.	Bus Econ-General Opt
Patenoude	Maxwell	Academic Certificate	Business Analytics
Payen	Miguel	B.S.Bus.	Bus Econ-General Opt
Petersen	Hailey	B.S.Bus.	Finance
Plaster	Jack	B.S.Bus.	Bus Econ-General Opt
Pratt	Joseph	M.Acct.	Accountancy
Ready	Veronica	B.S.Bus.	Mgmt & HR-Human Res Mgmt Emph
Ringo	Sadie	Academic Certificate	Promo & Digital Marketing
Romero-Rodriguez	Leopoldo	B.S.Bus.	Marketing-Entrepreneurship Emp
Sahli	Cody	B.S.Bus.	Accounting
Schuster	William	B.S.Bus.	Marketing-Entrepreneurship Emp
Strahan	Conner	B.S.Bus.	Finance
Sutherland	Caleb	B.S.Bus.	Accounting
Terwilliger	Casey	B.S.Bus.	Accounting

Wallace

Adam

B.S.Bus.

Bus Econ-Finan Econ Opt

College of Education, Health & Human Sciences

Alfaro	Hannah	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Alvarez	Sydney	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Ambrose	Austin	M.Ed.	Educational Leadership
Ariola	John Bosco	M.S.	Adult/Org Learnng & Leadership
Bacon	Erin	M.S.	Movement & Leisure Sciences
Barfield	Alexis	B.S.Ed.	Secondary Education
Bartlett	Emma	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Belanger	Anna	B.S.Ed.	Secondary Education
Blackham	Veronica	Ph.D.	Education
Britton	Amber	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Campbell	Kristine	B.S.Ed.	Elementary Education
Carlson	Samuel	M.A.T.	Secondary Education
Chambliss	Alania	B.S.Ed.	Elementary Education
Christensen	William	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Coleman	Madeline	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Connolley	Hunter	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Cooke	Brittney	B.S.Ed.	Elementary Education
Copeland	Cheryl	M.Ed.	Curr & Instr-Teacher Cert Emph
Corgatelli	Carson	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Cunningham	Madeline	Ed.S.Ed.Ldrshp	Educational Leadership
De Witt	Kaylee	B.S.Ed.	Elementary Education
DeKold	Elenore	B.S.Ed.	Elementary Education
Dixon	Cami	M.Ed.	Educational Leadership
Fan	Yi	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Flolo	Emma	B.S.Ed.	Secondary Education
Ford	Tatiana	M.Ed.	Curr & Instr-Teacher Cert Emph
Fraga	Luke	M.A.T.	Secondary Education
Fredrickson	Jordyne	B.S.Ed.	Elementary Education
Giampietro	Elizabeth	B.S.Ed.	Elementary Education
Gordon	Kristiansen	M.S.	Adult/Org Learnng & Leadership
Gustavel	Elizabeth	M.Ed.	Educational Leadership
Haley	Marissa	M.S.	Adult/Org Learnng & Leadership
Hardy	Josh	Ed.S.Ed.Ldrshp	Educational Leadership
Heath	Tanner	M.S.	Movement & Leisure Sciences
Higgins	Kianna	B.S.Ed.	Elementary Education
Higgins	Shaleyna	M.Ed.	Physical Education
Hill	Emily	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Huang	Elaine	B.S.Ed.	Elementary Education
Hurtado	Jairo	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Hyde	Luke	M.Ed.	Educational Leadership
Ingluedue	Marissa	B.S.Ed.	Elementary Education
Iverson	Chloe	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-PE Teach

Larsen	Erika	B.S.Ed.	Elementary Education
Lauritzen	Jason	B.S.Ed.	Elementary Education
LeTexier	Trase	M.S.	Movement & Leisure Sciences
Lewis	Joshua	M.Ed.	Curr & Instr-Teacher Cert Emph
Loy	Morgan	B.S.Ed.	Elementary Education
Luce	Noah	Academic Certificate	Cult Resp Pedag & Univrs'l Dsgn
Mallet	Ashlyn	B.S.Ed.	Secondary Education
Martin	Michael	B.S.Ed.	Elementary Education
Mayo	Kayla	B.S.Ed.	Elementary Education
McGreal	Talia	M.S.	Adult/Org Learn'g & Leadership
Meyer	Kelly	M.Ed.	Educational Leadership
Miller	Kyle	M.Ed.	Educational Leadership
Miner	Charles	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Mundt	Ashley	B.S.Ed.	Secondary Education
Nave	Sarah	M.Ed.	Curr & Inst-Car & Tec Ed Emph
Nicholson	Morgan	M.S.	Adult/Org Learn'g & Leadership
Osborne	Richole	M.Ed.	Physical Education
Parkinson	Nickolas	B.S.Ed.	Secondary Education
Perez	Rocco	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Peterson	Clara	B.S.E.S.H.S.	Exer,Sprt,Hlth Sci-Fit/HI/HmPf
Pike	Spencer	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Pinque	Cori	M.Ed.	Educational Leadership
Pond	Rachael	B.S.Ed.	Elementary Education
Quesnell	Jordyn	B.S.Ed.	Elementary Education
Radford	Blair	B.S.Ed.	Elementary Education
Rapp	Mekaela	M.A.T.	Secondary Education
Ruchert	Avery	B.S.Ed.	Elementary Education
Ruhl	Jason	B.S.Ed.	Secondary Education
Salutregui	Lyndsey	B.S.Ed.	Elementary Education
Scheibe	Leo	B.S.Rec.	Rec, Sport, & Tourism Mgmt
Scholz	Geraldine	M.S.	Adult/Org Learn'g & Leadership
Schumacher	Kendra	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-PT
Sell	Belinda	M.A.T.	Secondary Education
Stedman	Vanessa	Academic Certificate	Human Resource Development
Stephens	Cooper	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-PE Teach
Swain	Harley	B.S.Ed.	Elementary Education
Thompson	Randy	Ed.S.Ed.Ldrshp	Educational Leadership
Thornsberry	Maggie	M.Ed.	Curr & Instr-Teacher Cert Emph
Valentine	Micah	B.S.Ed.	Elementary Education
Von Till	Emma	B.S.Ed.	Secondary Education
Walther	Danielle	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-Pre-AT
Welsh	Samuel	Academic Certificate	Human Resource Development
West	Colby	B.S.Ed.	Elementary Education
Whitney	Connor	B.S.E.S.H.S.	Exer, Sprt, Hlth Sci-PE Teach
Wilcox	Chynna	B.S.Ed.	Secondary Education
Wilson	Toriana	B.S.Ed.	Elementary Education

College of Engineering

Abbott	Preston	B.S.Tech.	Industrial Technology
Adhikari	Kiran	M.S.	Civil Engineering
Alazmi	Suliman	Academic Certificate	Secure & Depend Computing Syst
Albulayhi	Khalid	Ph.D.	Computer Science
Allehyani	Mohammed	Ph.D.	Electrical Engineering
Almalki	Sultan	Ph.D.	Computer Science
Anderson	Mason	M.S.	Chemical Engineering
Badreldien	Mahmoud Moham	Ph.D.	Electrical Engineering
Bean	Michael	B.S.C.S.	Computer Science
Bennett	George	M.S.	Mechanical Engineering
Birch	Darin	Academic Certificate	Human Safety Performance
Borde	Andrew	B.S.C.E.	Civil Engineering
Bowlby	Kymberly	M.S.	Chemical Engineering
Burger	Christopher	M.Engr.	Electrical Engineering
Bush	David	B.S.C.S.	Computer Science
Byers	Jedidiah	B.S.Ch.E.	Chemical Engineering
Carroll	Hayden	B.S.C.S.	Computer Science
Cervantes	Marco	B.S.C.E.	Civil Engineering
Collins	Ethan	B.S.M.E.	Mechanical Engineering
Conery	Shawna	B.S.C.E.	Civil Engineering
Conroe	Emily	M.S.	Electrical Engineering
Cox	Kendall	M.Engr.	Mechanical Engineering
DeSantis	Anthony	M.S.	Mechanical Engineering
Diaz	Nicolas	M.S.	Computer Science
Friedberg	Jacob	M.S.	Computer Science
Furrow	Zachary	B.S.M.E.	Mechanical Engineering
Garner	Dahmen	B.S.E.E.	Electrical Engineering
Hanes	Troy	B.S.M.E.	Mechanical Engineering
Heath	Bradley	Ph.D.	Mechanical Engineering
Hill	Brandon	M.Engr.	Mechanical Engineering
Hill	Dawson	B.S.C.S.	Computer Science
Hill	Taylor	B.S.Tech.	Industrial Technology
Johnson	Brian	B.S.C.E.	Civil Engineering
Johnston	Eric	M.S.	Electrical Engineering
Khan	Muhammad Sulem	M.Engr.	Electrical Engineering
Kraft	Carson	M.Engr.	Engineering Management
Lee	Logan	B.S.E.E.	Electrical Engineering
Mack	Timothy	B.S.M.E.	Mechanical Engineering
McDaniel	Jared	B.S.E.E.	Electrical Engineering
McMurtry	Benjamin	B.S.C.E.	Civil Engineering
McVickar	Christopher	B.S.C.S.	Computer Science
Mendez Mejia	Adrian	B.S.M.E.	Mechanical Engineering
Mendoza	Jose	B.S.M.E.	Mechanical Engineering
Michaels	Luther	B.S.Comp.E.	Computer Engineering

Mitchell	Jubal	B.S.C.S.	Computer Science
Mizer	Macjames	B.S.C.E.	Civil Engineering
Morrison	Matthew	B.S.C.S.	Computer Science
O'Toole	Tyler	B.S.C.E.	Civil Engineering
Olds	Kristie	B.S.C.S.	Computer Science
Osborne	Christopher	B.S.E.E.	Electrical Engineering
Pomianowski	Nathaniel	B.S.C.S.	Computer Science
Pope	Lynn	M.S.	Technology Management
Rueda Parra	Sebastian	Ph.D.	Electrical Engineering
Sikes	Kevin	B.S.E.E.	Electrical Engineering
Stayman	Chris	M.S.	Technology Management
Stout	Nathan	M.Engr.	Mechanical Engineering
Summerford	Zachary	M.Engr.	Electrical Engineering
Terrill	Cody	M.S.	Mechanical Engineering
Thompson	Heath	B.S.C.S.	Computer Science
Vassell	Nathan	B.S.C.S.	Computer Science
Wakkinen	Hayden	B.S.M.E.	Mechanical Engineering
Wang	Zhe	M.S.	Computer Science
Wang	Zhiyu	B.S.E.E.	Electrical Engineering
Webb	Brennan	M.Engr.	Electrical Engineering
Wick	Justin	B.S.M.E.	Mechanical Engineering
Williams	Jade	M.S.	Civil Engineering
Williams	Taegan	Academic Certificate	Critical Infrastructure Resil

College of Law

Agramon	Aaron	J.D.	Law
Kopczynski	Sheila	J.D.	Law
Nguyen	Thuong	J.D.	Law
Swegles	Morgan	J.D.	Law
Wright	Victoria	J.D.	Law

College of Letters, Arts & Social Sciences

Aardahl	Emily	B.A.	English-Creative Writing Emph
Acarregui	Kyle	B.S.	Psychology
Almanza	Augustine	B.G.S.	General Studies
Aragon	Holly	B.S.	Criminology
Arnett	Dishonna	M.P.A.	Public Administration
Atkin	Audrey	B.Mus.	Music Ed-Instrumental Emph
Aultman	Janice	B.S.	Criminology
Bake	Kyra	B.S.	Sociology-Ineq & Gblztn Emph
Baker	Nell	B.S.	Advertising
Ball	Cynthia	B.A.	Theatre Arts
Beasley	Christy	B.G.S.	General Studies
Bekkedahl	Macie	B.S.	Psychology

Berreth	Colby	B.G.S.	General Studies
Bertram	Benjamin	B.G.S.	General Studies
Betancourt	Carolina	B.S.	Psychology
Bielenberg	Mackenzie	B.S.	Psychology
Bohlscheid	Isabel	B.A.	International Studies
Boyer	Madison	B.S.	Psychology
Brence	Anton	B.Mus.	Music Ed-Instrumental Emph
Brewster	Jacob	B.Mus.	Music: Performance-Instrmnt Opt
Burkhart	Darian	B.Mus.	Music Ed-Instrumental Emph
Burnette	Monica	B.S.	Psychology
Cabitto	Hadley	B.S.	Theatre Arts
Carr	Stevie	B.S.	Public Relations
Chamberlain	Eric	M.P.A.	Public Administration
Christianson	Rudy	B.A.	International Studies
Clizer	Spencer	B.S.	Interdisciplinary Studies
Cochran	Lisa	M.A.	Anthropology
Coop	Rebecca	B.S.	Criminology
Crume	Maddie	B.S.	Criminology
Curtis	Wesley	B.S.	Psychology
Dahl	Ashley	B.S.	Criminology
Dedmon	Tyrese	M.P.A.	Public Administration
Detiv	Revulai	B.S.	Philosophy
Diaz Martinez	Cesar	B.S.	Criminology
Driggers	Desarae	B.S.	Psychology
Edmonson	Lake	B.Mus.	Music Ed-Instrumental Emph
Egan	Ryan	B.Mus.	Music Ed-Instrumental Emph
Eisenhower	Nathan	B.S.	Criminology
Elswick	Anteia	B.S.	Journalism
Elzahrani	Ohood	M.P.A.	Public Administration
Federico	Bo	B.S.	Psychology
Fisher	Rheanna	B.A.	English-Literature Emph
Foster	Savannah	B.S.	Broadcasting & Digital Media
Frystak	Lisa	M.F.A.	Theatre Arts
Garcia	Daisy	B.S.	Criminology
Geatches	Kate	B.S.	Psychology
Gibson	Andrea	B.S.	Psychology
Groeniger	Austin	B.S.	Sociology-Gen Sociology Emph
Guadarrama	Valeria	B.A.	Spanish
Haderlie	Cara	M.A.	English
Hagar	Bethany	B.S.	Organizational Sciences
Halasz-Maynard	Emese	M.P.A.	Public Administration
Hammond	Samantha	M.P.A.	Public Administration
Harris	Haylee	B.A.	English-Creative Writing Emph
Harris	Jenna	M.S.	Psychology
Hart	Syvanna	B.S.	Public Relations
Hartwig	Grace	B.S.	Criminology
Heuck	Faith	B.A.	English-Creative Writing Emph

Hippenstiel	Maya	B.S.	Psychology
Jenkins	Alex	B.S.	Criminology
Jessup	Theodore	B.S.	Sociology-Ineq & Gblztn Emph
Jones	Luke	B.A.	International Studies
Juarez	Anayeli	B.G.S.	General Studies
Karst	Devin	B.S.	Anthropology
Katseanes	Faith	B.A.	English-Creative Writing Emph
Kelly	Jeffrey	M.F.A.	Theatre Arts
Kerzman	Cassidy	B.S.	Psychology
Kirby	Anthony	B.F.A.	Theatre Arts
Knowles	Richard	B.S.	Music-Applied Emph
Lebens	Olivia	M.P.A.	Public Administration
Loder	Dara	Academic Certificate	Diversity & Inclusion
Loveless	Brianna	B.S.	Journalism
Maples	Mindy	M.F.A.	Theatre Arts
Meekhof	Justin	B.S.	Psychology
Megis	Jessica	B.A.	Broadcasting & Digital Media
Meyer	Brandon	B.Mus.	Music Ed-Instrumental Emph
Meyer	Grace	B.S.	Psychology
Miller	Jeffery	M.F.A.	Theatre Arts
Mize	Virginia	B.G.S.	General Studies
Monson	Caia	B.A.	Sociology-Criminology Emph
Montoya	Kalyssa	B.F.A.	Theatre Arts
Morales	Emelie	B.S.	Psychology
Morgan	Ryan	B.S.	Psychology
Murphy	McKenna	B.S.	Organizational Sciences
Naughton	Austin	B.A.	English-Creative Writing Emph
Neal	Morgan	B.S.	Psychology
Nelson	Carter	B.S.	Public Relations
Niehenke	Camille	B.S.	Psychology
Noil	Michael	B.S.	Communication
Nolan	Kyle	B.S.	Psychology
Obeid	Tyler	B.S.	Broadcasting & Digital Media
Oshinski	Matthew	M.S.	Psychology
Park	Min	B.S.	Economics
Parker	Awan	B.S.	Communication
Pehrson	Jacob	M.P.A.	Public Administration
Perry	Tyler	M.F.A.	Theatre Arts
Pinkham	Benjamin	B.Mus.	Music: Performance-Instrmt Opt
Pittman	Avery	B.A.	Advertising
Pittman	D'Andrei	B.S.	Psychology
Presnell	Blake	B.F.A.	Theatre Arts
Prewitt	Kirsti	B.S.	Psychology
Price	Sydney	B.S.	Psychology
Ramirez	Daniel	B.S.	Journalism
Ransom	Cassandra	B.S.	Psychology
Ray	Katharine	M.F.A.	Theatre Arts

Richardson	Travis	M.F.A.	Theatre Arts
Robinson	John	B.S.	History
Rodriguez	Karina	B.A.	Journalism
Rubin	Tiffany	M.F.A.	Theatre Arts
Santora	Michael	M.F.A.	Theatre Arts
Scutt	Connor	B.S.	Sociology-Criminology Emph
Shadman	Ian	B.S.	Organizational Sciences
Shimizu	Moeka	B.A.	Broadcasting & Digital Media
Shockey	Kayla	B.S.	Psychology
Sizemore	Tessa	B.S.	Psychology
Smart	Hailley	B.A.	English-Teaching Emph
Smith	Jack	B.Mus.	Music Ed-Instrumental Emph
Smith	Jillian	B.S.	Communication
Smith	Kierra	B.S.	History
Smith	Zane	B.S.	Psychology
Sparano	Nicole	B.G.S.	General Studies
Spiering	Rillora	B.S.	Film & Television Studies
Spiros	Kristen	B.S.	Anthropology
Spradling	Ethan	B.Mus.	Music Ed-Instrumental Emph
Stanley	Jillian	B.F.A.	Theatre Arts
Steele	Kayla	B.S.	Criminology
Stevenson	Tori	B.A.	History-European Emph
Suda	Abby	B.S.	Psychology
Sullivan	Stacey	B.G.S.	General Studies
Swersey	Connor	B.S.	Journalism
Teruel	Iris	B.S.	Psychology
Thomas	Jordan	B.S.	Criminology
Thompson	Chase	B.S.	Psychology
Thorn	Gregory	M.F.A.	Theatre Arts
Traynor	Terez	B.G.S.	General Studies
Tustin	Autumn	M.F.A.	Theatre Arts
Underwood	Traynor	B.S.	Political Science
Vigesaa	Carlee	B.Mus.	Music: Performance-Instrmt Opt
Waddell	Catherine	B.S.	Sociology-Gen Sociology Emph
Waldenmyer	Mary	B.S.	Psychology
Warner	Kadence	B.A.	English-Creative Writing Emph
Watson	Kaitlin	B.S.	Criminology
Weeks	Caleb	M.P.A.	Public Administration
Wells	Kaylee	B.S.	Criminology
Whitehead	Jason	B.S.	Organizational Sciences
Wiedenmann	Rachel	B.S.	Advertising
Wilmoth	Ryley	B.S.	Psychology
Wisniewski	Matthew	B.S.	Interdisciplinary Studies
Yenne	Ellen	B.Mus.	Music Ed-Instrumental Emph

College of Natural Resources

Ader	Jonathan	M.N.R.	Natural Res-Integrated Nat Res
Aguilar McFarlane	G	B.S.Env.S.	Env Sc-Biological Science Opt
Anderson	Brian	M.N.R.	Natural Res-Fire Ecol & Mgmt
Baltzer	Jared	B.S.Forestry	Forestry
Bandle	Gabriel	B.S.Forestry	Forestry
Blodgett	Evan	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Brown	Patrick	M.S.	Environmental Science
Campos	Libby	B.S.Forestry	Forestry
Canto	Lauren	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Case	Brett	B.S.Wildl.Res.	Wildlife Resources
Cochrell	Kody	M.S.	Environmental Science
Conley	Katherine	B.S.Nat.Resc.Conserv.	Nat Resc Cons-CnsvPln&Mgt Emph
Contreras	Maria	B.S.Wildl.Res.	Wildlife Resources
Cooper	Audrey	M.N.R.	Natural Res-Integrated Nat Res
Costello	Avery	B.S.Nat.Resc.Conserv.	Nat Resc Cons-Cnsv Sci Emph
Cox	Matthew	M.S.	Environmental Science
Cracraft	Bailey	B.S.Rangeland.Consv.	Rangeland Conservation
Cronan	Daniel	Ph.D.	Environmental Science
Crowe	Rebecca	B.S.Forestry	Forestry
DiBello	Jake	M.N.R.	Natural Res:Fish&Wlf Mgmt Opt
Finn	Connor	M.S.	Environmental Science
Florence	Lauren	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Florio	Sally	M.S.	Environmental Science
Friedlander	Harrah	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
George	Clay	B.S.Forestry	Forestry-General Emph
Goodwin	Shelby	M.S.	Environmental Science
Gorder	Jeffrey	M.N.R.	Natural Res-Integrated Nat Res
Gratto	Emma	M.N.R.	Natural Res-Integrated Nat Res
Hall	Porter	B.S.Forestry	Forestry
Haller	Derek	B.S.Nat.Resc.Conserv.	Nat Resc Cons-CnsvPln&Mgt Emph
Hawker	Alexandra	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Higgins	Ellie	Academic Certificate	Restoration Ecology
Hodgson	Lily	M.N.R.	Natural Res:Fish&Wlf Mgmt Opt
Holcomb-Bennett	Courtney	M.S.	Environmental Science
Hong	Jeongwhui	Ph.D.	Natural Resources
Huffman	Luke	M.S.	Environmental Science
Johnson	Nicholas	M.S.	Environmental Science
Jones	Laura	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Kees	Mitchell	Academic Certificate	Remote Sensing of Environment
Keo	Aldwin	B.S.Fish.Res.	Fishery Resources
Larsen	Joshua	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Lawrence	Mackenzie	M.S.	Environmental Science
Lewellen	Brittany	M.N.R.	Natural Res-Integrated Nat Res
Little	Grace	M.S.	Natural Resources
Martin	Cal	M.N.R.	Nat Res-Rest Ecol & Hab Mgt

Martin	Paige	B.S.Env.S.	Env Sc-Social Science Opt
McGahee	Cassidy	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Medders	Matthew	M.N.R.	Natural Res-Integrated Nat Res
Meier	McKayla	M.S.	Environmental Science
Mengistie	Endalkachew	Ph.D.	Environmental Science
Mersinger	Wyatt	B.S.Nat.Resc.Conserv.	Nat Resc Cons-CnsvPln&Mgt Emph
Nelson	John	M.S.	Natural Resources
Nelson	Joshua	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Nelson	Taylor	M.N.R.	Natural Res-Integrated Nat Res
Newport	Caitlin	M.S.	Environmental Science
Oliver	Luke	Ph.D.	Natural Resources
Pacer	Zachary	M.N.R.	Natural Res-Integrated Nat Res
Perry	Eric	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Pierce	James	B.S.Fire.Ecol.Mgmt.	Fire Ecology & Management
Postlewaite	John	M.N.R.	Natural Res-Integrated Nat Res
Raymond	Iyssia	B.S.Env.S.	Env Sci: Integrated Sci Opt
Redding	Philip	M.N.R.	Natural Res-Integrated Nat Res
Reed	Josh	M.S.	Natural Resources
Roach	Kelsey	B.S.Forestry	Forestry
Rojas	Aldair	B.S.Wildl.Res.	Wildlife Resources
Sandifer	Mariana	M.S.	Environmental Science
Satterwhite	Lori	M.N.R.	Natural Res-Integrated Nat Res
Selby	Alexander	B.S.Nat.Resc.Conserv.	Nat Resc Cons-CnsvPln&Mgt Emph
Sharp	Noel	M.N.R.	Nat Res-Rest Ecol & Hab Mgt
Shaw	Christopher	B.S.Forestry	Forestry-General Emph
Sollenberger	Jordan	M.N.R.	Natural Res-Integrated Nat Res
Strickfaden	Kaitlyn	M.S.	Natural Resources
Tate	Kimberly	M.S.	Environmental Science
Taylor	Kaylee	M.S.	Environmental Science
VanBuskirk	Drake	B.S.Ecol.Cons.Biol.	Ecol & Cons Biol-Cons Biol Opt
Vorwald	Anthony	M.N.R.	Natural Res-Integrated Nat Res
Wenzbauer	Phoebe	B.S.Wildl.Res.	Wildlife Resources
Weyand	Logan	M.S.	Natural Resources
Wilkey	Shannon	B.S.Wildl.Res.	Wildlife Resources
Young	Aaron	Ph.D.	Natural Resources

College of Science

Abplanalp	Clara	Academic Certificate	Climate Change
Anderson	Jesse	B.S.	Geological Sci-Phys Geol Opt
Brings	Katherine	M.S.	Geography
Callos	Samantha	B.S.	Physics-General Emph
Corde	Matthew	Academic Certificate	Geographic Information Systems
Davis	Donald	M.S.	Statistical Science
Ellis	Megan	M.S.	Groundwater Hydrology
Estrada	Mariano	B.S.	Mathematics-General Opt

Everhart	Wyatt	B.S.	Geological Sci-Phys Geol Opt
Figueredo	Joshua	B.S.	Mathematics-General Opt
Findley	Anna	B.S.Microbiol.	Microbiology
Fisler	Kaleb	B.S.	Mathematics-App Computatn Opt
Garcia	Ximena	B.S.	Medical Sciences
Gardiner	Jenna	B.S.	Medical Sciences
Gonzalez Guillen	Rodrigo	B.S.	Medical Sciences
Hawkins-Stark	Hunter	B.S.	Mathematics-App Computatn Opt
Heslar	Michael	M.S.	Physics
Ijezie	Emmanuel	Ph.D.	Microbiol, Molec Biol/Biochem
Isaacson	Jon	M.S.	Statistical Science
Kazmierski	Kyle	B.S.	Medical Sciences
Kreyche	Steven	Ph.D.	Physics
Li	Shunji	Ph.D.	Microbiol, Molec Biol/Biochem
Maret	Kaylee	B.S.	Physics-General Emph
May	Jeremy	Ph.D.	Chemistry
Medina	Daniel	B.S.	Biology
Miller	William	M.S.	Physics
Mitchell	Jeffrey	B.S.	Medical Sciences
Murdoch	Breanna	B.S.	Medical Sciences
Oliver	Rebecca	B.S.	Geological Sci-Phys Geol Opt
Pollow	Brayden	B.S.	Statistics-General
Reiman	Bryson	B.S.	Biology
Sermeno	Rebecca	Academic Certificate	Statistics
Simitjis	George	B.S.	Biology
Simpson	Andrew	M.S.	Biology
Stanton	Marinda	M.S.	Biology
Vo	An Ngoc Khanh	B.S.	Physics-General Emph
Zhong	Zhenhao	B.S.M.B.B.	Molecular Biol & Biotechnology



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1520 CONSTITUTION OF THE UNIVERSITY FACULTY**

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. All changes must be made using “track changes.”

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel: XYes No Name & Date: Kim Rytter, 2/27/23

Comprehensive review? Yes No

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

Article II, Section 1 revised to clarify that voting rights arise from faculty rank, so that non-faculty in administrative roles do not have voting rights; and to resolve conflict with FSH 1565 regarding the terms on which visiting faculty and lecturers are granted voting rights.

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.

FSH 1565.

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.

UI FACULTY-STAFF HANDBOOK

CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1520

CONSTITUTION OF THE UNIVERSITY FACULTY

OWNER

Faculty Secretary
Francesca Sammarucca
facsec@uidaho.edu

LAST REVISION: September 2022

CONTENTS:

Preamble
Article I. General Provisions
Article II. Faculty Classifications
Article III. Faculty Meetings
Article IV. Responsibilities of the University Faculty
Article V. Faculty Senate
Article VI. Rules of Order
Article VII. Amendments

PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I--GENERAL PROVISIONS.

Section 1. Regents. The regents are vested by article IX, section 10, of the constitution of the state of Idaho with all powers necessary or convenient to govern the university in all its aspects. The regents are the authority for actions of the university faculty, and policy actions taken by the university faculty are subject to review and approval by the president and by the regents.

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university.

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Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate.

Section 4. Constituent Faculties. The university faculty is composed of various constituent faculties, including the faculties of the several colleges and other units of the university. Faculty are entitled to speak or write freely on matters pertaining to university governance, programs and policies (see Article IV below and FSH 3160).

Clause A. College Faculties. The constituent faculty of each college or similar unit, meeting regularly and in accordance with bylaws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

Clause B. Faculties of Subdivisions. If there are schools, intracollege divisions, departments, or separate disciplines within a college or similar unit, the constituent faculty of each such subdivision participates in decisions concerning its educational objectives, including matters of student admission and curriculum, the selection of its executive officers, and its faculty appointments, subject only to the general rules and regulations of the college faculty and the university faculty and the authority of the president and the regents.

Clause C. Interim Government. The Faculty Senate will provide for the establishment of bylaws for any college or similar unit that has not adopted its own bylaws.

Clause D. Matters of Mutual Concern. The Faculty Senate has the responsibility for resolving academic matters that concern more than one college or similar unit.

ARTICLE II--FACULTY CLASSIFICATIONS.

Section 1. University Faculty. The university faculty comprises the president, provost, ~~vice presidents, deans, and all faculty in the following ranks, including those serving in administrative positions:~~ professors;~~;~~ associate professors;~~;~~ assistant professors;~~;~~ senior instructors;~~;~~ instructors (including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, ~~or clinical or visiting~~ designations, ~~(e.g., “assistant research professor”,” and “assistant clinical professor”))~~ ~~and “visiting associate professor.”~~); ~~and visiting faculty on full-time appointment who have completed at least two consecutive semesters; and lecturers currently on at least half-time appointment who have served/completed at least four two semesters, whether consecutive or not, on more than half-time appointment within the preceding three years [see 1565 G-1]. See FSH 1565 for definitions of faculty ranks.~~ Those who qualify under this section have the privilege of participation with vote in meetings of the university faculty and the appropriate constituent faculties.

Section 2. Emeriti. Faculty members emeriti have the privilege of participation without vote in meetings of the university faculty and the appropriate constituent and associated faculties. Also, they may be appointed to serve with vote on UI committees. [See also 1565 E.]

Section 3. Associated Faculties.

Clause A. The adjunct faculty [see 1565 F-1] and the affiliate faculty [see 1565 F-2] are associated faculties. Other associated faculties may be established as needed with the approval of the university faculty, president, and regents.

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote,

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they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty's representation on the Faculty Senate.

Section 4. General Faculty. "General faculty" is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.

ARTICLE III--FACULTY MEETINGS. Meetings of the university faculty may be called at any time, with due notice, by the president. Procedure for meetings of the university faculty is governed by FSH 1540 Standing Rules of the University Faculty.

ARTICLE IV--RESPONSIBILITIES OF THE UNIVERSITY FACULTY. Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including, but not restricted to:

Section 1. Standards for Admission. The university faculty establishes minimum standards for admission to the university. Supplementary standards for admission to individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty.

Section 2. Academic Standards. The university faculty establishes minimum academic standards to be maintained by all students in the university. Supplementary academic standards to be maintained by students in individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty. [See I-4-D.]

Section 3. Courses, Curricula, Graduation Requirements, and Degrees. Courses of instruction, curricula, and degrees to be offered in, and the requirements for graduation from, the individual colleges or other units of the university, as recommended by the appropriate constituent faculties, are subject to approval by the university faculty. [See I-4-D.]

Section 4. Scholarships, Honors, Awards, and Financial Aid. The university faculty recommends general principles in accordance with which privileges such as scholarships, honors, awards, and financial aid are accepted and allocated. The university faculty may review the standards recommended by the individual constituent faculties for the acceptance and allocation of such privileges at the college or departmental levels.

Section 5. Conduct of Students. The faculty's responsibility for approving student disciplinary regulations and the rights guaranteed to students during disciplinary hearings and proceedings are as provided in the "Statement of Student Rights," the "Student Code of Conduct," and the "University Disciplinary Process for Alleged Violations of Student Code of Conduct." [See 2200, 2300, and 2400.]

Section 6. Student Participation. The university faculty provides an opportunity for students of the university to be heard in all matters pertaining to their welfare as students. To this end, the students are entrusted with their own student government organization and are represented on the Faculty Senate. If students so desire, they are represented on faculty committees that deal with matters affecting them.

Section 7. Selection of Officers. The university faculty assists the regents in the selection of the president and assists the president in the selection of the provost, vice presidents and other administrative officers of the university.

Section 8. Governance of Colleges and Subdivisions. The university faculty promulgates general standards to guarantee the right of faculty members to participate in the meetings of the appropriate constituent faculties and in the governance of their colleges, schools, intracollege divisions, departments, and other units of the university. [See 1540 A.]

Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.

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Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.]

Section 11. Committee Structure. The university faculty, through the medium of its Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies. This section does not apply to *ad hoc* advisory committees appointed by the president or committees made up primarily of administrators. [See 1620 and 1640]

Section 12. Organization of the University. The university faculty advises and assists the president and the regents in establishing, reorganizing, or discontinuing major academic and administrative units of the university, such as colleges, schools, intracollege divisions, departments, and similar functional organizations.

Section 13. Bylaws of the Faculty Senate. The bylaws under which the Faculty Senate discharges its responsibilities as the representative body of the university faculty are subject to review and approval by the university faculty. [See 1580.]

ARTICLE V--FACULTY SENATE.

Section 1. Function. The Faculty Senate functions as provided in this constitution and in accordance with its bylaws as approved by the university faculty. [See I-3 and 1580.]

Section 2. Structure. The senate is constituted as follows:

Clause A. Elected Members.

(1) College Faculties. The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If, because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college's representation in the senate, the reduction does not take place until the expiration of the term of office of an elected senator from the college.

(2) University Centers. The resident faculty of the university centers in Boise, Coeur d'Alene and Idaho Falls each elects one senator from among its number. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college or discipline specific.

(3) Faculty-at-Large. Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for college faculties.¹

¹ The constitution of the university faculty originally provided that faculty status could be conferred by presidential designation on certain administrative and service officers who did not hold academic rank. When the faculty, on May 13, 1986, amended the constitution by, among other things, deleting that provision, it explicitly granted continuing membership, for the duration of their then current incumbencies, to those officers who on that date were members by virtue of presidential designation. These officers are members of the constituency known as the faculty-at-large.

(4) Dean. The academic deans elect one of their number to serve with vote in the senate.

(5) Staff. The representative body (Staff Council) of the university staff elects two employees who do not have faculty status to serve with vote in the senate.

(6) Students. Two undergraduate students, one graduate student, and one law student serve as voting

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members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.]

Clause B. Members *Ex Officiis*. The president or the president's designated representative and the secretary of the faculty are members *ex officio* of the senate, with voice but without vote.

Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate.

Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election [see also FSH 1580 III-3].

Section 5. Eligibility. Every member of the university faculty is eligible to vote for members of the senate representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate.

Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit.

Section 7. Vacancies.

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.]

Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned.

Section 8. Recall. The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented. The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the

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alternate in the senate with full vote.

ARTICLE VI--RULES OF ORDER. The rules contained in *Robert's Rules of Order Newly Revised* govern all meetings of the university faculty, other faculties, the Faculty Senate, and faculty committees in all cases to which they are applicable and in which they are not in conflict with this constitution, regents' policies, or any bylaws or rules adopted by any of those bodies for the conduct of their respective meetings. An action taken by the university faculty, a constituent or associated faculty, the Faculty Senate, or a faculty committee that conflicts with a previous action by that body takes precedence and, in effect, amends, in part or in full, the previous action.

ARTICLE VII--AMENDMENTS. This constitution may be amended by a two-thirds affirmative vote of the members of the university faculty, as defined in article II, section 1, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting previous to the one at which the vote is to be taken. Amendments to this constitution are subject to review and approval by the president and by the regents.

Version History

Amended September 2022. Clerical edit to correct cross-reference.

Amended July 2022. University faculty meeting procedure moved from Article III to FSH 1420 Standing Rules of the University Faculty. Outdated information regarding remote participation removed from Article V.

Amended July 2019. Language from FSH 1566 was moved to a footnote to Article V, Section 2, and language in Article V, Section 3 was removed to address the restructure of the Faculty Secretary position.

Amended July 2015. Faculty Senate members were allowed to serve an additional term and language was added to Article I. Section 4 that affirms academic freedom in faculty governance and university programs and policies.

Amended July 2014. Editorial changes.

Amended July 2013. The Faculty Senate's membership was increased by one member to represent the Student Bar Association.

Amended July 2012. The Faculty Senate Center Senator's role/responsibility was clarified, staff membership increased to two, and the required annual venue determination removed.

Amended July 2011. The clinical faculty rank was added and language with respect to associated faculty voting was clarified.

Amended July 2009. The Faculty Council changed its name to Faculty Senate, a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d'Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A).

Amended July 2006. Editorial changes.

Amended July 2005. Editorial changes.

Amended July 2001. Editorial changes.

Amended July 2000. Editorial changes

Amended July 1999. Editorial changes.

Amended July 1997. Editorial changes.

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Amended 1986. Content of revision unknown.

Adopted 1968.



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Faculty Staff Handbook (FSH)

Addition x Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 1565 FACULTY RANKS AND RESPONSIBILITIES**

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. All changes must be made using "track changes."

Policy originator: Alistair Smith, FAC Chair

Policy sponsor, if different from originator: Diane Kelly-Riley, Vice Provost for Faculty

Reviewed by General Counsel: Yes No Name & Date: Kim Rytter, 3/27/23

Comprehensive review? Yes No

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

Changes made to A-1. Introduction to revise cap on instructors, senior instructors, and lecturers, and to G-1. Lecturer and G-2 Visiting Faculty to align with revised FSH 1520.

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.

FSH 1520

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.

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CHAPTER ONE:

HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

1565

ACADEMIC RANKS AND RESPONSIBILITIES

CONTENTS:

- A. Introduction
- B. Definitions
- C. Responsibility Areas
- D. University Faculty
- E. Emeriti
- F. Associated Faculty
- G. Temporary Faculty
- H. Non-Faculty
- I. Qualification of Non-faculty Members for Teaching UI Courses

A. INTRODUCTION.

A-1. The principal functions of a university are the preservation, advancement, synthesis, application, and transmission of knowledge. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty. The University of Idaho, therefore, strives to recruit and retain distinguished faculty members with outstanding qualifications.

In order to carry out its functions and to serve most effectively its students and the public, the university supports the diversification of faculty roles. Such diversification ensures an optimal use of the university's faculty talents and resources.

Diversification is achieved through developing a wide range of faculty position descriptions that allow the faculty to meet the varying responsibilities placed upon the institution, both internally and externally. ~~Departments and similar units may define in their bylaws a percentage limit of No more than 25 percent, or a lower limit as defined by the department or similar unit's by-laws, of the~~ faculty positions in ~~any department or similar~~ the unit that may be held by ~~instructors, senior instructors, and~~ lecturers who have voting privileges under FSH 1520 II, Section 1. While the capabilities and interests of the individual faculty members are to be taken into account, it is essential that individual faculty position descriptions are consonant with carrying out the roles and mission of the university, the college, and the unit. Annual position descriptions are developed by the unit head in consultation with the unit faculty and with the incumbent or new faculty member. In each college, all position descriptions are subject to the approval of the dean and must be signed by both unit head and faculty member. If the faculty member, unit head, and dean are unable to reach agreement on the position description, the faculty member may appeal the unit head's decision to the Faculty Appeals Hearing Board [FSH [3840](#)].

As indicated in Section 3320 A-1, faculty performance evaluations that are used for yearly, third-year and periodic reviews as well as for promotion, tenure, and post-tenure decisions are to be based on faculty members' annual position descriptions (FSH 3050). Each unit will develop substantive criteria in its bylaws for promotion and review of its faculty

Faculty members shall conduct themselves in a civil and professional manner (see FSH 3160 and 3170).

B. DEFINITIONS:

B-1. Advancement: focuses on fostering relationships, building partnerships, creating awareness and generating support with alumni, donors, leaders, business partners, legislators and the community for the university's mission in academics, scholarship and outreach (see the office of University Advancement at <http://www.uidaho.edu/givetoidaho/meetourpeople/universityadvancementvpooffice.aspx>).

B-2. Cooperative education: a structured educational strategy that blends classroom studies with learning through

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productive work experiences. It provides progressive experiences for integrating theory and practice. Co-op education (including internships and externships) is a partnership between students, educational institutions and employers, with specified responsibilities for each party.

B-3. Distance education: the process through which learning occurs when teachers, students, and support services are separated by physical distance. Technology, sometimes in tandem with face-to-face communication, is used to bridge the distance gap.

B-4. Extension Service: Extension is an outreach activity that generally involves non-formal educational programs that transfer knowledge from the university to help improve people's lives through research in areas like agriculture and food, environment and natural resources, families and youth, health and nutrition, and community and economic development.

B-5. Extramural Professional Service: refers to activities that extend service beyond the university and can include elements of service, outreach, scholarship, and/or teaching.

B-6. Interdisciplinary: "an activity that involves teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or field of research practice."¹

B-7. Professional Development: a learning process that expands the capacity of the faculty member to advance in the responsibilities as defined in his/her position description and aligns with the university's goals. Examples include but are not limited to participation in conferences, continuing professional education (including credit and noncredit courses) and other activities that enhance a faculty member's expertise and ability.

B-8. Service learning: an activity that integrates student learning with service and civic engagement to meet real community needs and achieve learning outcomes. Service-learning can be used in curricular settings (i.e. academic courses) or co-curricular settings, (e.g. ASUI's volunteer/civic engagement programs).

B-9. Technology transfer: a process through which knowledge, technical information, and products developed through various kinds of scientific, business, and engineering research are provided to potential users. Technology transfer encourages and accelerates testing and using new knowledge, information and products. The benefit of technology transfer may occur either at the community (public) or firm (private) level.

B-10. Unit Administration: includes assisting higher administration in the assignment and in the evaluation of the services of each member of the unit's faculty and staff; promoting effective leadership of personnel and management of unit resources; providing leadership in the development and implementation of unit plans; providing for open communication with faculty and staff; fostering excellence in teaching, scholarship and outreach for faculty, students, and staff in the unit; effectively representing all constituents of the unit; and continuing personal professional development in areas of leadership.

C. RESPONSIBILITY AREAS: Faculty members are expected to contribute in each of the four major responsibility areas (C-1 through C-4 below). Expectations are more specifically defined in the individual position description and are consistent with unit by-laws. Each responsibility area may include activities in advancement, extramural professional service, interdisciplinary, and/or professional development.⁷

C-1. TEACHING AND ADVISING: The university's goal is to engage students in a transformational experience of discovery, understanding and global citizenship. Faculty achieve this goal through effective instructing, advising and/or mentoring of students.⁷

a. Teaching: Effective teaching is the foundation for both the advancement and transmission of knowledge. The educational function of the university requires the appointment of faculty members devoted to effective teaching. Teaching may take many different forms and any instruction must be judged according to its central

¹ National Academy of Science

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purposes. Active participation in the assessment of learning outcomes is expected of all faculty at the course, program, and university-wide levels. Individual colleges and units have the responsibility to determine appropriate teaching loads for faculty position descriptions. Teaching appointments must be reflected by hours and level of effort spent in teaching activity, and justified in position descriptions. Any adjustments to a teaching appointment (e.g. teaching unusually large classes, team-teaching, teaching studios or laboratories, intensive graduate or undergraduate student mentoring, technology-enhanced teaching, and others) must be documented in the position description.

Evidence of teaching effectiveness shall include student feedback on teaching, and may include course design reviews, teaching observations, self-assessment, learning outcome assessment data, teaching recognition and awards, mid-term formative feedback on instruction (FSH 2700 B-6), or other documentation of effective teaching. Additional information about evidence of teaching effectiveness can be found through the Provost's Office.

b. Advising: For the purposes of this section, advising includes mentoring and student retention activities. These activities are an important faculty responsibility and a key function of academic citizenship, and may include: (1) overseeing course selection and scheduling; (2) seeking solutions to conflicts and academic problems; (3) working with students to develop career goals and identify employment opportunities; (4) making students aware of programs and sources for identifying employment opportunities, (5) facilitating undergraduate and graduate student participation in professional activities (e.g. conferences, workshops, demonstrations, applied research); and (6) serving as a faculty advisor to student organizations or clubs. Advising also includes attendance at sessions (e.g. workshops, training courses) sponsored by the university, college, unit, or professional organizations to enhance a faculty member's capacity to advise.

Effective advising performance may be documented by: (1) the evaluation of peers or other professionals in the unit or college; (2) undergraduate or graduate student advisees' evaluations; (3) level of activity and accomplishment of the student organization advised; (4) evaluations of persons being mentored by the candidate; (5) number of undergraduate and graduate students guided to completion; and (6) receiving awards for advising, especially those involving peer evaluation.

C-2. SCHOLARSHIP AND CREATIVE ACTIVITIES: Scholarship is creative intellectual work that is communicated and validated. The creative function of a university requires the appointment of faculty members devoted to scholarship and creative activities. The university promotes an environment that increases faculty engagement in interdisciplinary scholarship. The university's Carnegie designation as "research university high" fosters an emphasis on scholarly and creative activities.

Scholarship and creative activities take diverse forms and are characterized by originality and critical thought. Both must be validated through internal and external peer review or critique and disseminated in ways having a significant impact on the university community and/or publics beyond the university. Both are ongoing obligations of all members of the faculty.

The basic role of a faculty member at the University of Idaho is to demonstrate and validate continuing sound and effective scholarship in the areas of teaching and learning, artistic creativity, discovery, integration, and outreach/application/engagement. While these areas may overlap, these distinctions are made for purposes of defining position descriptions and for developing performance standards. Units and colleges shall adopt criteria for the evaluation of scholarship and creative activities. Demonstrated excellence that is focused in only one of these scholarship and creative activity areas is acceptable if it is validated and judged to be in the best interests of the institution and the individual faculty member.

a. Scholarship in Teaching and Learning: can involve classroom action research (site-specific pedagogy), qualitative or quantitative research, case studies, experimental design and other forms of teaching and learning research. It consists of the development, careful study, and validated communication of new teaching or curricular discoveries, observations, applications and integrated knowledge and continued scholarly growth. Evidence that demonstrates this form of scholarship might include: publications and/or professional presentations of a pedagogical nature; publication of textbooks, laboratory manuals, or educational software;

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advancing educational technology; presentation in workshops related to teaching and learning; development and dissemination of new curricula and other teaching materials to peers; and individual and/or collective efforts in securing and carrying out education grants.

The validation of scholarship in the area of teaching and learning is based in large measure on evaluation by the faculty member's peers both at the University and at other institutions of higher learning.

b. Scholarship in Artistic Creativity: involves validated communication and may be demonstrated by significant achievement in an art related to a faculty member's work, such as musical composition, artistic performance, creative writing, mass media activity, or original design.

The validation of scholarship in the area of artistic creativity is based in large part on the impact that the activity has on the discipline and/or related fields as determined by the peer review process. Many modes of dissemination are possible depending on the character of the art form or discipline. For example, a published novel or book chapter for an anthology or edited volume or similar creative work is regarded as scholarship. Each mode of dissemination has its own form of peer review that may include academic colleagues, practitioner or performance colleagues, editorial boards, and exhibition, performance, or competition juries.

c. Scholarship in Discovery: involves the generation and interpretation of new knowledge through individual or collaborative research. It may include: novel and innovative discovery; analyzing and synthesizing new and existing knowledge and/or research to develop new interpretations and new understanding; research of a basic or applied nature; individual and collaborative effort in securing and carrying out grants and research projects; membership on boards and commissions devoted to inquiry; and scholarly activities that support the mission of university research centers.

Evidence of scholarship in this area may include: publication of papers in refereed and peer reviewed journals; published books and chapters; published law reviews; citation of a faculty member's work by other professionals in the field; published reviews and commentary about a faculty member's work; invited presentations at professional meetings; seminar, symposia, and professional meeting papers and presentations; direction and contribution to originality and novelty in graduate student theses and dissertations; direction and contribution to undergraduate student research; awards, scholarships, or fellowships recognizing an achievement, body of work, or career potential based on prior work; appointment to editorial boards; and significant scholarly contributions to university research centers. The validation of scholarship in the area of discovery is based on evaluation by other professionals in the faculty member's discipline or sub-discipline.

d. Scholarship of Integration: often interdisciplinary and at the borders of converging fields, is the serious, disciplined work that seeks to synthesize, interpret, contextualize, critically review, and bring new insights into, the larger intellectual patterns of the original research. Similar to the scholarship of discovery, the scholarship of integration can also seek to investigate, consolidate, and synthesize new knowledge as it integrates the original work into a broader context. It often, but not necessarily, involves a team or teams of scholars from different backgrounds working together, and it can often be characterized by a multidisciplinary or interdisciplinary investigative approach. The consolidation of knowledge offered by the scholarship of integration has great value in advancing understanding and isolating unknowns. Beyond the differences, the scholarship of integration can include many of the activities of scholarship of discovery and thus may be rigorously demonstrated and validated in a similar manner.

e. Scholarship of Outreach/Application/Engagement: These activities apply faculty members' knowledge and expertise to issues that impact individuals, communities, businesses, government, or the environment. Examples may include economic development, environmental sustainability, stimulation of entrepreneurial activity, integration of arts and sciences into people's lives, enhancement of human well being, and resolution of societal problems. Like other forms of scholarship and creative activities, the scholarship of outreach/application/engagement involves active communication and validation. Examples of validation may include (but are not limited to): peer reviewed or refereed publications and presentations; patents, copyrights, or commercial licensing; adoption or citation of techniques as standards of practice; invited presentation at a seminar, symposium or professional meeting; and citations of the faculty member's work.

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C-3. OUTREACH and EXTENSION: Outreach activities are originated by every unit on UI's Moscow campus and from each of the University's physical locations around the state.

Outreach includes a wide variety of activities including, but not limited to, (a) extension (see 1565 B); (b) teaching, training, certification, and other dissemination of information to the general public, practitioner, and specialty audiences; (c) volunteer development and establishment/maintenance of relationships with private and public organizations; (d) unpaid extramural consultation and other professional services to individuals, organizations, and communities; and (e) undergraduate and graduate student recruiting activities. Delivery mechanisms include distance education, service learning, cooperative education, technology transfer, noncredit courses, workshops, presentations, and publications. Most of the examples provided, such as distance education, are not exclusively outreach. Instead, they lie at the intersection of outreach and teaching or research. Likewise, professional services may be associated with teaching, scholarship, or university service and leadership. A faculty member's position description specifies where his or her activities will be counted.

Evidence of effective outreach activities may include, but are not limited to, (1) documentation of the process by which needs were identified and what steps were taken to deliver carefully planned and implemented programs; (2) numbers of individuals and types of audiences affected; (3) evaluation by participants in outreach activities; (4) other measures of significance to the discipline/profession, state, nation, region and/or world; (5) quantity and quality of outreach publications and other mass-media outlets; (6) evaluation of the program's effects on participants and stakeholders; (7) awards, particularly those involving peer evaluation; (8) letters of commendation from individuals within organizations to whom service was provided; (9) service in a leadership role of a professional or scientific organization as an officer or other significant position; and (10) other evidence of professional service oriented projects/outputs.

C-4. UNIVERSITY SERVICE AND LEADERSHIP: The university seeks to create formal and informal organizational structures, policies, and processes that enable the university community to be effective, while also fostering a climate of participatory decision making and mutual respect.

a. Intramural service is an essential component of the University of Idaho mission and is the responsibility of faculty members in all units. Service by members of the faculty to the university in their special capacities as scholars should be a part of both the position description and annual performance review.

Within the university, intramural service includes participation in unit, college, and university committees, and any involvement in aspects of university governance and academic citizenship. University, college, and unit committee leadership roles are seen as more demanding than those of a committee member or just regularly attending faculty meetings. Because faculty members play an important role in the governance of the university and in the formulation of its policies, recognition should be given to faculty members who participate effectively in faculty and university governance. Intramural service can include clinical service, routine support, and application of specialized skills or interpretations, and expert consultancies. The beneficiaries of these forms of service can be colleagues and co-workers.

Effective performance in intramural service may be documented by a variety of means. Examples include: (1) letters of support from university clientele to whom your service was provided; (2) serving as a member or chairperson of university, college, or unit committees; and (3) receiving University service awards, especially those involving peer evaluation.

b. Administration:

(1) Unit Administration (see FSH 1565 B): FSH 1420 E describes the responsibilities and the selection and review procedures for unit administrators. Unit administration is not normally considered in tenure and promotion deliberations; it is accounted for insofar as expectations are proportionally adjusted in the other sections of the position description. For faculty in nonacademic units (e.g. faculty at large), administration may be considered in tenure and promotion deliberations.

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(2) Other: Effective conduct of university programs requires administrative activities that support scholarship, outreach and teaching. Program support activities are to be noted in position descriptions and performance reviews. The role of the principal or co-investigator of a university program or project may include the following administrative responsibilities: (1) budgetary and contract management; (2) compliance with University purchasing and accounting standards; (3) supervision and annual review of support personnel; (4) purchasing and inventory management of goods; (5) graduate student and program personnel recruitment, training in University procedures/policies, and annual review; (6) collaborator coordination and communication; (7) management of proper hazardous waste disposal; (8) laboratory safety management; (9) authorization and management of proper research animal care and use; (10) authorization and management of human subjects in research; (11) funding agency reporting; (12) intellectual property reporting; and (13) compliance with local, state, and federal regulation as well as University research policy.

Demonstration of effective administration may be documented by a variety of means. Examples include: (1) compliance with applicable rules, standards, policies, and regulations; (2) successful initiation, conduct and closeout of research contracts and grants as evidenced by timely reporting and budget management; (3) completion of the research contract or proposal scope-of-work; organized program operations including personnel and property management. Documentation of effective university program operation, beyond scholarship, may also include input by graduate and undergraduate students participating in the university program; and input by collaborators, cooperators, funding agency and beneficiaries of the program. Documentation of effective administration may include evaluations by faculty and staff, as well as objective measures of performance under the incumbent's leadership.

D. UNIVERSITY FACULTY (FSH 1520 Article II):

D-1. INSTRUCTOR: Instructors may be appointed for the purpose of performing practicum, laboratory, or classroom teaching. Appointment to instructor constitutes a recognition of the appointee's scholarly contributions and professional accomplishments, and confers responsibilities and privileges as stated below. To avoid confusion over university faculty (those who have voting rights per FSH 1520 II, Section 1) the title of Instructor shall not be used in any other university position.

a. Instructor. Appointment to this rank requires proof of advanced study in the field in which the instructor will teach, the promise of teaching effectiveness, and satisfactory recommendations. Instructors have charge of instruction in assigned classes or laboratory sections under the general supervision of the departmental administrator. When they are engaged in teaching classes with multiple sections, the objectives, content, and teaching methods of the courses will normally be established by senior members of the faculty or by departmental committees. Instructors are expected to assist in the general work of the department and to make suggestions for innovations and improvements.

b. Senior Instructor. Appointment to this rank requires qualifications that correspond to those for the rank of instructor and evidence of outstanding teaching ability. Instructors are promotable to senior instructor. Effective teaching is the primary responsibility of anyone holding this rank and this primary responsibility is weighted accordingly in the annual performance evaluation and when a senior instructor is being considered for tenure. Except in very rare instances, this rank is considered terminal (i.e., it does not lead to promotion to the professorial ranks and there is no limitation on the number of reappointments). Prospective appointees to the rank of senior instructor must be fully informed of its terminal nature.

D-2. FACULTY:

a. Assistant Professor. Appointment to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons in the final stages of completing doctoral dissertations or with outstanding talents or experience may be appointed to this rank. Evidence of potential effective teaching and potential scholarship in teaching and learning, artistic creativity, discovery, and outreach/application/engagement is a prerequisite to appointment to the rank of assistant professor. Appointees in this rank have charge of instruction in assigned classes or laboratories and independent or shared

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responsibility in the determination of course objectives, methods of teaching, and the subject matter to be covered. Assistant professors are expected to demonstrate the ability to conduct and direct scholarly activities, and to provide intramural and extramural professional service. [1565 C]

b. Associate Professor. Appointment or promotion to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons with outstanding talents or experience may be appointed or promoted to this rank. Associate professors must have demonstrated maturity and conclusive evidence of having fulfilled the requirements and expectations of the position description. An appointee to this rank will have demonstrated effective teaching or the potential for effective teaching, the ability to conduct and direct scholarly activities in his or her special field, and provide service to the university and/or his or her profession. Evidence of this ability includes quality publications or manuscripts of publishable merit; and/or unusually productive scholarship in teaching and learning; and/or significant artistic creativity; and/or major contributions to the scholarship of outreach/application/engagement. Associate professors generally have the same responsibilities as those of assistant professors, except that they are expected to play more significant roles in initiating, conducting, and directing scholarly activities, and in providing intramural and extramural professional service. [1565 C]

c. Professor. Appointment or promotion to this rank normally requires the doctorate or appropriate terminal degree. A professor should have intellectual and academic maturity, demonstrated effective teaching or the potential for effective teaching and the ability to organize, carry out, and direct significant scholarship in his or her major field. A professor will have made major scholarly contributions to his or her field as evidenced by several quality publications and/or highly productive scholarship in one or more of the areas of teaching and learning, discovery, artistic creativity, and outreach/application/ engagement. Professors have charge of courses and supervise research, and are expected to play a major role of leadership in the development of academic policy, and in providing intramural and extramural professional service. [1565 C]

D-3. RESEARCH FACULTY:

a. Assistant, Associate and Professor. Appointment to these ranks requires qualifications, except for teaching effectiveness, that correspond to their respective ranks as for faculty in D-2 above.

D-4. EXTENSION FACULTY:

a. Extension Faculty with Rank of Instructor. Appointment to this rank requires: sound educational background and experience for the specific position; satisfactory standard of scholarship; personal qualities that will contribute to success in an extension role; evidence of a potential for leadership, informal instruction, and the development of harmonious relations with others.

b. Extension Faculty with Rank of Assistant Professor. Appointment to this rank requires a master's degree along with the qualifications of extension faculty with rank of instructor and: demonstrated leadership ability in motivating people to analyze and solve their own problems and those of their communities; evidence of competence to plan and conduct an extension program; a record of effectiveness as an informal instructor and educational leader; proven ability in the field of responsibility; evidence of continued professional growth through study and participation in workshops or graduate training programs; acceptance of responsibility and participation in regional or national training conferences; membership in appropriate professional organizations, and scholarship in extension teaching or practical application of research; demonstrated ability to work in harmony with colleagues in the best interests of UI and of the people it serves.

c. Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment or promotion to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical

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application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

d. Extension Faculty with Rank of Professor. In addition to the qualifications required of extension faculty with rank of associate professor, appointment or promotion to this rank requires: regional or national recognition in the special professional field or area of responsibility; a record of successful organization and direction of county, state, or national programs; an outstanding record of creative extension teaching or practical application of research resulting in significant publications or comparable scholarship; active membership and effective participation in professional committee assignments and other professional organization activities; demonstrated outstanding competence in the field of responsibility; achievement of full maturity as an effective informal teacher, wise counselor, leader of extension educational programs, and representative of the university. These activities may occur in a domestic or international context.

D-5. LIBRARIAN:

a. Librarian with Rank of Instructor. Appointment to this rank requires an advanced degree in library science from a library school accredited by the American Library Association or an equivalent terminal degree and relevant experience and: (a) evidence of potential for successful overall performance and for development as an academic librarian; (b) when required for specific positions (e.g., cataloger, assistant in a subject library), knowledge of one or more subject areas or pertinent successful experience in library work.

b. Librarian with Rank of Assistant Professor. Appointment to this rank requires the qualifications for librarian with rank of instructor and: (a) demonstrated ability, competence, and effectiveness in performing assigned supervisory-administrative, specialized public service, or technical service responsibilities; (b) demonstrated ability to establish and maintain harmonious working relationships with library colleagues and other members of the university community; (c) evidence of professional growth through study; creative activity; participation in workshops, conferences, seminars, etc.; participation in appropriate professional organizations; awareness of current developments in the profession and ability to apply them effectively in the area of responsibility; (d) service to the library, university, or community through committee work or equivalent activities.

c. Librarian with Rank of Associate Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) acceptance of greater responsibilities, and conclusive evidence of success in the performance of them, e.g., bibliographical research performed in support of research activities of others; development of research collections; the preparation of internal administrative studies and reports; interpreting, and facilitating effective use of, the collections; effectively applying bibliographic techniques for organizing library collections; effective supervision of an administrative unit; (b) evidence of further professional growth, as demonstrated by keeping up to date in subject matter, methods, and procedures and by practical application of research resulting in significant improvement of library operations or in publication; effective participation in the work of appropriate professional organizations; and/or formal study, either in library science or in pertinent subject areas; (c) evaluation by colleagues as a person of demonstrated maturity, stability, and integrity, with the capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.

d. Librarian with Rank of Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) demonstrated outstanding competence in the area of responsibility; (b) achievement of an outstanding record of creative librarianship, of effective administration, or of practical application of research resulting in significant publications or comparable productivity; (c) an additional degree in library science or in a pertinent subject area or equivalent achievement; (d) regional or national recognition for contributions to the profession based on publications or active and effective participation in the activities of professional organizations; (e) evaluation by colleagues as an effective librarian who will continue to recognize that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.

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D-6. PSYCHOLOGIST OR LICENSED PSYCHOLOGIST:

a. Psychologist with Rank of Instructor. Appointment to this rank requires: an advanced degree in counseling, counseling psychology, clinical psychology, or closely related field earned in a professional program accredited by the appropriate accrediting association; evidence of effective skills in counseling or therapy; and evidence of pursuit of a terminal degree.

b. Psychologist or Licensed Psychologist with Rank of Assistant Professor. Appointment to this rank requires the qualifications for psychologist with rank of instructor and: a doctoral or equivalent terminal degree; evidence of effective skills in counseling or therapy; awareness of current developments in the profession; and demonstrated potential for participation in appropriate professional organizations, service to the Counseling and Testing Center, the university, and the community through teaching, committee membership, or equivalent activities, and the development and execution of research projects or the development and execution of outreach services designed to benefit UI students.

c. Licensed Psychologist with Rank of Associate Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of psychologists and: possession of a license as a psychologist in the state of Idaho; evidence of continued development of skills in counseling or therapy, as demonstrated by attendance at training workshops, personal study that leads to the presentation of workshops, classes, or seminars, or private study that leads to in-service training of personnel of the Counseling and Testing Center; evidence of continued professional development through service in professional organizations; evidence of effective teaching or training; completion of research that has resulted in quality publications or manuscripts of publishable merit, or the design and implementation of a continuing program in the Counseling and Testing Center that is of benefit to UI students and represents professional achievement of publishable merit; and continued service to the university and community through committee work or participation in community organizations. These activities may occur in a domestic or international context.

d. Licensed Psychologist with Rank of Professor. Appointment or promotion to this rank requires the qualifications applicable to the lower ranks of psychologists and: demonstration of outstanding competence in counseling or therapy; establishment of an outstanding record in research and publication or in development of continuing programs that contribute to the betterment of university students; continued professional improvement through private study, directed study, or attendance at workshops, conventions, etc.; regional or national recognition for contributions to the profession through publication, presentation of workshops, or active and effective participation in the activities of professional organizations; and recognition by colleagues as an effective psychologist who realizes that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.

D-7. OFFICER-EDUCATION: Appointment of persons to the faculties of the officer education programs was established for the purpose of ensuring the academic soundness of the programs. The dual role of these faculty members as military officers and academic instructors is recognized. The university expects the nominees to have demonstrated academic and intellectual capabilities and exemplary professional achievement. Specifically, UI expects:

a. Academic Preparation. It is desirable for officer education faculty members to have at least a master's degree. In his or her most recent education, the officer should have a superior academic record as demonstrated by such measures as high grade-point average in graduate school, being in the upper half of the class in graduate school, or superior graduate-level ability as attested in letters of recommendation from graduate-school professors.

b. Specialized Preparation. The officer must have significant education, experience, or formal preparation in the subject areas in which he or she will teach.

c. Military Background and Preparation. A junior officer is expected to have had significant professional performance and experience. It is also desirable that the officer have some formal military education beyond commissioning. A senior officer should have broad experience with excellent performance. He or she is

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expected to have attended a junior or senior military college and to have made a distinguished record there.

d. Teaching. It is desirable for officers to have had some teaching experience. It is recognized that this is not always possible for junior officers. For such an officer, there should be some evidence that he or she will become a satisfactory teacher. Heads of officer education programs are expected to be experienced instructors.

e. Nominees who will pursue graduate studies at UI for one year before becoming an instructor will be given preliminary approval. In their last semester of full-time graduate enrollment, the service should submit the required information to the Officer Education Committee for regular, final approval. For preliminary approval, the officer should, in addition to the military requirement, show promise of being successful in graduate studies. This could be demonstrated by (a) a high score on the Graduate Record Examination, if taken, (b) full enrollment status as a graduate student at UI, (c) a high overall grade-point average in college (3.00 or above on a 4-point scale), (d) a high grade-point average in a major area, or (e) a good record in the final year of college and graduate-level ability as attested by letters of recommendation from college professors.

f. Appointment:

1. The following information is submitted by the nominee's service: (1) transcripts from undergraduate and graduate academic institutions; (2) transcripts or appropriate records from military schools and staff colleges; (3) at least three letters of recommendation from appropriate sources, such as former professors, military instructors, and supervisors or commanders. These letters should be concerned with matters such as the officer's civilian academic performance, military record and leadership ability, and actual or potential performance as a teacher. (Former supervisors or commanders could give their opinion based on the officer's demonstration of leadership ability and his or her experience as a training officer.); (4) a summary of the officer's duty assignments and military and teaching positions held; (5) copies of favorable communications from the officer's file.

2. The following is provided by the program unit concerned: (1) a description of the military schools attended and courses completed by the nominee; (2) a description of the positions held by the nominee; (3) an explanation of the appropriateness of the officer's experience and training to the courses he or she will teach.

3. Copies of the requested material are distributed by the local unit to the members of the Officer Education Committee at least 72 hours before the meeting at which the committee will consider the nominee. For appointments commencing in the fall, this information should normally be made available not later than the preceding May 1.

4. In the case of a person nominated to head an officer education program, UI may require a personal interview.

5. A minimum of two weeks, after receipt of all required information, is necessary for consideration of the nominee. UI notifies the nominee's service of its decision within one month.

D-8. UNIVERSITY DISTINGUISHED PROFESSOR: Acknowledgment of outstanding academic contributions to the university is appropriate and desirable. The rank of University Distinguished Professor² is bestowed upon University of Idaho faculty in recognition of sustained excellence in teaching, scholarship³, outreach, and service. The rank will be held for the remainder of the recipient's active service at the University; if the recipient leaves the University and is eligible for emeritus status, the rank will change to University Distinguished Professor Emeritus. The rank is highly honorific and therefore will be conferred on no more than three faculty members university-wide in any given academic year. Selection of University Distinguished Professors will reflect the diversity of scholarly

² As a result of Development Fund efforts, endowment support eventually may be obtained for many University Distinguished Fellowships, in which case a donor's name may be added to the title.

³ Scholarship in this context includes scholarship of discovery, scholarship of pedagogy, scholarship of application and integration, and artistic creativity.

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fields at the University. University Distinguished Faculty will receive a stipend of at least \$5,000 per year for five years to be used to enhance salary or support professional activities (e.g., professional travel, student support, equipment, materials and supplies, etc.). Final discretion in conferring the rank of Distinguished Professor and the number of appointments in a given year resides with the President.

a. Selection Criteria: In general, University Distinguished Professors will have received national and usually international recognition. They will have brought distinction to the University through their work.

University Distinguished Professors will have achieved a superior record in the following areas: scholarly, creative, and artistic achievement; breadth and depth of teaching; and University service and service involving the application of scholarship, creative, or artistic activities to addressing the needs of one or more external publics.

University Distinguished Professorships will be conferred on members of the University of Idaho Faculty who have attained the rank of Professor and have completed a minimum of seven years of service at the University, typically at the rank of Professor.

b. Selection Process: University Distinguished Professorships will be awarded by the president upon recommendation of The University Distinguished Professorship Advisory Committee a standing committee composed of four faculty members and three deans. The committee members should reflect all dimensions of diversity in the university community. They will be appointed by the Provost to serve three-year terms on a staggered basis. Nominations will be made by Faculty Senate and the Academic Deans, in consultation with faculty and administrators of units. Committee members must be tenured professors who themselves have outstanding records of teaching, research and/or outreach.

1. The Provost will request nominations from faculty, deans, directors and unit administrators annually.
2. Written nominations will be submitted to the Provost and must include:
 - a. A nominating letter with a brief summary of the candidate's achievements;
 - b. The candidate's *curriculum vitae*, including a list of any significant previous awards;
 - c. Letters of endorsement from the appropriate deans and unit administrators or director(s). The candidate may also include a maximum of three additional letters of support, as appropriate, from students, colleagues at the University of Idaho, and/or other institutions. Letters should describe the impact of the nominee on her/his field, evidence of external recognition, and the context of her/his work over the course of her/his employment.
3. The University Distinguished Professorship Advisory Committee reviews the nominations and makes recommendations to the Provost for transmittal to the President.
4. Because the rank of University Distinguished Professorship is intended to be highly honorific, it is possible that in a given year no candidates will be selected.
5. The applications of nominees who are not selected in the first year of nomination will remain active for a total of three years. Nominators will have the opportunity to update their nomination during subsequent years in which their candidate is under consideration.

D-9. CLINICAL FACULTY: Clinical faculty may be appointed for the purpose of performing practicum, laboratory, or classroom teaching. Clinical faculty is a non-tenure track position. Clinical faculty positions are appropriate for professional disciplines having strong applied and/or clinical elements or those serving university units or academic departments in a supporting capacity. Appointment to clinical-faculty status constitutes a recognition of the appointee's scholarly contributions and professional accomplishments, and confers responsibilities and privileges as stated in a below. Clinical faculty members may be appointed and/or promoted to the ranks of clinical assistant professor, clinical associate professor or clinical full professor.

a. Responsibilities, Privileges, and Rights. A clinical faculty member has a primary employment responsibility in a UI unit. The relationship of a clinical faculty member to UI is essentially that of a collaborator with a UI unit, program, or faculty member. The guarantees afforded by the principle of academic freedom [see [31604000](#)] are extended to members of the clinical faculty. They have the same responsibilities and privileges as university faculty (FSH 1520 II 1)

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Clinical faculty members perform administrative, analytical, and research functions that complement UI's mission in teaching, research, and service.

1. Clinical faculty members may have teaching as a primary or major responsibility; in addition, they may advise students on their academic or professional programs, participate in research projects, serve on graduate students' supervisory committees, engage in outreach and engagement activities, and act as expert advisers to faculty members or groups.
2. The nature and extent of the services to be rendered are determined jointly by the clinical faculty member, his or her immediate supervisor, and the unit administrator(s) concerned.

b. Qualifications. Assignment to a clinical faculty position is based on demonstrated knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to those expected of faculty within the unit.

c. Conversion. Instructors and senior instructors who meet the qualifications for clinical faculty defined in D-9 b. may be considered for clinical faculty status upon the recommendation of the unit administrator and dean, subject to approval by the provost. Credit for prior equivalent experience may be granted by the provost up to a maximum of four years. Conversion of an existing tenure-track or tenure line in a unit to clinical status requires the approval of the dean and provost. A unit must demonstrate that a clinical position better advances the university's strategic goals than a tenure-track position.

E. EMERITUS STATUS. (FSH 1520 II.2)

E-1. PURPOSE. Emeritus status benefits both the university and emeriti by providing opportunities for emeriti to maintain ties with faculty members and continue service to the university and community.

E-2. ELIGIBILITY. A board-appointed, benefit-eligible member of the university faculty who holds one of the ranks described in 1565 D and who leaves the university and has a minimum of 8 years of service and attained the rule of 65 (age plus years of service is at least 65) is eligible for emeritus status.

E-3. APPOINTMENT.

1. Faculty must request consideration for emeritus status. This request may be made in the notice of resignation or in a request made directly to the provost. This request may be made along with or at any point following the submission of the letter of resignation. If a faculty member who is eligible for emeritus status under section E-2 does not request consideration for emeritus status in their resignation letter, then their college or department will send a notice to the faculty member asking if they wish to request emeritus status. The college or department will send a similar notice to any eligible faculty who receives a terminal contract due to program closure or similar circumstances.
2. In ordinary circumstances, the provost will grant emeritus status if the eligibility requirements specified in E-2 are satisfied. In exceptional circumstances, the provost may suspend the above eligibility rules and award, deny, or revoke a faculty member's emeritus status with a written notification to the faculty member stating the reasons for the decision and notifying them of the ability to appeal. A faculty member may appeal this decision to the Faculty Senate Chair, Faculty Senate Vice Chair, and Faculty Secretary, where the provost's decision must be upheld by a unanimous vote in order to be enacted. Examples of exceptional circumstances include the reasons outlined in FSH 3910 A-1.
3. A list of emeriti is maintained by the Provost's office.
4. Emeriti are responsible for updating contact information with the university.

E-4. PRIVILEGES.

- a. **Access.** Emeriti continue to have access to research, library, and other UI facilities.

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- b. **Participation.** UI encourages the voluntary continued participation of emeriti in the activities of the academic community. Emeriti may take an active role in the service and committee functions of their department, college, and the university as described in FSH 1520 II.2. Other activities are subject to approval by the provost.
- c. **Title.** Emeriti may use the title “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement.
- d. **Mail.** Departmental mailboxes continue to be available to emeriti who reside locally. Emeriti who have departmental mailboxes receive full distribution of departmental notices unless otherwise requested.
- e. **Office supplies.** Office supplies are available under regular departmental procedures.
- f. **Postage.** Departmental postage may be used for professional mail.
- g. **Parking.** Emeriti receive one non-transferable gold parking permit annually.
- h. **Discount programs.** Emeriti receive any discounts available to other faculty members through various UI programs.
- i. **Functions.** Emeriti are invited to the same university, college, and departmental functions as active faculty.
- j. **Travel funding.** Travel funding may be used to support professional activities of emeriti in service to the university (e.g. guest lectures, research design, consultation, etc.). Emeriti may have a lower priority for travel funding than active faculty and such funding is at the discretion of the unit administrator or dean.
- k. **Office/lab space.** Offices and labs for emeriti are provided on a space-available basis as determined by the unit administrator or dean, giving higher priority to active faculty and unit needs. Office and lab space allocations to emeriti may be revoked upon 60 days’ notice.
- l. **Information technology services.** Emeriti who elect to maintain an active computing account will retain access to services provided by Information Technology Services (ITS) including electronic communications (e.g., email, instant messaging, etc.), technical support, and offered software.

E-5. EMPLOYMENT OPPORTUNITIES.

- a. Emeriti may hold a temporary or permanent part-time position (0.49 FTE or less) subject to regular employment procedures. It is the responsibility of emeriti to consult with HR regarding impact to benefits.
- b. Emeriti shall not serve as supervisors of other employees unless they hold a position as outlined in E-5-a herein.

F. ASSOCIATED FACULTY: Associated faculty members (see FSH 1520 II-3) have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit’s discretion. They are not eligible for sabbatical leave.

F-1. AFFILIATE FACULTY:

a. General. The affiliate faculty consists of professional personnel who serve academic departments in a supporting capacity. Appointment to affiliate-faculty status constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, confers responsibilities and privileges as stated in subsection d below, and authorizes assignment of service functions as described in subsection d-2 below. It is also a means of encouraging greater cooperation between and among academic departments and other units. An affiliate faculty member holds a non-tenure-track faculty status in an appropriate academic discipline.

b. Employment Status. An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency’s units or programs that is officially associated with the university.

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c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member's primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership.

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see 31604000] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.)

Affiliate faculty members perform administrative, analytical, and research functions that complement UI's mission in teaching, research, and service.

1. Affiliate faculty members, as such, do not normally have teaching as a primary or major responsibility; however, with the approval of academic departments, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students' supervisory committees (with approval by the dean of graduate studies), or act as expert advisers to faculty members or groups.
2. The nature and extent of the services to be rendered are determined jointly by the affiliate faculty member, his or her immediate supervisor, and the departmental administrator(s) concerned.
3. Affiliate faculty qualify for the faculty-staff educational privilege [see 3740]

e. Qualifications. Assignment to an affiliate faculty position is based on demonstrating knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to what is expected of faculty within that unit.

f. Appointment.

1. Appointments to the affiliate faculty may be made at any time. They are reviewed by the dean of the college before publication of each issue of the *General Catalog*. No appointment should be continued unless the affiliate faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university.
2. A recommendation for appointment to the affiliate faculty normally originates in the appropriate academic department and requires the concurrence of the nominee's immediate supervisor and the faculty of the appointing department. The appointment must be approved by the dean of the college, the president, and the regents.
3. An appointment, termination, or other change in affiliate-faculty status is made official by means of a "Personnel Action" form.

F-2. ADJUNCT FACULTY:

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a. General. The adjunct faculty includes highly qualified persons who are not employed by UI but are closely associated with its programs. [For the distinction between the affiliate and the adjunct faculty categories, see 1565 F-1-c.]

b. Responsibilities. Members of the adjunct faculty have the same academic freedom and responsibility as do members of the university faculty; however, their right to vote in meetings of the university faculty and of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. Adjunct faculty members may be assigned to advise students on their academic or professional programs at any level; to work in cooperative research projects; to serve on committees, including graduate students' supervisory committees (with approval by the College of Graduate Studies); to act as expert advisers to faculty members or groups; and to teach courses in their branch of learning.

c. Qualifications. Adjunct faculty members must be highly qualified in their fields of specialization and should have exhibited positive interest in UI programs in the field of their appointment. Their qualifications should ordinarily be equivalent to those required of regular members of the faculty in the area and at the level of the adjunct faculty member's responsibility.

d. Adjunct faculty do not qualify for the faculty-staff educational privilege. (see 3740)

e. Appointment.

1. Appointments to the adjunct faculty may be made at any time. b. Appointments are for an indefinite period, but are to be reviewed by the dean of the college before publication of each issue of the *General Catalog*. No appointments should be continued unless the adjunct faculty member is actively engaged in the responsibilities for which he or she was appointed.

2. Recommendations for appointment to the adjunct faculty are normally developed at the departmental level and have the concurrence of the departmental faculty. For interdisciplinary degree programs, adjunct faculty may also be assigned responsibilities with respect to the degree programs with approval of the program faculty and of the program director. Appointments must be approved by the dean of the college, the provost, the president, and the regents.

3. Before formal appointment procedures are begun, the prospective adjunct faculty member must agree to serve under the provisions herein described. When necessary, the consent of the nominee's employer, if any, will be requested and recorded.

4. Appointment information is recorded on the regular "Personnel Action" form.

5. The appointment of adjunct faculty members to graduate students' supervisory committees requires approval by the dean of the College of Graduate Studies.

G. TEMPORARY FACULTY: Temporary faculty have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit's discretion. They are not eligible for sabbatical leave.

G-1. LECTURER. A teaching title that ~~may be used at any level, i.e., it~~ carries no specific connotation of rank among the professorial titles. This title is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks. ~~A lecturer qualifies for faculty status with vote during any semester in which he or she (a) is on an appointment greater than half time and (b) has been on such appointment for at least four semesters. When a lecturer qualifies for faculty status they shall be reviewed at a minimum of every 5 years thereafter as determined by the unit's bylaws. The review committee defined by the unit's bylaws shall include tenure-track faculty within the unit.~~

G-2. VISITING FACULTY. A designation that ~~when used with a professorial title, customarily~~ indicates that the appointee holds a regular teaching or research position at another institution. A visiting appointee who does not

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hold a professorial rank elsewhere ~~may be designated as a lecturer~~ shall be subject to the requirements for lecturers to qualify for voting rights. ~~Appointees with visiting academic ranks (e.g., visiting associate professor, visiting professor) are considered temporary members of the university faculty. Those on full time appointment have the privilege of voting in meetings of the university faculty and of the appropriate constituent faculties.~~

G-3. ACTING. Persons who are judged competent to perform particular duties may be appointed for temporary service as acting members of the faculty. An acting appointment may also be used to establish a probationary period for an initial appointment of a person who, while being considered for a regular position on the faculty, is completing the required credentials for a permanent appointment. Persons on acting status are not voting members of the university faculty or of constituent faculties.

G-4. ASSOCIATE. A title for a nonstudent with limited credentials who is assigned to a specialized teaching, research, or outreach position. Associates are exempt staff and are not members of the university faculty or of constituent faculties.

H. NON-FACULTY: Those within this category are not members of the faculty.

H-1. POSTDOCTORAL FELLOW. Postdoctoral fellows are persons who hold the doctoral degree or its equivalent at the time of their appointment and are continuing their career preparation by engaging in research or scholarly activity. Postdoctoral fellows are special exempt employees in the category of “temporary or special” (FSH 3080 D-2 a) employees recognized by the regents. [See also 3710 B-1.b.]

H-2. GRADUATE STUDENT APPOINTEES: The general nature of the following graduate assistantships is defined as an apprenticeship experience that consists of a work obligation partnered with educational and developmental activities, all of which are integrated with the graduate degree program of the student. All graduate assistants must be individually mentored by a faculty advisor and may receive additional mentoring from other faculty and/or staff on or off campus. All graduate assistant positions (H-2. a, b, c) are limited to twenty hours per week of work. All graduate student appointees must be academically qualified and registered. [See also 3080 D-2-a.]

a. Graduate Teaching Assistant. Graduate Teaching Assistants perform duties related to the instructional efforts of the unit in which they are employed under the supervision of a member of the university faculty, associated faculty, or temporary faculty (see FSH 1565 D, F, and G). These duties, which must be associated with academic credit instruction and constitute at least 50 percent of a Graduate Teaching Assistant’s effort, may include, but not be limited to: primary teaching responsibilities; grading assignments; assisting with the delivery of instruction through technology; and providing other assistance related to instruction.

b. Graduate Research Assistant. Graduate Research Assistants develop competence in performing professional-level work in support of research, scholarship, or creative activity. These positions can only have duties within the scope of work permitted by the funding source.

c. Graduate Support Assistant. Graduate Support Assistants perform a wide range of duties and can have varying responsibilities in academic and non-academic campus departments and programs. The specific duties depend on the needs of the office or project and on the qualifications and experiences of the Graduate Support Assistant. Graduate Support Assistants may provide academic and/or non-academic instruction, and/or assist with research, or provide other support functions. The duties must be directly related to the Graduate Support Assistant’s program of study. The College of Graduate Studies shall periodically publish standards governing the permissible scope of Graduate Support Assistant appointments on its website.

I. QUALIFICATIONS OF NONFACULTY MEMBERS FOR TEACHING UI COURSES. Persons who are not members of the university faculty but are selected to teach UI courses offered for university-level credit (including continuing-education courses and those offered by correspondence study) are required to have scholarly and professional qualifications equivalent to those required of faculty members.

Version History

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Amended July 2022. Revised and clarified section C-1.a. to expand and clarify the evidence that may be used in evaluating teaching effectiveness.

Amended July 2021. Editorial changes.

Amended July 2020. The policy on emeritus status was extensively revised to provide greater clarity, ensure conformity with labor law, and add the ability to revoke emeritus status in exceptional circumstances. Section D-5 Librarian was revised to provide more flexibility in recruiting efforts.

Amended January 2020. The policy on office hours was moved from FSH 3240 to C-1.c. Changes were made to sections C-1 and C-3 to ensure that faculty efforts in the areas of teaching, advising, and outreach and extension are properly credited.

Amended July 2018. A new category for graduate support assistants was added to address needs that are not covered under the role of a typical teaching or research assistant position.

Amended July 2014. The cap on non-tenure track faculty appointments in a unit was adjusted and promotion processes clarified and revised.

Amended January 2014. The time necessary to qualify for emeritus status was redefined.

Amended July 2013. Definitions for research and teaching assistants were more clearly defined.

Amended July 2012. Edits were made to the Distinguished Professor under D-8 and to the qualifications for Emeritus status and a search waiver under E.

Amended July 2011. Voting for associated faculty was clarified and Clinical Faculty under “G. Temporary Faculty” moved to “D. University Faculty” as D-9 and was revised.

Amended July 2010. The affiliate and adjunct terms were switched to conform to national norms and the rank of Distinguished Professor was added.

Amended January 2010. Changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy. Ranks for Associated Faculty in F were removed because the promotion process as detailed in 3560 for faculty ranks was deemed excessive for associated faculty. Those currently holding a specific rank in adjunct or affiliate will retain that privilege.

Amended July 2008. The policy was reorganized to better reflect classifications as stated in FSH 1520 Article II.

Amended July 2006. Substantial revisions were made to Section A.

Amended July 2001. Section J-1, voting rights for lecturers, was changed.

Amended July 2000. Revisions were made to C-1, D-1, and E-1.

Amended 1998. Extensive revisions were made to B (entirely new), C, D, and E.

Amended July 1998. Section A underwent additional substantial revision.

Amended July 1996. The definitions of ‘postdoctoral fellow’ (J-5), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised.

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Amended July 1994. Section A was substantially revised, so as to underline better the importance of both teaching and scholarship. The so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance.

Amended 1987. The material in section I was added.

Adopted 1979.



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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 1640 COMMITTEE DIRECTORY**

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. All changes must be made using "track changes."

Originator: Francesca Sammarruca, Faculty Secretary

Policy Sponsor, if different from Originator:

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.
 - **FSH 1640** Committee directory: reorganized for clarity and consistency.
 - **FSH 1640.47** Fiscal Emergency Committee: deleted. (Non existing, checked with VP Brian Foisy.)
 - **FSH 1640.35** Disability Affairs Committee: deleted. (Non existing, checked with Lindsay Ewan, Interim Director, OCRI.)
 - **FSH 1640.78** Shared Leave Committee: deleted. (Non existing, checked with Brandi Terwilliger, Director, HR.)
 - **FSH 1640.94** Multi-Campus Communication Committee: deleted. Remote communication has become a standard way to communicate. This committee, as presently described and charged, is obsolete.

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.

July 1, 2023.

COMMITTEE DIRECTORY

~~mailto:OWNER:~~

~~Faculty Secretary~~

~~Francesca Sammarucea~~

~~faesec@uidaho.edu~~

University-Level Standing Committees ~~LAST REVISION: July 2022~~

Subsections

~~I—List of Senate Committees (faculty members appointed by the Committee on Committees)~~ Senate Committees

- .02 Academic Hearing Board
- .04 Academic Petitions Committee
- .06 Administrative Hearing Board
- .08 Admissions Committee
- .10 Americans with Disabilities Act Advisory Committee
- ~~.12 Institutional Animal Care and Use Committee~~
- ~~.14 Institutional Biosafety Committee~~
- .18 Borah Foundation Committee
- .20 University Budget & Finance Committee
- .22 Campus Planning Advisory Committee
- .26 Commencement Committee
- .28 Committee on Committees
- ~~.34 Provost Council~~
- .36 Dismissal Hearings Committee
- .40 Instructional Space Committee
- .41 Faculty and Staff Policy Group
- .42 Faculty Affairs Committee
- .43 Faculty Appeals Hearing Board
- .44 Faculty Senate
- .46 Arts Committee
- ~~.53 Honors Program Committee~~
- ~~.48 Graduate Council~~
- ~~.50 Grievance Committee for Staff Employees~~

- ~~.51 Grievance Committee for Student Employees~~
- ~~.53 Honors Program Committee~~
- ~~.54 Institutional Review Board~~
- .55 Information Technology Committee
- .58 Ubuntu
- .60 Library Affairs Committee
- .64 Officer Education Committee
- .66 Parking Committee
- ~~.69 Promotions Review Committee~~
- ~~.70 Publications Board~~
- ~~.71 Radiation Safety Committee~~
- ~~.72 Research Council~~
- .74 Sabbatical Leave Evaluation Committee
- .76 Safety and Loss-Control Committee
- .77 Scientific Misconduct Committee
- ~~.80 Staff Council~~
- .83 Student Conduct Board
- .84 Student Financial Aid Committee
- ~~.86 Teacher Education Coordinating Committee~~
- .87 University Teaching Committee
- .88 University Advising Committee
- .89 University Committee for General Education
- .90 University Assessment & Accreditation Committee
- .91 University Curriculum Committee
- .92 University Development Council
- ~~.94 University Multi-Campus Communications Committee~~
- ~~.95 University Security and Compliance Committee~~

~~.95 University Security and Compliance Committee~~

~~H—List of other~~ Other University-Level Standing Committees

- ~~.12 Institutional Animal Care and Use Committee~~
- ~~.14 Institutional Biosafety Committee~~

- ~~.34 Provost Council~~
- ~~.48 Graduate Council~~
- ~~.50 Grievance Committee for Staff Employees~~
- ~~.51 Grievance Committee for Student Employees~~
- ~~.54 Institutional Review Board~~
- ~~.69 Promotions Review Committee~~
- ~~.70 Publications Board~~

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[.71 Radiation Safety Committee](#)
[.72 Research Council](#)
[.80 Staff Council](#)

[.86 Teacher Education Coordinating Committee](#)
~~[.95 University Security and Compliance Committee](#)~~

ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

A-1. To act on requests for redress of academic grievances and to decide appeals from decisions made by college authorities.

a. Grievances may concern, but are not limited to, such matters as: (1) eligibility for advanced placement or credit by examination; (2) objectivity or fairness in making, administering, and evaluating class assignments; (3) maintenance of standards for conscientious performance of teaching duties; and (4) scheduling of classes, field trips, and examinations.

b. The AHB does not hear appeals concerning requirements or regulations of the College of Graduate Studies or the College of Law. Appeals from decisions of other college authorities are subject to the limitations specified in C-3.

A-2. To observe the effects of academic requirements, regulations, and policies, and to report its findings and recommendations to the Faculty Senate.

B. STRUCTURE. Five faculty members, at least one of whom holds an administrative position in a college. In selecting a chair, a tenured faculty member will receive priority.

C. PROCEDURES.

C-1. Generally the student who is dissatisfied with an institutional academic action should first request reconsideration by the appropriate academic authority. Normally, AHB should hear an appeal only after the student has exhausted the appellate procedures provided at the levels of the department and college. Nevertheless, AHB may grant a request for an earlier hearing if at least two of its members recommend an exception on the grounds that an immediate hearing is warranted.

C-2. When an appeal is to be heard, AHB summons the student concerned and a representative of the academic authority whose action is challenged. A UI student or employee who is summoned to a hearing has the same responsibility to respond as though directed by the president to do so.

C-3. AHB recommends reversal of a departmental or college decision as to the satisfaction or waiver of a requirement or regulation only when it finds that (a) regular procedures have not been followed, (b) the petitioner has been denied a fair hearing, or (c) the decision being appealed was discriminatory with respect to the petitioner.

C-4. Although AHB cannot change a grade or require that it be changed, it may order that the grade it considers appropriate also be recorded on the student's academic records. (NOTE: Procedures for changing grades are outlined in the catalog.)

C-5. It is within the purview of the AHB to hear an appeal of a grade imposed by an instructor as a result of academic misconduct, e.g., cheating or plagiarism. Such a grade constitutes an evaluation and is not to be construed as a penalty. Penalties for academic misconduct are considered to be disciplinary in nature and must be imposed through the student judicial system. Appeals from penalties imposed through the student judicial system are directed to the Faculty Senate. [see 2200, 2300 II, and 2400.]

C-6. AHB reports its decisions and recommendations to the student, instructor, departmental administrator, and

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dean concerned and to the registrar. The department, college, and registrar make such reports part of their permanent records for the student concerned.

C-7. AHB may devise additional procedures, consonant with the constitution of the university faculty [1520] and the “Statement of Student Rights” [2200], for the discharge of its functions.

C-8. Actions of the AHB may be appealed as stated in 2500.

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

A-1. To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions.

A-2. To observe the effects of university-level academic requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate.

A-3. This committee traditionally meets on Thursdays at 2:30 p.m. and during the summer.

B. STRUCTURE. Five faculty members, at least one from the Counseling and Testing Center and include two assistant or associate deans, and (w/o vote) the registrar or that officer’s designee. To assure a quorum alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee.

C. ASSUMPTIONS AND PROCEDURES.

C-1. APC must be careful not to establish the petition process as an alternative to being governed by the faculty’s legislated academic requirements. There are not two sets of requirements--one for those petitioning and another for those following the catalog.

C-2. All academic work undertaken should be accurately reflected in the student’s record. The faculty expects APC to ensure that the record is faithful to the actual experience (cosmetic adjustments or “corrections” are not sanctioned) and that the record is properly interpreted in relation to academic requirements.

C-3. The responsibility for complying with deadlines specified in the academic calendar belongs to the student.

C-4. The decisions of APC should be focused on the academic consideration involved that caused the student to petition, rather than on the consequences, either real or imagined, that may face the student.

C-5. Petitions are presented to APC by a representative of the student’s college.

C-6. APC reports its decisions to the registrar and to the student via his or her dean.

C-7. Procedures for appeals from decisions of this committee are as provided in 2500.

1640.06
ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

A-1. The AdHB, acting for the Faculty Senate, hears and decides:

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a. Appeals by students and employees from administrative decisions in such matters as residence status for tuition purposes, granting of student financial aid, and assessment of fees or charges (except in connection with parking regulations, see 1640.66).

b. Disputes involving interpretation and application of policies concerning such matters as student records.

A-2. Disputes involving requests for accommodation for persons with disabilities will be handled under 3210.

A-3. The AdHB is directed to observe the effects of university-level requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate.

A-4. AdHB is empowered to call students and employees to hearings and any such person called has the same responsibility to respond as though summoned by the president. Decisions of AdHB are subject to review by the president and regents, and may be appealed to them when they consent to hear such appeals.

A-5. This committee meets during the summer.

B. STRUCTURE. Four members of the faculty (including one from the College of Law), one staff member, one student and the following *ex officio* members, or their designees: Registrar and Manager of Student Accounts. In selecting a chair, a tenured faculty member will receive priority.

1640.08

ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review. The Admissions Committee also evaluates and acts on applications of undergraduate students to special UI programs requiring minimum qualifications lower than those for regular admission to the University of Idaho. The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college's Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.)

A-1. This committee traditionally meets during the summer.

B. STRUCTURE. Five members of the faculty, director of counseling and testing center or designee, chair of Ubuntu or designee, a member of the American Language and Culture Program faculty, and the following without vote: director of admissions (or designee), a Student Support Services designee, a representative from the Office of Multicultural Affairs, a professional advisor, and up to two representatives from student support programs. To assure a quorum, alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee.]

1640.10

AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Director of The Office of Civil Rights and Investigations on all matters relating to disability, including universal access and design of university facilities, websites, and programming; accommodation of students, faculty and staff with disabilities; full compliance with the Americans With Disabilities Act as amended, Idaho Human Rights Act, Rehabilitation Act of 1974, and Fair Housing Act; and to discharge such other functions as may be assigned by the Faculty Senate or by the president or the president's designee.

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A-2. To fulfill the major faculty responsibility for monitoring and advancing UI's commitment to ensuring that its facilities, programs, activities and services are accessible to all persons with learning, sensory, physical and other disabilities, and to serve the needs of these members of the university community. The committee works closely with administrative officers in identifying and ensuring compliance with applicable laws, regulations and best practices, as well as regents' policy.

A-3. To submit periodic reports on its activities to the Director of The Office of Civil Rights and Investigations, who will distribute them to the Faculty Senate along with recommendations for appropriate program or policy changes.

B. STRUCTURE AND MEMBERSHIP. Three (one from the library, one academic administrator, and the third should have experience and/or possess knowledge of persons with disabilities) all of whom are selected by the Committee on Committees, ITS Director (or designee), Facilities Director (or designee), Executive Director for Human Resources (or designee), Director of Center for Disability Access and Resources,, Director of Housing and Residence Life, Director of Counseling and Testing Center (or designee), Director of The Office of Civil Rights and Investigations, two staff members, two students (undergraduate and graduate), and the following without vote: Parking and Transportation Services, Center on Disabilities and Human Development, Public Safety & Security (or designee), and Office of General Counsel.

1640.12

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

(See also APM 45.01)

A. FUNCTION. To perform the functions of the IACUC as defined in APM 45.01.

B. STRUCTURE.

B-1. Members are appointed to three year terms by the Institutional Official (IO) who is the VP for Research and Economic Development. To provide the necessary expertise and continuity members may serve successive terms with reappointment by the IO.

B-2. The committee is composed of not less than five voting members including a chairperson, the Attending Veterinarian (ex-officio appointment a practicing scientist experienced in animal research, a non-scientist, and an individual not affiliated with the University. No more than three voting members may be from the same administrative unit.

B-3. Alternates that meet the criteria for each of the specified positions may be appointed by the IO.

B-4. The Office of Research Assurances Director serves as a non-voting, ex-officio member.

B-5. The IO may remove and replace a committee member at any time when the IO has determined that the member is unwilling or unable to perform committee member functions.

1640.14

INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)

A. FUNCTION. On behalf of the University, the Institutional Biosafety Committee (IBC) is responsible for:

A-1. Reviewing and approving the use of potentially biohazardous material, select agents and toxins, and recombinant DNA in research or teaching activities conducted at or sponsored by the institution for 1) compliance with government agency requirements, including NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) and regulations promulgated by the CDC and USDA related to select agents and toxins; and 2) alignment with best practices as provided in Biosafety in Microbiological and Biomedical Laboratories (BMBL) and other appropriate best practices. This review shall include: 1) independent

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assessment of the containment levels appropriate for the proposed research, and 2) assessment of the facilities, procedures, practices, and training and expertise of personnel involved in work with these materials. Consultants may be utilized to assist the IBC. See NIH Guidelines section IV-B-2-b-1 and APM 35.11. Biohazard Safety

A-2. Notifying the Principal Investigator of the results of the IBC's review and approval. See NIH Guidelines section IV-B-2-b-2.

A-3. Lowering containment levels for certain experiments as specified in NIH Guidelines section III-D-2-a, Experiments in which DNA from Risk Group 2, Risk Group 3, Risk Group 4, or Restricted Agents is Cloned into Nonpathogenic Prokaryotic or Lower Eukaryotic Host-Vector systems. See NIH Guidelines section IV-B-2-b-3.

A-4. Setting containment levels as specified in NIH Guidelines sections III-D-4-b, Experiments Involving Whole Animals, and III-D-5, Experiments Involving Whole Plants. See NIH Guidelines section IV-B-2-b-4.

A-5. Periodically reviewing recombinant DNA research and potentially infectious material research conducted at the institution to ensure compliance with NIH Guidelines and BMBL best practices. Reviews occur every three years, or more often as deemed necessary by the IBC. See NIH Guidelines section IV-B-2-b-5.

A-6. Adopting emergency plans covering accidental spills and personnel contamination resulting from potentially infectious material and recombinant DNA research. See NIH Guidelines section IV-B-2-b-6.

A-7. Serving as an advisory body to the Vice President for Research and Economic Development for biohazardous research activities.

B. STRUCTURE. The IBC is a faculty-chaired committee. In accordance with NIH Guidelines, the IBC must comprise no fewer than five members selected so that they collectively have experience and expertise in recombinant DNA technology, the capability to assess the safety of recombinant DNA research, and the capability to identify any potential risk to public health or the environment. Members are nominated by the Vice President for Research and Economic Development.

Two members of the committee serve as standing members of the committee as part of their job role: 1) Biosafety Officer and 2) Attending Veterinarian. At least two members shall not be affiliated with the University (apart from their membership on the IBC) and shall represent the interest of the surrounding community with respect to health and protection of the environment. The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant pest containment principles when experiments utilizing the appendix associated with plant research in the NIH Guidelines require prior approval by the IBC. The IBC shall include at least one scientist with expertise in animal containment principles when experiments utilizing the appendix associated with animal research in the NIH Guidelines require IBC prior approval. When the institution conducts recombinant DNA research at BL3 or Large Scale (greater than 10 liters), a Biosafety Officer is mandatory and shall be a member of the IBC.

In order to ensure the competence necessary to review and approve research protocols, every effort is made to ensure that the committee also includes members with expertise in infectious materials, biological safety, physical containment, institutional commitments and policies, applicable law, standards of professional conduct and practice, and a member of the laboratory technical staff.

When changes in NIH guidelines require change in committee structure, such changes will become effective at the time required by federal law. See NIH Section IV-B-2-a. To provide the necessary expertise and continuity of operation, members may serve consecutive three-year terms. The Responsible Official (RO) who is the Vice President for Research and Economic Development may remove and replace a committee member at any time when the RO has determined that the member is unwilling or unable to perform committee member functions.

Reference: NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules (NIH Guidelines) April 2019

1640.18
BORAH FOUNDATION COMMITTEE

A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace.

B. STRUCTURE. Six faculty members, two staff, four students, and (without vote) the associate director of the Martin Institute for Peace Studies and Conflict Resolution. This committee requires a heavy time commitment; as such, elected members will serve two year terms. The Borah Foundation Committee meets weekly and elects its own chair. The Borah Foundation Committee members serve from April 1st of the year of appointment.

1640.20
UNIVERSITY BUDGET AND FINANCE COMMITTEE

A. FUNCTION. The function of the University Budget and Finance Committee is

A-1. To advise the president, provost and the vice president for finance on matters pertaining to operating and capital budgets. The Committee will periodically review policy matters regarding the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans, and deferred maintenance plans.

A-2. To be involved strategically in the university budget process. The Committee may help define the budget process and goals, and participate in university budget hearings and meetings.

A-3. To initiate and/or respond to the study of budget and financial policies and issues.

A-4. To provide periodic reports to Faculty Senate and Staff Council on matters pertaining to university finances and budgets.

B. AGENDA. The agenda of each meeting will be set by the Chair of the committee in collaboration with the vice president for finance and/or the provost. The vice president for finance is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. The Senator on the Budget and Finance Committee is responsible for reporting activities of the committee to the Senate.

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 19 voting members, plus 3 nonvoting members. The voting members will consist of ten faculty selected by Committee on Committees (preferably, one faculty member from each academic college and one representative from faculty-at-large), and one Senator elected from the Faculty Senate; five staff, (one from each vice presidential area nominated by Staff Council); and three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) members include: Provost and Executive Vice President, Vice President for Finance, and Budget Office representative.

The committee's chair will be selected by the Committee on Committees from one of the faculty members. ,

1640.22
CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

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A-1. To advise the Faculty Senate, Space Advisory Council, and the president concerning campus planning, including such areas as the following:

- a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.
- b. To encourage optimal use of UI's human and physical resources in the planning of campus development.
- c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.
- d. To be concerned with both short-term and long-term projects and with their immediate and future implications.
- e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the vice president for finance and administration for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president.

B. STRUCTURE. Six faculty members, two of whom are elected by Faculty Senate. The committee's chair will be selected from one of these six. The other members of the committee will include one student elected by ASUI, be the Vice President for Finance and Administration (or designee), the Assistant Vice President for Facilities, the CIO of Information Technology, one staff member, and the Coordinator for Student Disability Services (or designee).

1640.26

COMMENCEMENT COMMITTEE

A. FUNCTION.

A-1. To recommend policies applicable to the annual commencement exercises, to provide the president with a list of recommended speakers for the general ceremony, to consider and communicate the concerns of faculty members and colleges with regard to the entire commencement proceedings, and to provide advice to the registrar or president on any other business that pertains to the academic aspects of commencement. [See also 4980.]

A-2. To screen nominations for honorary degrees. [See Section 4930.]

A-3. To act for the faculty in recommending candidates for honorary degrees to the president. [See Section 4910.]

A-4. To review the guidelines and procedures concerning the awarding of honorary degrees and to recommend changes to the Faculty Senate.

B. STRUCTURE. Five faculty members (one of whom serves as chair), one honors student (nominated by ASUI in consultation with the director of the University Honors Program), and the registrar. The chair of this committee also serves as an ex-officio member of the administrative committee charged with production of the commencement activities.

1640.28

COMMITTEE ON COMMITTEES

A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. To ensure full membership when committees begin meeting each fall, authority is given to the Faculty Secretary, Faculty Senate Chair and Vice Chair (aka Committee on Committees Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate.

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A-2. To conduct a continuing study of UI's committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate.

A-3. The Faculty Secretary is a resource for this committee and oversees the process for solicitation of faculty members to serve on university-wide standing committees and maintains committee membership lists.

B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote) a representative of staff council, and ASUI president, or designee.

1640.34 PROVOST COUNCIL

A. FUNCTION. [See also 1420 D.] To advise the provost and provide a communication forum for the following purposes:

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.

A-3. Evaluating the effectiveness of academic-management procedures.

A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

B. STRUCTURE. Provost (chair), vice provosts for academic affairs and student affairs, vice president for research and economic development, dean of graduate studies, WWAMI director, library dean, center leadership and academic deans.

~~1640.35 DISABILITY AFFAIRS COMMITTEE~~

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.

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

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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.

1640.40

INSTRUCTIONAL SPACE COMMITTEE

[. See also APM 40.10]

A. FUNCTION.

A-1: To develop and oversee a systematic approach for evaluating, building, and maintaining modern learning spaces on an ongoing basis.

A-2: To monitor and report on classroom and class lab utilization, offering recommendations to the Space Advisory Council regarding any conversion from centrally scheduled learning spaces to departmentally scheduled, or vice versa.

A-3: To develop classroom and teaching lab renovation priorities; also develop design and technical standards in support of continuous learning space improvements and implementation of curriculum.

A-4: To evaluate and recommend changes current scheduling policy to ensure flexibility in meeting the needs of modern active learning spaces.

A-5: To make recommendations on prioritization of budgeted expenditures for any general or departmental classroom construction, renovation, major maintenance and/or equipment upgrade project.

B. STRUCTURE. The Registrar, or designee, shall serve as Chair and one additional member from the Registrar's Office; two members from facilities selected by the assistant vice president of facilities; three faculty members; two ASUI representatives; one member selected by the senior executive director from each of the following areas: Information Technology, Center for Excellence in Teaching and Learning (CETL), Purchasing; and the Director of General Education, ex officio without vote.

C. CONTEXT: A systematic approach for evaluating the creation and/or maintenance of classroom environments that are acceptable, sustainable and which effectively facilitate the teaching and learning processes is essential. Numerous discussions with faculty, administration, and staff point to the lack of coordination among the many people who are involved with classrooms. This has contributed to classroom environments which no longer effectively facilitate the teaching and learning process. A coordinated strategic approach moving forward will ensure that classroom environments effectively support the instructional mission of the University and that policy and procedures are in place to facilitate equitable scheduling practices with good classroom utilization rates.

FSH 1640.41

FACULTY AND STAFF POLICY GROUP (FSPG)

A. FUNCTION.

A-1. To review non-academic policies and procedures (other than minor amendments, see FSH 1460 B-2) that affect both faculty and staff and that reside in the *Faculty-Staff Handbook* and/or *Administrative Procedures Manual*.

A-2. To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate

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regularly with the chairs of Faculty Affairs and Staff Leadership.

A-3. To address and possibly resolve any perceived problems before forwarding proposed policies and procedures to Faculty Senate, the committee is encouraged to seek assistance from, or request meetings with the policy sponsor (see FSH 1460 B-6), general counsel, or others as necessary.

B. STRUCTURE. Three faculty, three staff, and the following as ex officio: Faculty Secretary, and the official responsible for coordinating policy, or designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible. The chair of this committee will be elected by the committee. An ex officio member may be elected as chair of the committee .

1640.42

FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

A-2. To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern.

A-3. To serve as a point of first contact involving questions of interpretation and application of policies affecting the welfare of faculty members such as promotion and tenure.

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The Vice Provost for Faculty and the Faculty Secretary serve as ex officio members without vote.

1640.43

FACULTY APPEALS HEARING BOARD

A. FUNCTION. This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision under FSH 3840 A. In each case referred to it, the board will review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board. The board will make recommendations to the president (see FSH 3840 for further details).

B. STRUCTURE AND MEMBERSHIP: Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable 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, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority.

B-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

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the Faculty Secretary, Ombuds, or General Counsel’s office throughout the hearing.

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

C. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board.

1640.44

FACULTY SENATE

[See 1520 V and 1580 for the function and structure of this senate.]

1640.46

ARTS COMMITTEE

A. FUNCTION:

A-1. To advise the University administration regarding the management of the University arts, including but not limited to acquisition, deaccession, maintenance, and display of works of visual and performing art at the University of Idaho.

A-2. To serve in an advisory capacity for future needs and developments regarding the arts, including but not limited to expenditures, inclusion of the arts in new construction, fundraising, and the direction of the arts on campus.

A-3. To serve as a liaison on arts issues between colleges, departments, faculty, staff, student body, local community and the University administration.

A-4. To advocate for the arts through endeavors that advance arts education on campus, and through community outreach and enrichment, to increase the University of Idaho's reputation as a leading cultural center in the Northwest.

A-5. To oversee the Student Arts Fee Grant program, including but not limited to soliciting and reviewing proposals and working with the Office of the Provost to ensure timely distribution of funds to successful applicants.

B. STRUCTURE AND MEMBERSHIP. The committee is composed of eight voting members consisting of five faculty members representing at least four units, one staff member, two students (including a representative from the ASUI Fine Arts Committee when possible), and seven ex-officio (non-voting) members to include two administrators designated by the president (representing separate colleges or schools), a University administrator in the arts, a representative from the UI Foundation, a representative from Facilities Management, a representative from Special Collections of the UI Library, and the City of Moscow Arts Program manager or designee.

1640.47

FISCAL EMERGENCY COMMITTEE

1640.48

GRADUATE COUNCIL

[See 1700 V for the function and structure of this council.]

1640.50

GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES

[See 3860 for the function and structure of this committee.]

1640.51

GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES

[See 3880 for the function and structure of this committee.]

1640.53

HONORS PROGRAM COMMITTEE

A. FUNCTION.

- A-1.** To recommend policies for the University Honors Program, including admission requirements.
- A-2.** To act on changes in the program.
- A-3.** To act on petitions for exceptions to the requirements of the program. (The committee's actions on petitions may be appealed as stated in 2500.)

B. STRUCTURE. Six faculty members to represent a broad spectrum of the UI community, an academic dean from one of the six colleges representing the honors curriculum (college representation to rotate on an annual basis), President of the Honors Student Advisory Board or designee, and (w/o vote) director of the University Honors Program (UHP), program advisor of the UHP (staff). The latter serves as secretary. One of the six appointed faculty members serves as chair. ,

1640.54

INSTITUTIONAL REVIEW BOARD

A. FUNCTION. The federal government requires the University of Idaho (University) to designate an Institutional Review Board (IRB) to ensure that human subject research conducted under the auspices of the University meets federal requirements. Under the approved federal-wide assurance for the University, the IRB shall apply the regulations set forth by United States Department of Health and Human Services (HHS) at [45 CFR 46](#) to all federally funded human subject research, and shall be guided by the ethical principles set forth in *The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research of the National Commission for the Protection of Human Subjects*. All non-federally funded or unfunded human subject research shall comply with these regulations unless otherwise specified by University policy. The IRB shall also apply the human subject research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles. ([21 CFR 50](#); [56](#); [312](#), and [812](#)). The IRB shall not approve FDA-regulated human subject research without prior approval for such research from the Office of Research and Economic Development. The IRB shall act in conformance with other federal laws and regulations germane to human subject research and with applicable state and local law. [See FSH 5200]

- A-1.** Human subject research that has been approved by the IRB may be subject to further review and approval by University officials. However, a University official may not approve such research, or that portion of a research project that constitutes human subject research, if it has not been approved by the IRB.
- A-2.** The committee serves as an advisory body to the Vice President for Research and Economic Development

for matters related to human subject research.

B. STRUCTURE AND MEMBERSHIP.

B-1. The IRB is composed of at least five (5) members with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the University. The IRB is chaired by a faculty member.

B-2. The Director of Research Assurances serves as an *ex officio* non-voting member to assist in representing institutional commitments and regulations.

B-3. The IRB shall include at least one member whose primary concerns are in scientific areas and one member whose primary concerns are in nonscientific areas.

B-4. The IRB shall include one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person affiliated with the institution.

B-5. At its discretion, the IRB may invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.

B-6. The Vice President for Research and Economic Development may remove and replace a committee member at any time the member is unwilling or unable to carry out committee functions.

B-7. Alternates. The IRB Chair, or designee, may select an alternate member to substitute for, with vote, an absent voting member at a convened meeting. The alternate member shall have similar expertise as the absent voting member for whom they are serving as a replacement.

B-8. The Vice President for Research and Economic Development appoints all members of the IRB, including the alternates.

1640.55
INFORMATION TECHNOLOGY COMMITTEE

A. FUNCTION. To advise and recommend university policies regarding the planning, implementation, and maintenance of information technology in the areas of teaching, research, outreach, and management.

A-1. To make recommendations to the Faculty Senate, the president, the provost, and other appropriate administrators concerning policies and procedures affecting university-wide information technology.

A-2. To solicit recommendations from the faculty, staff, students, and administration concerning present and proposed policies and procedures related to university-wide information technology.

A-3. To review, in an advisory capacity, short-term and long-term plans related to university-wide technology.

A-4. This committee traditionally meets on Mondays at 3:30 p.m.

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Vice President for Finance and Administration, or designee (w/o vote), the Vice Provost for Digital Learning Initiatives or designee (w/o vote), the Vice President for Information Technology or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special

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attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management.

1640.58 UBUNTU

A. CONTEXT. Ubuntu, as explained by Desmond Tutu, is essential to the interconnectedness of being human and living in interdependent communities. Ubuntu is affirming and inclusive of others because we all belong to a larger whole which is diminished when any members are humiliated, disrespected or oppressed. People with Ubuntu enrich themselves but do so in ways that enable the community and all its members to also improve. In this spirit the Ubuntu committee is established to advance these ideals.

B. FUNCTION.

B-1. Ubuntu will promote the values of respect, understanding, and fairness within our diverse university experience; review university policies and programs affecting under-represented and/or under-served students, staff, and faculty in consultation with appropriate representatives as necessary across campus; recommend changes and additions in university policies and programs that enhance student/staff/faculty success and advancement. [See also 4340.]

B-2. Ubuntu will monitor and advance the university's affirmative action and equal opportunity programs [see FSH [3060](#)] being a strong and active voice ensuring that the university's programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee will also work closely with the Americans with Disabilities Act Advisory Committee (ADA) to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at the university. Ubuntu also recommends policies and procedures to address specific disabled access challenges at the university, consistent with requirements of applicable regulations and regents' policy ensuring that the 'spirit of the law' is followed.

B-3. This committee will advise the president on matters of equal opportunity, ensuring that UI's programs, activities and services are available to persons with learning, sensory, physical and other disabilities, and identify avenues for ensuring the campus community creates a fair and inclusive environment for all.

B-4. This committee will also discharge such other functions as may be assigned by the Faculty Senate or by the president or the president's designee. It will also submit periodic reports on its activities to the Faculty Senate including recommendations for appropriate program or policy changes (see FSH *1460*).

C. STRUCTURE. Four faculty, one of whom serves as chair; two staff members (one from Staff Council); two students (one undergraduate (ASUI) and one graduate (GPSA or SBA), one of whom belongs to an under-represented and/or under-served student population and the following *ex officio* members without vote or their designees: the ASUI Director of Diversity Affairs, Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women's Center, a representative from Human Resources, the Director of Civil Rights and Investigations, the Director of Diversity and Community, the Coordinator for Disability Support Services, the Director of International Programs, the LGBTQA Coordinator, and the Director of the Native American Student Center or the Native American Tribal Liaison.

1640.60 LIBRARY AFFAIRS COMMITTEE

A. FUNCTION. To recommend policies and procedures concerning the needs, functions, and objectives of the University Library. [See also 6920.]

B. STRUCTURE. One faculty member plus one faculty member each from humanities, sciences, and social sciences;

one faculty from the library; one undergraduate student; one graduate student; and (w/o vote) dean of library services.

1640.64

OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.]

A-1. To be concerned with the academic integrity of the Officer Education Program (OEP).

A-2. To advise the president, the faculty, and the Departments of Aerospace Studies (WSU), Military Science, and Naval Science on academic matters concerning OEP.

A-3. To review and recommend to the University Curriculum Committee courses to be offered by the above-named departments.

A-4. To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic affairs.

A-5. To assist the OEP to integrate effectively within the UI community.

B. STRUCTURE. Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the Vice Provost for Academic Affairs, or designee (ex officio), and two students (one ROTC and one non-ROTC).

1640.66

PARKING COMMITTEE

A. FUNCTION. To hear and decide appeals concerning matters involving parking and to review and advise the university administration on campus parking conditions, policy, and regulations. Decisions of this committee regarding parking violations may be appealed to the assistant vice president for facilities.

B. STRUCTURE. Three members of the faculty, three members of the staff, two students, and (w/o vote) the parking coordinator.

1640.69

PROMOTIONS REVIEW COMMITTEE

[See 3560 H-2 for the function and structure of this faculty committee.]

1640.70

PUBLICATIONS BOARD

A. FUNCTION. To advise the UI administration on major publications, such as catalogs, viewbooks, magazine, faculty-staff newsletter, and annual reports; to consider communication options; and to recommend the most effective ways to reach targeted audiences. Specific responsibilities include:

A-1. Reviewing UI publications intended for general audiences, including public, civic, and governmental leaders and alumni, and, from time to time, recruiting and other outreach materials. These are evaluated as to purpose, content, type of message, and effectiveness.

A-2. Reviewing trends and proposing priorities, content, and means of reaching new audiences.

A-3. Reviewing policy related to use of UI's corporate identity symbols and recommending policy changes.

B. STRUCTURE. Director of university communications (chair), vice provost for academic affairs, executive director of UI Foundation, director of alumni relations, director of New-Student Services, publication creative director,

publications editor, and secretary of the faculty.

1640.71

RADIATION SAFETY COMMITTEE

A. FUNCTION. To be responsible to the vice president for finance and administration for all aspects of UI's radiation-safety program and consult with individual investigators concerning radiation safety procedures. The Radiation Safety Committee is responsible for all matters pertaining to the formation, administration and operation of a comprehensive radiation safety program. The Radiation Safety Committee reviews new applications and renewal applications to use radioactive materials, conducts audits and reviews of the radiation safety program, determines appropriate levels of radiation safety training and testing, maintains records of committee proceedings and actions, develops radiation safety manuals and safety practices, and ensures compliance with all applicable rules and regulations.

B. STRUCTURE. Radiation safety officer, director of Environmental Health and Safety or a representative of Division of Infrastructure, and an academic dean or department head and up to eight technical members. The academic administrator and the technical members are selected from the various areas of teaching and research where radioactive materials are used. These include, but are not limited to, agricultural sciences, forestry, life sciences, mining and metallurgical sciences, engineering, and physical sciences. A technical member must meet the requirements of an authorized user. To provide the necessary expertise and continuity of operation, technical members may serve two or more consecutive terms, but the membership may not include more than two technical members who have served continuously for more than two three-year terms. The chair and vice chair are elected each spring by the current members of the committee to serve for the next membership year. The term of the chair is one year but may serve two consecutive terms. A quorum shall consist of the chair, radiation safety officer, director of Environmental Health and Safety or a representative of Division of Infrastructure, and a minimum of four of the eight technical members. All requests for committee action are submitted to the radiation safety officer. When a sufficient number of items have been received, the radiation safety officer, with approval from the chair, will arrange a meeting of the Radiation Safety Committee. The Radiation Safety Committee shall meet as often as necessary but not less than quarterly.

1640.72

RESEARCH COUNCIL

A. FUNCTION. The Research Council is the faculty's standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies.

B. STRUCTURE. One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (w/o vote) vice president for research and economic development and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research and economic development serves as chair of the Research Council.

1640.74

SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and vice provost of academic affairs, or designee (w/o vote).

1640.76

SAFETY AND LOSS-CONTROL COMMITTEE

A. FUNCTION. The responsibilities and purposes of the committee are as follows: **a.** to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; **b.** to promote the principles and

associated benefits of an effective Safety and Loss-Control Policy; **c.** to endorse and systematically promote university employee safety training; **d.** to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; **e.** to monitor and review University of Idaho accident and loss summarized reports and statistics; and; **f.** to report annually to Faculty Senate and the President's Executive Council on campus-wide safety initiatives and program development.

B. STRUCTURE. The committee is composed of 21 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; a member from Information Technology Services, University Support Services, University Library, Office of Research and Economic Development; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities, or designee; senior Human Resources executive, or designee; a Staff Council representative; one undergraduate student; one graduate student, and the Risk Manager, or designee; the three ex-officio non-voting members include the Commander, Moscow Police Department, campus subdivision; Occupational Safety Specialist; the Director, Environmental Health & Safety.

The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university's Committee on Committees and serve a three-year period. The faculty representatives are *ex officio* members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA.

1640.77

SCIENTIFIC MISCONDUCT COMMITTEE

A. FUNCTION. An inquiry board (FSH 3230 E-3) formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

B. STRUCTURE AND MEMBERSHIP. The vice president for research and economic development will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Senate, six principal and three alternate tenured faculty members to a Scientific Misconduct Committee (SMC) with one member appointed as chair. The vice president will initially nominate three tenured faculty members to one-year terms, three tenured faculty members to two-year terms, and three tenured faculty members to three-year terms. Thereafter, tenured faculty members will be nominated for three-year terms. A departmental administrator may not chair the SMC.

1640.78

SHARED-LEAVE REVIEW COMMITTEE

1640.80

STAFF COUNCIL

[See 1800 for the function and structure of this committee.]

1640.81

UNIVERSITY STAFF COMPENSATION COMMITTEE

A. FUNCTION. The function of the University Staff Compensation Committee (USCC) is:

A-1. To advise the president, provost and the vice president for finance and administration on matters pertaining to staff compensation. The USCC will periodically review policy matters regarding annual change in employee compensation (CEC) allocations and annual market-based adjustment to staff salary based on College and University Professional Association (CUPA) and the Bureau of Labor Statistics (BLS);

A-2. To be involved strategically in the university annual CEC process. The USCC will advise on the CEC process and staff compensation goals, and participate in university hearings and meetings;

A-3. To initiate and/or respond to the study of staff compensation policies and issues; and,

A-4. To provide periodic reports to Staff Council and Faculty Senate on matters pertaining to staff compensation.

B. AGENDA. The agenda of each meeting will be set by the chair of the committee in collaboration with the senior human resources executive and/or the vice president for finance and administration, or designee. The senior human resources executive is the point of contact for the committee and is responsible for notifying the committee of relevant matters pertaining to staff salaries.

C. STRUCTURE AND MEMBERSHIP. The committee is composed of eleven members as follows: voting members will consist of nine staff. Ex officio (w/o vote) members include the vice president for finance and administration and the senior human resources executive. The committee's chair will be selected by Staff Council. The membership is appointed by Staff Council and will consist of a broad representation of staff located university-wide with a minimum of two off-campus members.

FSH 1640.83 STUDENT CONDUCT BOARD

A. FUNCTION. UI's process for reviewing alleged violations of the Student Code of Conduct (FSH 2300) is set forth in FSH 2400. The SCB is the reviewing body involved in the conduct process set out in FSH 2400 D., E. and F.

B. STRUCTURE AND MEMBERSHIP. The SCB is broadly representative of the UI community and is composed of 21 voting members: seven faculty, seven staff, and seven students. The student members should include at least one graduate student and at least one law student. Hearing panels will be drawn from these committee members. Given the nature of responsibility of the Chair of SCB, Committee on Committees shall first consider a tenured faculty member. Pursuant to FSH 2400 the chair will appoint the three person panels.

C. SPECIAL CONSIDERATION. Each committee member shall be required to participate in Title IX training and other training as needed. Members of the SCB should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, SCB members may need to be available on short notice and during the summer months. Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall).

1640.84 STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

A-1. To recommend policies and procedures for the administration of all student financial aids under UI's jurisdiction, i.e., scholarships, grants-in-aid, loans, work-study programs, and educational opportunity grants.

A-2. To advise the director of student financial aid.

A-3. To hear and decide appeals from students in matters concerning student financial aid.

A-4. To ensure that all pertinent documents are forwarded to the Administrative Hearing Board [see 1640.06] when students appeal decisions or procedures of this committee to that body.

A-5. To promote the increase of funds for student financial aid.

B. STRUCTURE. Five faculty members, two students, and (w/o vote) director of student financial aid, a member of the Student Support Services staff, and an additional person designated by the director.

1640.86

TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300]

A-1. To conduct a continuing review of teacher-education policies and to promote quality teacher preparation.

A-2. To act on and submit to the respective college committees proposed changes in programs leading to teacher education certifications and endorsements.

A-3. To provide updates on state and national issues pertaining to the preparation of educators.

A-4. Will meet three times per year prior to UCC deadlines, to facilitate curriculum changes. Meeting dates/times will be posted annually by the first week of September.

B. STRUCTURE AND MEMBERSHIP. The members of the committee are appointed by the College of Education, Health & Human Sciences (CEHHS) as follows:

- Four faculty members from the Department of Curriculum and Instruction with representation from elementary, secondary, career and technical education, and special education programs;
- One faculty member from the Department of Movement Science physical education teacher education program;
- One faculty member from the Department of Leadership and Counseling educational leadership program;
- One faculty member from each of the following programs -- early childhood, agricultural education, music education, English education, mathematics education, social sciences, natural sciences and business;
- Two junior or senior level students (one from CEHHS and the second annually rotating between early childhood education, agricultural education and music education);
- Three P-12 school personnel including a superintendent, principal and teacher from multiple districts representing both elementary and secondary education;
- The Director of Teacher Education, who serves as chair; and
- The CEHHS Director of Assessment and the Dean of CEHHS, or designee, both without vote.

1640.87

UNIVERSITY TEACHING COMMITTEE

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee and FSH 1640.88 University Advising Committee.

A. FUNCTION.

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and learning across all instructional modalities.

A-2. To review and make recommendations concerning policies and procedures that affect teaching and the assessment of student, program and institutional learning outcomes.

A-3. To monitor and advise on matters relating to student teaching evaluations and student learning outcomes, and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, Institutional Assessment and Effectiveness, deans, unit leaders, and faculty.

A-4. To serve as an advisory resource for the Director of the Center for Excellence in Teaching and Learning to promote effective teaching.

B. STRUCTURE. Six faculty members, preferably some of whom have received university-level teaching awards; an associate dean; the director of general education; an undergraduate or graduate student; a representative from the Office of Institutional Effectiveness and Accreditation (without vote); and the Director of the Center for Excellence in Teaching and Learning, or designee (without vote).

1640.88
UNIVERSITY ADVISING COMMITTEE

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee and FSH 1640.88 University Advising Committee.

A. FUNCTION. For the purposes of this policy, advising includes mentoring and retention activities.

A-1. To promote a faculty and administrative culture dedicated to effective student advising.

A-2. To review and make recommendations concerning policies and procedures that affect student advising.

A-3. To monitor the student advising program and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, deans, unit leaders, and faculty.

A-4. To serve as an advisory resource for Executive Director of Student Success Initiatives to promote effective student advising.

B. STRUCTURE. Five faculty members, preferably some of whom have received university-level or college-level advising awards; an associate dean; a professional academic advisor; a University Advising Services associate director; two undergraduate students; and the Executive Director of Student Success Initiatives, or designee (without vote).

1640.89
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University's general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation "GEM" courses). The UCGE committee also engages in program review and assessment and then makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and. Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty.

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education.

A-3. This committee traditionally meets on Thursdays at 3:30 p.m.

[Information on University General Education can be accessed at the general education website: <http://www.uidaho.edu/class/general-education>]

B. STRUCTURE AND MEMBERSHIP. At least one member from each of the six GEM areas who also serve as institutional representatives to SBOE on statewide general education, one of whom serves as chair, selected by Committee on Committees in consultation with the Director of General Education, and one each from the colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, Natural Resources and Library; two undergraduate students appointed by ASUI and chosen to represent two different colleges; and the following without vote: Director of General Education, College of Letters, Arts and Social Sciences Dean, or designee, College of Science Dean, or designee, Registrar, or designee, Assistant Director of Institutional Research and Assessment, or designee, Director of Academic Advising, or designee.

1640.90

UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

A-1. Facilitate communication on the development and implementation of the program review process, student learning outcomes assessment, and university-wide student achievement and satisfaction surveys in respective departments and colleges. The UAAC will support the development of assessment activities that assess university-wide student learning outcomes to ensure a quality education and co-curricular experience, continuous program improvement, and compliance with accreditation standards.

A-2. Facilitate communication between Institutional Assessment and Accreditation (IAA) and faculty.

A-3. Develop and implement program and learning outcomes assessment guidelines based on SBOE and NWCCU expectations.

A-4. Recognize those who are actively engaged in assessment work.

A-5. Review and comment on results from university-wide assessment plans and individual program assessment plans and processes and recommend ways for improvement.

A-6. Provide input and feedback on the online UI student learning outcomes reporting system as requested.

A-7. Serve as subject matter experts from colleges and units on student learning outcomes assessment and continuous program improvement.

A-8. Review Annual Program Reviews (APR) and specialized accreditation reports and assist with feedback to programs and the Provost's Office.

A-9. Review NWCCU reports and recommendations and provide input or feedback.

A-10. Assist with special projects pertaining to accreditation or APRs, as appropriate.

A-11. Advise on matters related to ongoing collection of data and evidence for accreditation standards.

A-12. Maintain a timeline for accreditation reporting.

A-13. Advise IAA on accreditation issues, as requested.

B. STRUCTURE AND MEMBERSHIP. Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost of Academic Initiatives or designee, Associate Director of Assessment & Accreditation, a recorder from the office of Assessment & Accreditation, a representative from the office of Equity, Diversity & Inclusion, a representative from the Division of Student Affairs, and a representative from Strategic Enrollment management.

UNIVERSITY CURRICULUM COMMITTEE

A. FUNCTION. [See 1540 B and C and also 4110 and 4120.]

A-1. To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI's major academic divisions.

A-2. To recommend policies and procedures concerning the matriculation, advising, and registration of students.

A-3. This committee traditionally meets on Mondays at 3:30 p.m.

B. STRUCTURE. One faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs, registrar, secretary of the faculty (or their designees), and the director of general education as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates available from a particular college, the chair of that college's curriculum committee is the designated alternate.

1640.92

UNIVERSITY DEVELOPMENT COUNCIL

A. FUNCTION. To plan and coordinate the fund-raising activities of the university and its units.

B. STRUCTURE. Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development.

1640.94

UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE

A. FUNCTION:

~~**A-1.** To coordinate the orderly conduct of General Faculty Meetings at multiple sites across the state.~~

~~**A-2.** To design, review and recommend for approval by Faculty Senate, operating protocols with respect to conducting faculty meetings with active participation of faculty across the state. Focus points include methods of recording and reporting of votes, recognition of members and other logistical issues.~~

~~**A-3.** To work in collaboration with the Information Technology Committee (see 1640.55) to review and make recommendations to Faculty Senate on appropriate communication technologies to maintain high quality faculty meetings.~~

~~**A-4.** To report annually to the Faculty Senate on faculty satisfaction with communications during faculty meetings.~~

~~**B. STRUCTURE AND MEMBERSHIP.** Secretary of the Faculty who serves as chair, one faculty member who resides at the Moseow campus, the Chief Information Officer (CIO) Technology or designee (w/o vote), and one faculty member from each designated remote site (see FSH 1540 A-1) who serves as the secretary's delegate at faculty meetings. One alternate faculty member from each designated site will be selected. Committee members are appointed by the university's Committee on Committees and serve a three year period.~~

1640.95
UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)

A. FUNCTION.

A-1. The USCC is charged with ensuring the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

A-2. The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements
- Review crime and disciplinary data to avoid report duplication
- Conduct a final review of the data elements for the ASFR and recommend policy changes
- Confirm procedures for distributing the ASFR.

B. STRUCTURE. Executive Director, Office of Public Safety & Security who serves as Chair, one member from each of the following: Staff Council, Dean of Students, Moscow Police Department, Title IX Coordinator, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative (faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote.

Version History

Amended July 2022. Updated structure of Arts Committee and Scientific Misconduct Committee, extensively revised description of Biosafety Committee, and deleted the Intellectual Property Committee.

Amended January 2022. Updated structure of Information Technology Committee.

Amended July 2021. Editorial changes.

Amended July 2020. Updated the Admissions Committee to clarify its purpose and to increase the number of faculty members to provide additional capacity for processing student petitions. A member of the American Language and Culture Program faculty was added.

Amended January 2020. Revised to split the roles of the Teaching and Advising Committee to two separate groups. In addition, it was thought that the work on teaching and advising award selection would be best taken up by Center for Excellence in Teaching and Learning and UI ACADA, respectively.

Amended July 2019. Revised B of the Admissions Committee, B-2 and B-4 of the Institutional Animal Care and Use Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, B of the Committee on Committees, B of the Faculty and Staff Policy Ground, B of the Faculty Affairs Committee, B of the Arts Committee, and B of the

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University Curriculum Committee. Added A-3 to the Committee on Committees. Substantially revised the Instructional Space Committee.

Amended January 2019. The Safety and Loss-Control Committee voted to have the Risk Manager as a permanent voting member. Removed “the Executive Director of Public Safety” from FSH 1640.76 section B. and replaced the wording with “Risk Management.”

Amended July 2018. Revised B of the Americans with Disabilities Act Advisory Committee, A of the Faculty Appeals Hearing Board, A and B-1 of the Institutional Review Board, C of Ubuntu, A of the Research Council, B of the Sabbatical Leave Evaluation Committee, and B of the Safety and Loss-Control Committee. Editorial changes were made to A-1 and A-3 of the Americans with Disabilities Act Advisory Committee, A-4 and C of the University Budget and Finance Committee, B-2, B-3, B-4, B-5, and B-6 of the Institution Review Board, and B of the University Security and Compliance Committee. Added B-7 and B-8 to the Institutional Review Board. Created the University Staff Compensation Committee.

Amended January 2018. Revised B of the Faculty and Staff Policy Ground, the Institutional Review Board, A-4, and B of the Teacher Education Coordinating Committee, and B of the University Teaching Committee. Editorial changes were made to A-2 of the Teacher Education Coordinating Committee.

Amended July 2017. Revised B of Academic Hearing Board, B of the Administrative Hearing Board, B and C of the University Budget and Finance Committee, C of the Dismissal Hearings Committees, A-3 of the Faculty Affairs Committee, and B of the Faculty Appeals Hearing Board. Created the Faculty and Staff Policy Group and the Student Conduct Board.

Amended January 2017. Editorial changes were made to A-2 and B of the Campus Planning Advisory Committee.

Amended July 2016. Revised C of the University Budget and Finance Committee and B of the Sabbatical Leave Evaluation Committee.

Amended January 2016. Revised B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Campus Planning Advisory Committee, B of the Information Technology Committee, B of the Radiation Safety Committee.

Amended July 2015. Revised A-1, A-2, A-3, A-4, B, and C of the University Budget and Finance Committee. Added C-1 and C-2 of the Dismissal Hearings Committees, and B-1 and B-2 of the Faculty Appeals Hearing Board. Created the University Security and Compliance Committee.

Amended January 2015. Revised A-1 and B of the University Committee for General Education and A-1 of the Committee on Committees.

Amended July 2014. Revised B of the Honors Program Committee, and A-2, A-3, and B of the Teacher Education Coordinating Committee. Added A-4 to the Teacher Education Committee.

Amended January 2014. Revised C of Ubuntu, B of the Borah Foundations Committee, and B of the Safety and Loss-Control Committee.

Amended July 2013. Revised A-4 and A-5 of the Administrative Hearing Board. Added A-3 to the Administrative Hearing Board.

Amended January 2013. Revised A-1, A-2, A-3, and B of the University Committee for General Education, and B of the University Multi-Campus Communications Committee. Editorial changes were made to B of the Americans with Disabilities Act Advisory Committee, A of the Parking Committee, B of the University Teaching Committee, B of the University Committee for General Education, and B of the University Curriculum Committee,

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Amended July 2012. Revised B of the Intellectual Property Committee. Editorial changes were made to B of the Admissions Committee. Created the Americans with Disabilities Act Advisory Committee, and Ubuntu.

Amended January 2012. Editorial changes were made to A-3 of the University Committee for General Education.

Amended July 2011. Revised to take into consideration the possibility that both of the Dismissal Hearings and Faculty Appeals Hearings Committees could affect the other, and thus care should be taken in the appointment of members to both of these committees due to a potential conflict.

Amended January 2011. Revisions were made in committee reporting structure. Revised to give oversight of radiation safety to Finance and Administration. The NRC requires a representative of the University's administration to serve a committee member to assist in financial matters of the radiation safety program. This change replaced the Budget Officer with the director of Environmental Health and Safety or a representative of Finance and Administration to better align the source of financial support of the committee. The University's radioactive materials license was amended to no longer require NRC approval of the committee chair.

Amended July 2010. Revisions were made to allow committees to more efficiently conduct business.

Amended January 2010. Editorial changes were made to B of the Provost Council, B of the Radiation Safety Committee, B of the Research Council, and B of the Scientific Misconduct Committee.

Amended July 2009. Revised A-4 of the Officer Education Committee and B of the Sabbatical Leave Evaluation Committee. Editorial changes were made to A-2 and C-5 of the Academic Hearing Board, A-2 of the Academic Petitions Committee, A-1 of the Administration Hearing Board, A-4 and C of the University Budget and Finance Committee, A-1, A-2, and B of the Campus Planning Advisory Committee, A-4 of the Commencement Committee, A-1, A-2, and B of the Committee on Committees, A-2 of the Faculty Affairs Committee, to the Faculty Senate, A-1 of the Information Technology Committee, A-2 of the Intellectual Property Committee, A of the Sabbatical Leave Evaluation Committee, A of the Safety and Loss-Control Committee, B of the Scientific Misconduct Committee, Staff Affairs, A-3 of the University Teaching Committee, and A-2 of the University Committee for General Education. Created the University Multi-Campus Communications Committee.

Amended January 2009. Revisions were made to allow committees to more efficiently conduct business.

Amended July 2008. Revised to provide clarification, publish established meeting times, consolidate committee structures found elsewhere in the FSH into this main committee directory, and make minor edits. Restrictive language was removed from the Faculty Affairs committee section and now allows more flexibility in selecting a chair. There was a complete restructure and renaming of the Fine Arts Committee. Quorum and alternate issues were addressed for the UCC. Revisions were made to address the difficulty in appointing 3 faculty council reps and a desire by other faculty to serve on the Campus Planning Advisory Committee. Additional diversity groups were added to Juntura

Amended January 2007. Revised B of the Provost Council.

Amended July 2006. Revised B of the Admissions Committee, B of the Administrative Hearing Board, B of the Borah Foundations Committee, B of the Campus Planning Advisory Committee, B of the Honors Program Committee, B of the Intellectual Property Committee, B of the Library Affairs Committee, A and B of the Parking Committee, B of the Sabbatical Leave Evaluation Committee, B of the Safety and Loss-Control Committee, B of the Student Financial Aid Committee, and B of the University Curriculum Committee. Editorial changes made to B of the Academic Petitions Committee, A of the Institutional Animal Care and Use Committee, A-1 and B of the University Budget and Finance Committee, B of the Committee on Committees, B of the Provost Council, B of the Information Technology Committee, A, A-4, and B of the Officer Education Committee, A of the Radiation Safety Committee, A of the Teacher Education Coordinating Committee, and A-2 and B of the University Committee for General Education. Removed the International Affairs Committee. Combined the Disability Affairs Committee with Affirmative Action.

Amended January 2006. Revised A and B of the Research Council.

UI FACULTY-STAFF HANDBOOK

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

Section 1640: Committee Directory

Amended July 2005. Removed the Fiscal Emergency Committee, the Shared Leave Review Committee, and the Space Allocations Committee.

Amended January 2005. Created the University Budget and Finance Committee.

Amended July 2004. Editorial changes were made to B of the Campus Planning Advisory Committee, and A-2 of the Commencement Committee.

Amended July 2003. Revised B of the Provost Council, B of the Honors Program Committee, and A-4 and B of the Officer Education Committee. Editorial changes were made to B of the Academic Petitions Committee and A of the Parking Committee.

Amended January 2003. Revised A of the Borah Foundation Committee.

Amended July 2002. Added C to the Faculty Appeals Hearing Board.

Amended July 2000. Editorial changes were made to A of the Admissions Committee, A-2 of the Commencement Committee, to the Promotions Review Committee, and to A of the Sabbatical Leave Evaluation Committee. Created the Information Technology Committee and the Safety and Loss-Control Committee.

Amended July 1999. Revised B of Campus Planning Advisory Committee, B of the Faculty Appeals Hearing Board, and the Arts Committee. Editorial changes were made to A of the Parking Committee, and B of the Publications Board.

Amended July 1998. Revised C-5 of the Academic Hearing Board, and A-1, A-3, and B of the Commencement Committee. Editorial changes were made to B of the Honors Program Committee, and A and B of the University Curriculum Committee. Added A-2 and A-4 of the Commencement Committee.

Amended July 1997. Revised B of the Admissions Committee, B of the Borah Foundation Committee, B of the Honors Program Committee, and B of the Student Financial Aid Committee. Editorial changes were made to B of the Research Council.

Adopted 1979.

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Section 1640: Committee Directory

1640.90
UNIVERSITY ASSESSMENT & ACCREDITATION COMMITTEE (UAAC)

A. FUNCTION

A-1. Facilitate communication on the development and implementation of the program review process, student learning outcomes assessment, and university-wide student achievement and satisfaction surveys in respective departments and colleges. The UAAC will support the development of assessment activities that assess university-wide student learning outcomes to ensure a quality education and co-curricular experience, continuous program improvement, and compliance with accreditation standards.

A-2. Facilitate communication between Institutional Assessment and Accreditation (IAA) and faculty.

A-3. Develop and implement program and learning outcomes assessment guidelines based on SBOE and NWCCU expectations.

A-4. Recognize those who are actively engaged in assessment work.

A-5. Review and comment on results from university-wide assessment plans and individual program assessment plans and processes and recommend ways for improvement.

A-6. Provide input and feedback on the online UI student learning outcomes reporting system as requested.

A-7. Serve as subject matter experts from colleges and units on student learning outcomes assessment and continuous program improvement.

A-8. Review Annual Program Reviews (APR) and specialized accreditation reports and assist with feedback to programs and the Provost's Office.

A-9. Review NWCCU reports and recommendations and provide input or feedback.

A-10. Assist with special projects pertaining to accreditation or APRs, as appropriate.

A-11. Advise on matters related to ongoing collection of data and evidence for accreditation standards.

A-12. Maintain a timeline for accreditation reporting.

A-13. Advise IAA on accreditation issues, as requested.

B. STRUCTURE AND MEMBERSHIP. Eleven faculty representatives, comprising one from Library and one from each of the following colleges: Agricultural and Life Sciences; Art and Architecture; Business and Economics; Education, Health and Human Sciences; Engineering; Graduate Studies; Law; Letters, Arts, and Social Sciences; Natural Resources; and Science. The representative from the College of Graduate Studies shall be named by their Dean. Preference shall be given to faculty members with expertise and experience in assessment and accreditation, and a chair shall be chosen by the Committee on Committees from among the faculty representatives, preferably a tenured faculty member. The following positions shall serve on the committee as ex officio members (without vote): the Vice Provost of Academic Initiatives or designee, Associate Director of Assessment & Accreditation, a recorder from the office of Assessment & Accreditation, a representative from the office of Equity, Diversity & Inclusion, a representative from the Division of Student Affairs, ~~and a representative from Strategic Enrollment management, the Director of General Education, and the Director of CETL (or designee).~~

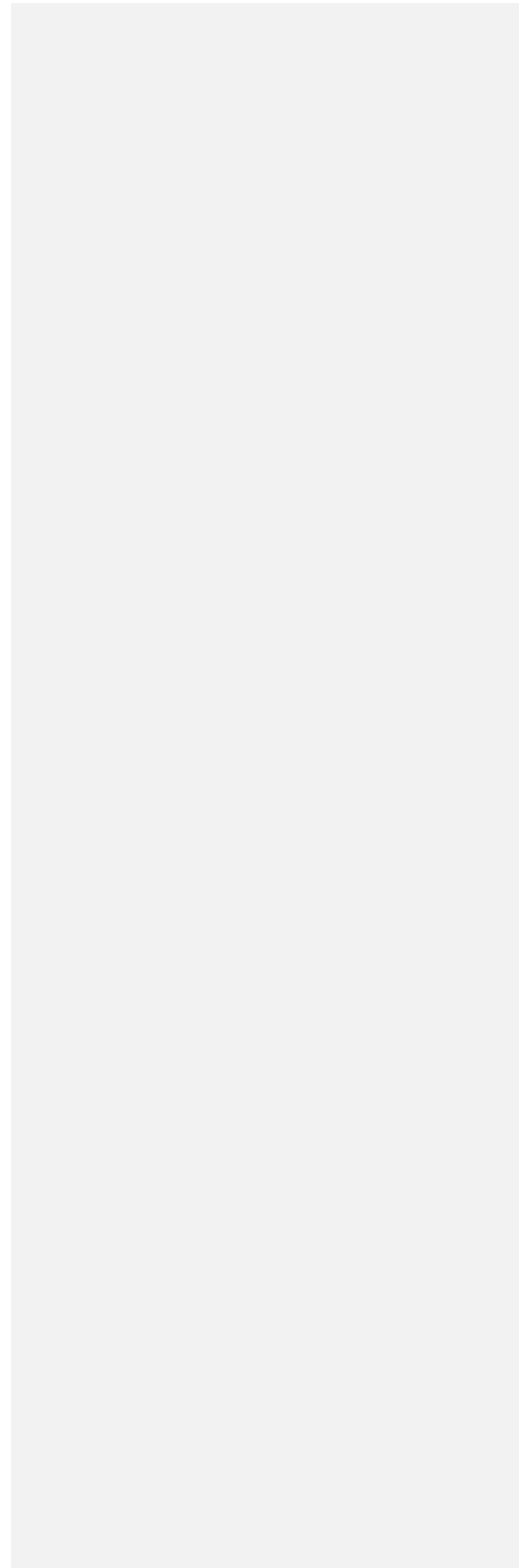
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UI FACULTY-STAFF HANDBOOK

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

Section 1640: Committee Directory



1640.87

UNIVERSITY TEACHING COMMITTEE

Preamble: In March 2020, FSH 1640.87 Teaching and Advising Committee was split into two committees: FSH 1640.87 University Teaching Committee, and FSH 1640.88 University Advising Committee.

A. FUNCTION.

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and learning across all instructional modalities.

A-2. To review and make recommendations concerning policies and procedures that affect teaching and the assessment of student, program and institutional learning outcomes.

A-3. To monitor and advise on matters relating to student teaching evaluations and student learning outcomes, and to advise on the design and content of reports to the Vice Provost for Academic Initiatives, Faculty Senate, Institutional Assessment and Effectiveness, deans, unit leaders, and faculty.

A-4. To serve as an advisory resource for the Director of the Center for Excellence in Teaching and Learning to promote effective teaching.

B. STRUCTURE. Six faculty members, preferably some of whom have received university-level teaching awards; an associate dean; the director of general education; an one undergraduate student; oneof graduate student; a representative from the Office of Institutional Effectiveness and Accreditation (without vote); and the Director of the Center for Excellence in Teaching and Learning, or designee ~~(without vote)~~.

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POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition x Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 6920 UNIVERSITY LIBRARY**

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. All changes must be made using "track changes."

Policy originator: Ben Hunter

Policy sponsor, if different from originator: Diane Kelly-Riley

Reviewed by General Counsel: Yes No Name & Date: Kent Nelson, 1/30/23

Comprehensive review? Yes No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Comprehensive review. Revised to remove Library operations information, which will continue to reside on the Library website. Language clarified in C-2.
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.
None.
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.

UNIVERSITY LIBRARY

OWNER:

University Libraries Dean
Ben Hunter
bhunter@uidaho.edu

LAST REVISION: July ~~2018~~2023

A. PURPOSE. This policy describes the role of the University of Idaho Library and regulates the establishment of departmental libraries.

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

C. POLICY

C-1A. INTRODUCTIONIn general. As Idaho's flagship research library, the University of Idaho Library (Library) connects ~~our~~ users with information, ideas, tools, and spaces; enriches formal and informal learning opportunities; supports and advances research, scholarly, and creative activity; builds partnerships through regional and national outreach; and preserves university, state, and regional historical archives. ~~We~~The Library champions the transformative power of ideas and learning, inspire ~~ours~~ students to engage in a lifelong pursuit of intellectual development, and provides an essential foundation for innovation, research, and scholarship. It is the U.S. Government documents regional repository and a designated Earth Science Information Center. The Library seeks to build and maintain mutually beneficial partnerships to ensure faculty, staff, and students have the broadest access to the Library collections, while providing services to citizens of the state and region.

B. SERVICES.

— B-1. Loan Privileges.

~~a. Books in the general collection have a six week loan period. Loan periods for materials in other collections may be shorter. All materials are subject to recall after two weeks.~~

~~b. Faculty members are exempt from overdue charges with the exceptions of fines associated with overdue interlibrary loan, consortial, or recalled materials. Highly specialized materials needed by faculty members for continuous close-at-hand use may be loaned for an extended period.~~

— B-2. Interlibrary Loans.

~~a. The Library administers an interlibrary loan service to facilitate borrowing scholarly materials from other libraries for use by faculty members, staff and students.~~

~~b. Interlibrary loans are agreements between libraries. The lending library establishes loan periods and any special use conditions. Overdue materials borrowed through interlibrary loan are subject to fines as infractions may interrupt service to other library users.~~

— B-3. Electronic Resources.

~~a. The Library licenses and makes available electronic content for use by students, faculty, and staff currently affiliated with UI. Use of licensed content is dictated by terms agreed to by both the Library and the content provider. These agreements typically prohibit excessive downloading of content, commercial use, and use by~~

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Chapter VI: OTHER GENERAL INSTITUTIONAL POLICIES
Section 6920: University Library

~~individuals not directly affiliated with the UI. If the Library is notified that a user is violating the terms of a license, appropriate action will be taken by the Library to address the violation in question and, as necessary, to prevent further abuse.~~

~~b. Individuals not affiliated with the UI have limited use of most resources through public terminals in the Library.~~³

~~—B-4. Course Reserve.~~

~~a. Faculty members are encouraged to place materials on course reserve at least one week prior to class assignments.~~

~~b. Requests forms to create a reserve list are available online or in the Library.~~

~~c. Faculty members may place personal copies on reserve. Non-library materials should be properly identified with a mark of ownership.~~

~~d. If library materials are to be purchased for reserve, sufficient time should be allowed for their acquisition.~~

~~—B-5. Library Use Lectures.~~

~~a. Upon request, librarians conduct specialized lectures on using and evaluating information resources.~~

~~b. Instructors may make arrangements for the lectures through the appropriate librarian.~~

~~c. Students may consult individually with librarians after lectures are given to gain additional insights about the research process.~~

~~—B-6. Resource Requests.~~

~~a. Faculty members are encouraged to work with their librarians to select materials that will serve the current and future needs of the UI. Resources may be requested via email or through the online resource purchase request form.~~

~~b. New periodical subscription requests should be made through a librarian. Due to the cost of these materials, the Library is judicious in acquiring new titles without an evaluation of existing titles.~~

~~c. Resources needed immediately (for reserve or because of demand) will be ordered and processed in an expedited fashion.~~

~~—B-7. Use of Copyrighted Materials. U.S. copyright law governs the reproduction, preparation of derivative works, distribution, performance, display, and transmission of copyrighted materials. The University Library reserves the right to refuse any request by a patron that, in Library's judgment, would involve the Library acting in violation of U.S. copyright law~~

~~—B-8C-2. Departmental ~~Libraries~~libraries. It is the policy of the UI to maintain a strong central library. Branch libraries are discouraged. ~~In view of the special character of library resources in the field of law~~To comply with [accreditation requirements](#), the College of Law maintains a library and staff with specialized training in law librarianship (~~see 6925~~).~~

~~D. —B-9. Additional Information.~~PROCEDURE

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D-1.

~~a.~~ For additional information about the Library and its operations, see the [Library website](#).

D-2. ~~b.~~ Faculty members who wish to suggest changes in Library ~~regulations or policies~~ [operations](#) should feel free to make these suggestions known to the Library staff or members of the Library Affairs Committee (see 1640.60).

Version History:

Amended July 2023. Comprehensive review. Revised to remove Library operations information, which will continue to reside on the Library website. Language clarified in C-2.

Amended July 2018. Significantly revised to reflect current policies.

Adopted July 1996.



POLICY COVER SHEET

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<https://www.uidaho.edu/governance/policy>

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **FSH 5600 RESEARCH CONFLICTS OF INTEREST**

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. All changes must be made using "track changes."

Originator: Kay Dee Holmes

Policy Sponsor, if different from Originator: Chris Nomura

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson 9/1/22

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

Comprehensive review and rewrite to bring UI procedures into compliance with regulatory requirements.

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.
None.

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.

RESEARCH CONFLICTS OF INTEREST POLICY

LAST REVISION: July 2007 (editorial)

CONTENTS:

- A. Purpose
- B. Scope
- C. Definitions
- D. Disclosures, Updates, and Changes
- E. Review and Management of Research Conflicts of Interest
- F. Reporting and Record Retention
- G. Training
- H. Enforcement and Sanctions

A. PURPOSE

The purpose of this policy is to ensure that no Research Conflicts of Interest directly and significantly impact the design, conduct, or reporting of research or sponsored project activities at the University of Idaho.

The University of Idaho strives to promote objectivity in Research by ensuring that Research at the University of Idaho is free from bias due to an investigator's financial interests. This policy states the requirements and procedures for disclosing Significant Financial Interests and how a Research Conflict of Interest is determined and managed. Note that for purposes of this policy, a "Research Conflict of Interest" is a "Financial Conflict of Interest" as defined by the U.S. Department of Health and Human Service Public Health Service (PHS) and the Department of Energy (DOE), and a "Conflict of Interest" as defined by the National Science Foundation (NSF) (see C-7).

B. SCOPE. This policy applies to Investigators on Research Projects funded by a Funding Entity as defined in C-4.

C. DEFINITIONS

C-1. "Equity" means any interest in the profits of or other ownership interest in any commercial or non-profit enterprise, including common stock and other securities, and any right to acquire any of the foregoing such as an option, warrant, or other security that is convertible into an equity security.

C-2. "Family" or "Family Member" means the Investigator's spouse and dependent children.

C-3. "Funding Entity" means a federal agency or other sponsor that requires an Investigator to disclose their Significant Financial Interests.

C-4. "Intellectual Property" means the rights from a patent, trademark, copyright, trade secret, or other similar intangible property right, including but not limited to, inventorship or authorship.

C-5. "Investigator" means any person at UI who is responsible for the design, conduct, or reporting of funded Research.

C-6. "Research" means a creative endeavor or a systematic investigation, study or experiment designed to develop or contribute to generalizable knowledge. The term encompasses basic and applied research (e.g., a published article, book, or book chapter), product development (e.g., a diagnostic test or drug), and any activity for which research funding is available through a grant or cooperative agreement, research grant, career development award, center grant, individual fellowship award, infrastructure award, institutional training grant, program project, or research resources award.

C-7. "Research Conflict of Interest" or "RCOI" means a Significant Financial Interest or a financial relationship (for DOE funded projects) of an Investigator or the Investigator's Family that could directly and significantly affect the design, conduct, or reporting of Research.

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Section 5600: Financial Disclosure Policy
July 2000

C-8. “Research Conflict of Interest Officer” or “RCOI Officer” means the person appointed by the Vice President of Research to review all disclosures of Significant Financial Interests and to identify and resolve and Research Conflicts of Interest.

C-9. “Significant Financial Interest” or “SFI” means any of the following Financial Interests (1) that reasonably appear to be related to the Investigator’s institutional responsibilities and (2) held by an Investigator or Family Member:

- a. Remuneration (such as salary, consulting fees, honoraria, paid authorship, payments for services, etc.) received from a foreign or domestic entity other than the UI in the last 12 months and valued at \$5,000 or more;
- b. Equity or other ownership interest in a foreign or domestic entity that is valued at \$5,000 or more;
- c. Equity in a non-publicly traded foreign or domestic entity; or
- d. Income from the previous 12 months or projected income for the next 12 months that is related to Intellectual Property rights and interests and is \$5,000 or more.
- e. Remuneration (such as salary, lab space, and other tangible benefit) from participation in a Foreign - Government-sponsored Talent Recruitment Program (FGTRP) or intangible benefit from participation in an FGTRP. An FGTRP is 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).

A Significant Financial Interest does not include:

- 1. Remuneration received directly from the University of Idaho for carrying out University responsibilities;
- 2. Remuneration received from seminars, lectures, or services on advisory committees or review panel, or teaching engagements sponsored by public or nonprofit entities;
- 3. Remuneration from mutual funds and retirement accounts if the Investigator or Investigator’s Family Member does not directly control the investment decisions made for the fund or account.

C-10. “SFI Disclosure” means the electronic form used by the University for Investigators to disclose the Significant Financial Interests of themselves and their Family.

C-11. “Sponsored Travel” means travel related to an Investigator’s university responsibilities and paid on behalf of the Investigator rather than reimbursed so that the exact monetary value of the travel is not readily available.

D. DISCLOSURES, UPDATES, AND CHANGES

D-1. Disclosures at the time of the proposal. All Investigators on proposals that require disclosure of SFIs must disclose their SFIs before submitting the proposal for funding. If the Investigator has an SFI Disclosure on file that is less than one year old and reflects all current SFIs for the Investigator and Family Members, a new SFI Disclosure is not required. SFI Disclosures will not be reviewed until the Funding Entity selects the proposal for funding.

D-2. Disclosures when funding is received. If an Investigator’s proposal for Research is selected for funding by the Funding Entity the Investigator shall submit an updated SFI Disclosure to reflect any additional Significant Financial Interests the Investigator or Investigator’s Family acquired after the proposal was submitted.

D-3. Annual disclosures and changes. It is the Investigator’s responsibility to update the SFI Disclosure within 30 days of the Investigator or Investigator’s Family acquiring a new or increased SFI. Investigators shall keep their SFI Disclosure current and submit an updated SFI Disclosure every 12 months. Investigators shall receive

Commented [WD(1): Highlighted language added by originator as a minor edit for legal compliance subsequent to Faculty Senate approval.

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July 2000

notifications from the University's electronic system when they need to submit an updated disclosure.

D-4. New Investigator added after work begins on a project. If a new Investigator is added to a Research project after work begins, the new Investigator must submit an SFI disclosure before doing any work on the project. The RCOI Officer has 60 days to review the new Investigator's SFI disclosure and implement a management plan.

D-5. Disclosure after work begins on a project. Investigators are required to renew or re-certify their SFI disclosure every 12 months during the life any Research projects that require SFI Disclosures. The RCOI Officer has 60 days from disclosure of the SFI to review the SFI, determine if an FCOI exists, and implement a management plan. If an FCOI is found, the RCOI Officer shall also review all applicable Research projects the Investigator is working on to determine if the FCOI biased the design, conduct, or reporting of any Research project. If an FCOI is found to have biased a Research project, the RCOI Officer shall take steps to mitigate the bias and shall notify the Funding Entity (if required) and take action as required by the Funding Entity.

D-6. Sponsored Travel disclosures. Investigators must disclose any Sponsored Travel that was paid for on their behalf in the 12 months preceding the disclosure date, was related to their institutional responsibilities, and was paid for by a foreign or domestic entity (but not a state or federal government entity, a U.S. institution of higher education, a U.S. academic teaching hospital, a U.S. medical center, or a U.S. research institution affiliated with an institution of higher education). If the travel meets the foregoing criteria, the Investigator shall disclose the following information about the travel:

- a. the purpose of the trip,
- b. identity of the sponsor/organizer,
- c. the destination, and
- d. the duration of the travel.

D-7. Confidentiality. SFI Disclosures shall be kept confidential to the extent allowed by Idaho law, except as required for the performance of University duties..

E. REVIEW AND MANAGEMENT OF RESEARCH CONFLICTS OF INTEREST

E-1. Review and management

- a. The RCOI Officer shall review all SFI Disclosures to determine if a Research Conflict of Interest exists. A Research Conflict of Interests exists when the RCOI Officer reasonably determines that a SFI could directly and significantly affect the design, conduct, or reporting of the Research. The RCOI Officer may seek input and guidance from other institutional individuals and units when reviewing an SFI Disclosure.
- b. No funds may be encumbered nor work started on a Research project until the SFI Disclosure review is completed and, if required, a management plan put into place.

E-2. Management plan for a Research Conflict of Interest

- a. If the RCOI Officer determines that an SFI is a Research Conflict of Interest, the RCOI Officer will draft a management plan to manage, reduce, or eliminate the Research Conflict of Interest. A management plan could consist of (but is not limited to) any of the following:
 1. Disclosing the Research Conflict of Interest to the appropriate audience or research participants.
 2. Monitoring or oversight of the Research for bias by an independent 3rd party.
 3. Modification of the Research plan.
 4. Change of personnel, their duties, or disqualification of personnel from participating in the Research.
 5. Total or partial sale of the SFI that created the RCOI.
 6. Modification or severance of the relationship that created the RCOI.
- b. The RCOI Officer shall submit the management plan to the University's Vice President for Research and Economic Development for approval. Work on the project may begin and costs start to accrue after the management plan has been approved by the VPR.

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July 2000

F. REPORTING AND RECORD RETENTION

F-1. Reporting. As required by the funding agency, the University will submit information regarding the FCOI to the funding agency.

F-2. Record Retention. Records created and maintained under this Section 5600 shall be kept for at least three years from the date on which the final expenditure report is submitted to the funding agency or as required by the funding agency.

G. TRAINING. Investigators shall complete RCOI training before incurring or obligating costs on a project if the Funding Entity requires RCOI training. The training shall be repeated every four years for the life of the project or as required by the Funding Entity and immediately when any of the following occur:

G-1. The University revises the policies or procedures of the policy (FSH 5600) in a way that affects the Investigator's obligations;

G-2. When an individual is identified as an Investigator;

G-3. An Investigator is not in compliance with the University's RCOI policy or management plan; or

G-4. When requested by the RCOI Officer, a supervisor, or other University official.

H. ENFORCEMENT AND SANCTIONS

H-1. Investigators will receive automated reminders to submit their disclosures. Violations of this policy may be grounds for discipline or sanctions against an employee. The RCOI program office may notify investigators who are more than 30 days delinquent on submitting their disclosure or completing training that they need to complete their disclosure or training. The RCOI Officer may suspend relevant activities or impose other sanctions to help resolve Research Conflicts of Interest or noncompliance with this policy and program obligations.

H-2. The provisions of H-1 apply not only to noncompliance with this policy but also to noncompliance by an Investigator with any requirement relating to conflicts of interest to which UI is subject under state or federal law.

Version History:

Amended 2023. Rewritten to address gaps and redundancies and improve readability.

Amended 2007. Editorial changes.

Adopted 1996.

10/95



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Policy Number & Title: FSH3250 Flextime/Flexplace (Requesting title change to Flexwork)

Administrative Procedures Manual (APM)

Policy Number & Title:

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

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Handwritten signature and date: 11.9.22

Reviewed by General Counsel X Yes ___ No Name & Date: Kim Rytter, 12/20/22

- 1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion. Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. A committee met and developed the recommendations with inclusion from Provost Office, VP Foisy, OIT, Export Controls, International Program Office, etc. Faculty Staff Policy Group also reviewed.
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. APM70.23
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. ASAP as this is having an impact on individuals currently.

UI FACULTY-STAFF HANDBOOK
CHAPTER THREE:
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3250

FLEXTIME/FLEXPLACE Flexwork

OWNERS:

Human Resources Director
Brandi Terwilliger
brandit@uidaho.edu

Vice Provost for Faculty
Diane Kelly-Reilly
dkr@uidaho.edu

LAST REVISION: ~~2022~~ January 2023~~09~~

A. A-PURPOSE. This policy establishes the conditions under which employees may be allowed a change in work location or schedule. This policy addresses only discretionary flexwork arrangements; procedures for accommodations of disability are addressed in FSH 6420. The purpose of flextime/flexplace flexwork is to accommodate the personal needs of employees and/or to enable university departments to provide services for more hours each day. A department may use flextime and flexplace flexwork when either it would help an employee better accommodate personal needs and where the arrangement would not adversely affect productivity of the employee's department or the ability of the department to provide service for faculty, staff, and students.

B. SCOPE. This policy applies to all University of Idaho employees.

C. DEFINITIONS:

aC-1. Flexwork is a request initiated by the employee for a Flexwork. A change of work location or work schedule from what was assigned that originally assigned and is when the original assignment is not required necessary in order for the employee to perform University business, programs, or purposes.

b. Domestic Flexwork is a flexwork request for a change of work location within the United States:

beC-2. International Flexwork. is a flexwork request for aA change of work location to a location outside of the United States. Because work located in U.S. territories requires similar review, it is included in the definition of International Flexwork.

D. POLICY. Units may use flexwork to provide services for more hours each day or when it would help an employee better accommodate personal needs, if the arrangement would not adversely affect productivity of the employee's unit or the ability of the unit to provide service for employees and students.

BCD-1. CRITERIA-CONSIDERATIONS FOR IN AUTHORIZING FLEXTIME OR FLEXPLACE FLEXWORK. Criteria-Considerations applied in evaluating requests for flextime and/or flexplace flexwork shall include, but are not limited to: 1) the effect on productivity of the employee, 2) the ability of co-workers to accomplish their work, and 3) the effect on productivity of the department/unit, 4) the degree to which the accommodation is necessary in order to allow the employee to retain his or her job,

~~and 5) whether the arrangement is expected to be temporary or ongoing.~~

~~**D-2. INTERNATIONAL FLEXWORK.** In some cases, International flexwork arrangements may shall be treated as University International Travel as defined by APM 70.23. Employees requesting an international flexplace flexwork arrangement may not take any University-owned equipment with them travel unless they comply with the requirements in APM 70.23.~~

~~**CDD-3. FLEX HOURS.** The flex hours enumerated below apply to employees working in departments which operate on a typical business office schedule. All Most university departments units which that provide business or student services are open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, with summer hours between 7:30 a.m. and 4:30 p.m. (Pacific Time for Moscow and surrounding areas and Mountain Time for Boise and surrounding areas). Such departments units are expected to be staffed during these hours, except for the noon hour in small departments units. Hours of operation for other departments units are influenced by the services they provide and the needs of faculty, staff, employees and students.~~

~~**ED-E. PROCEDURES FOR OBTAINING APPROVAL OF FLEXTIME OR FLEXPLACE FLEXWORK.** An employee's flextime flexwork schedule or flexplace arrangement must be is expected to be individually approved in writing and in advance by the departmental employee's supervisor and other authorities as identified by guidance maintained on the Human Resources website administrator and approved by the dean or director and/or Vice President/Provost in accordance with procedures of the college or administrative unit university. A flextime flexwork arrangement schedule must be set at the beginning of each semester and remain in effect until the end of the semester can be requested at any time through the established flexwork process, and Approved flexwork arrangements may be renewed. Approved requests will ordinarily have a duration of up to six months. -In some situations, approval may be granted for up to one year.-~~

~~**EE-1.** The departmental administrator supervisor and the employee requesting flexwork must determine measures of productivity prior to approval of the flexwork request. The measure of productivity must be approved by the employee's chain of supervision up to Vice President or Provost as identified by guidance maintained on the Human Resources website. The measure of productivity will be incorporated into the flexwork agreement. When work at home is to be incorporated into an approved flextime flexwork arrangement (flexplace), duration (not to exceed six months) of approval for off-site work and measures of productivity will be determined in advance by the departmental administrator and the employee, with the concurrence of the dean or director and/or Vice President/Provost, and incorporated into the flextime/flexplace flexwork agreement.~~

~~**a-E-2.** If the flexwork request working at home requires relocation of university equipment, such as a computer and peripheral equipment, the relocated equipment will be inventoried by the unit. Contact and appropriate arrangements made with the Risk Management Office to discuss property coverage and contact the Office of Information Technology regarding computer security. insure it. The departmental administrator supervisor is expected to verify return of the equipment when the flexplace flexwork arrangement ceases.~~

~~**b-E-3.** If the flexwork request arrangement contemplates work at an alternate location, the employees working at a flexplace must maintain adequate internet connectivity adequate to support security and management software on any assigned technology resources. home must be accessible by telephone (where applicable). When technology support is necessary, the employee may be required to be available during university business hours.~~

~~**e-E-4.** Employees granted a flexwork request arrangement for a change of work location working at a flexplace must be available accessible for real time synchronous communications (e.g., telephone or web-video conference) during designated working hours unless otherwise approved by the department unit.~~

Version History

Amended January 2023. Updated throughout to revise procedures and ensure compliance with export control requirements in international flexwork arrangements. Comprehensive review.

Amended July 2009. Changed Human Resource Services to Human Resources.

Amended July 2000. Editorial changes to D-1 a.

Amended July 1997. Editorial changes.

Adopted July 1994.



POLICY COVER SHEET

For instructions on policy creation and change, please see
<https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Interim Minor Amendment

Policy Number & Title: **FSH 5500 LABORATORY RECORD-KEEPING GUIDELINES**

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. All changes must be made using “track changes.”

Policy originator: Arch Harner, Director ORA

Policy sponsor, if different from originator: Chris Nomura, VPRED

Reviewed by General Counsel: XYes __No Name & Date: Manisha Wilson 3/1/23

Comprehensive review? xYes __No

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

This item does not meet the criteria for university-wide policy.

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.

FSH 5300.

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.

5500

LABORATORY RECORD-KEEPING GUIDELINES

OWNER

Office of Research and Economic Development Vice President
Chris Nomura
vpresearch@uidaho.edu

LAST REVISION: July 2007

A. To safeguard the possibility of patenting an invention, the inventors should maintain records of their research work in a fashion that will clearly establish priority dates and adequately describe the invention.

B. Effective protection requires the use of a bound notebook and observance of the following practices (recommended by the Patent Committee of the Idaho Research Foundation and based on a statement issued by the National Association of College and University Business Officers):

B-1. Legibly enter in ink, concurrent with the work on a daily basis, a complete and accurate record of the research activities and sign and date each page below the entered data.

B-2. Whenever possible, preface each series of pages with a brief and generic statement of the work that is to be performed (i.e., statement of problem) rather than what the results are expected to be. Avoid gratuitous conclusions.

B-3. Similarly, when an experiment or run is completed and it represents the reduction to practice of only one or more species, include a paragraph setting forth still other species and parameters of variables and the reasons they are expected to be effective in order later to provide valid basis for a generic claim. This is conveniently included under a "Modifications and Extensions" heading and need not include complete data at that time.

B-4. Faithfully have the work corroborated by having the notebooks witnessed by dated signature of an associate (not a co-worker or collaborator in that particular research area who is or could be a joint inventor). Notation of witness should appear after the last line of an experiment and not necessarily at the bottom of every page. If necessary or desirable, explain in detail the work performed.

B-5. Before destroying any samples, run sheets, or records of any kind, the inventor must make certain that the discards are of no value to the university or to anyone associated with the project.

B-6. Notify the Idaho Research Foundation promptly of any proposed publications (including abstracts) involving patentable inventions in order to preserve property rights in research. (Laws in this country permit the filing of a patent application within one year of public disclosure, but some foreign countries will not accept an application claiming invention for anything already published.)

B-7. Record observations of physical results even if they are not fully appreciated or understood at that time.

B-8. Use the last four or five pages for an index as desired.

B-9. Start a new page for each new experiment and draw a continuous diagonal line through unused portions of pages remaining at the close of an experiment.

~~**B-10.** Avoid erasures but, where necessary, cross out entries with a single line; date and initial the changes.~~

~~**Version History:**~~

~~**Amended 2022.** Editorial changes.~~

~~**Adopted 1979.**~~

Attach. #15

68: FINAL EXAM SCHEDULES

In Workflow

1. Registrar's Office (none)
2. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
3. Ready for UCC (disable)
4. UCC (none)
5. Post-UCC Registrar (none)
6. Faculty Senate Chair (mstout@uidaho.edu; jvalkovic@uidaho.edu; cari@uidaho.edu)
7. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
8. State Approval (mstout@uidaho.edu; jvalkovic@uidaho.edu; lindalundgren@uidaho.edu)
9. NWCCU (sara@uidaho.edu; mstout@uidaho.edu)
10. Catalog Update (V00814390@uidaho.edu)
11. Theodore Unzicker (tunzicker@uidaho.edu)

Approval Path

1. Thu, 15 Sep 2022 18:24:05 GMT
Theodore Unzicker (tunzicker): Approved for Registrar's Office
2. Thu, 06 Oct 2022 23:13:38 GMT
Gwen Gorzelsky (gwen): Approved for Provost's Office
3. Wed, 26 Oct 2022 17:25:28 GMT
Theodore Unzicker (tunzicker): Approved for Ready for UCC
4. Wed, 26 Oct 2022 18:14:59 GMT
Theodore Unzicker (tunzicker): Rollback to Ready for UCC for UCC
5. Wed, 02 Nov 2022 17:48:53 GMT
Theodore Unzicker (tunzicker): Approved for Ready for UCC
6. Tue, 08 Nov 2022 18:58:03 GMT
Theodore Unzicker (tunzicker): Approved for UCC
7. Mon, 09 Jan 2023 16:41:56 GMT
Theodore Unzicker (tunzicker): Approved for Post-UCC Registrar

New Proposal

Date Submitted: Tue, 13 Sep 2022 16:04:40 GMT

Viewing: Final Exam Schedules

Last edit: Tue, 13 Sep 2022 16:04:39 GMT

Changes proposed by: Dwaine Hubbard

Faculty Contact

Faculty Name	Faculty Email
Lindsey Brown	lindseybrown@uidaho.edu

Request Type

Other

Effective Catalog Year

2023-2024

Title

Final Exam Schedules

Request Details

These are the final examination schedules for Fall 2023 and Spring 2024.

Supporting Documents

Final Exam Schedule Fall 23.xlsx
Final Exam Schedule Spring 24.xlsx

Reviewer Comments

Theodore Unzicker (tunzicker) (Wed, 26 Oct 2022 18:14:59 GMT): Rollback: Not ready.

Key: 68

Fall Final Examination Schedule December 11-15, 2023

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar's Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for "common final" exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Wednesday	8:00 AM	10:00 AM
Monday	8:30 AM	Thursday	8:00 AM	10:00 AM
Monday	9:30 AM	Friday	8:00 AM	10:00 AM
Monday	10:30 AM	Monday	10:15 AM	12:15 PM
Monday	11:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	12:30 PM	Wednesday	12:45 PM	2:45 PM
Monday	1:30 PM	Thursday	12:45 PM	2:45 PM
Monday	2:30 PM	Monday	3:00 PM	5:00 PM
Monday	3:30 PM	Thursday	3:00 PM	5:00 PM
Monday	4:30 PM	Tuesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Thursday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Wednesday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Friday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Friday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Thursday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Monday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Friday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Friday	3:00 PM	5:00 PM
Thursday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Thursday	9:30 AM	Thursday	8:00 AM	10:00 AM
Thursday	11:00 AM	Thursday	10:15 AM	12:15 PM
Thursday	12:30 PM	Monday	12:45 PM	2:45 PM
Thursday	2:00 PM	Monday	12:45 PM	2:45 PM
Thursday	3:30 PM	Tuesday	3:00 PM	5:00 PM
Friday	7:30 AM	Monday	8:00 AM	10:00 AM
Friday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Friday	11:30 AM	Friday	10:15 AM	12:15 PM
Friday	12:30 PM	Thursday	12:45 PM	2:45 PM
Friday	1:30 PM	Friday	12:45 PM	2:45 PM
Friday	2:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	3:30 PM	Thursday	3:00 PM	5:00 PM
Friday	4:30 PM	Monday	3:00 PM	5:00 PM

- **Common final exam** periods are from 7:00 to 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday.
- Students with more than two finals in one day may have the excess final(s) rescheduled. The **conflict exam** periods are from 5:00 to 7:00 p.m. on Thursday and Friday. A student must make arrangements with the department and the instructor of the course to schedule the final exam in one of the conflict exam periods.
- Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time.
- For online classes that have in person finals, the final examination will be on the Saturday following the final examination week in the Fall semester. In the Spring semester these in person finals will be held on the Saturday prior to the final examination week.
- Non-Standard time patterns will use the final exam start time in the day/time pattern of the earlier hour. For example, a Tuesday section with an 8:30 a.m. start time would use the 8:00 a.m. final exam time for Tuesday.
- If a class meeting day and time is not found in the final examination schedule above, the instructor of the class is responsible for contacting the Office of the Registrar to identify the appropriate day and time for the final examination.

Spring Final Examination Schedule May 6-10, 2024

Regular classrooms will be used for the exam unless the instructors make special arrangements through the Registrar's Office. In order to avoid conflicts, rooms must be reserved in the Registrar's Office for "common final" exams. Instructors will announce to their classes rooms to be used for all sectioned classes having common final exams. **Instructors may deviate from the approved schedule only upon recommendation of the college dean and prior approval of the Provost.**

First Regular Class Meeting Day of the Week	Class Start Time	Final Exam Day	Final Exam Time	
			From	To
Monday	7:30 AM	Thursday	8:00 AM	10:00 AM
Monday	8:30 AM	Friday	8:00 AM	10:00 AM
Monday	9:30 AM	Monday	8:00 AM	10:00 AM
Monday	10:30 AM	Tuesday	10:15 AM	12:15 PM
Monday	11:30 AM	Wednesday	10:15 AM	12:15 PM
Monday	12:30 PM	Thursday	12:45 PM	2:45 PM
Monday	1:30 PM	Friday	12:45 PM	2:45 PM
Monday	2:30 PM	Tuesday	3:00 PM	5:00 PM
Monday	3:30 PM	Friday	3:00 PM	5:00 PM
Monday	4:30 PM	Wednesday	3:00 PM	5:00 PM
Tuesday	8:00 AM	Wednesday	8:00 AM	10:00 AM
Tuesday	9:30 AM	Tuesday	8:00 AM	10:00 AM
Tuesday	11:00 AM	Thursday	10:15 AM	12:15 PM
Tuesday	12:30 PM	Monday	10:15 AM	12:15 PM
Tuesday	2:00 PM	Wednesday	12:45 PM	2:45 PM
Tuesday	3:30 PM	Thursday	3:00 PM	5:00 PM
Wednesday	7:30 AM	Monday	8:00 AM	10:00 AM
Wednesday	8:30 AM	Tuesday	8:00 AM	10:00 AM
Wednesday	9:30 AM	Wednesday	8:00 AM	10:00 AM
Wednesday	10:30 AM	Friday	10:15 AM	12:15 PM
Wednesday	11:30 AM	Monday	10:15 AM	12:15 PM
Wednesday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Wednesday	1:30 PM	Wednesday	12:45 PM	2:45 PM
Wednesday	2:30 PM	Thursday	12:45 PM	2:45 PM
Wednesday	3:30 PM	Monday	3:00 PM	5:00 PM
Wednesday	4:30 PM	Monday	3:00 PM	5:00 PM
Thursday	8:00 AM	Thursday	8:00 AM	10:00 AM
Thursday	9:30 AM	Friday	8:00 AM	10:00 AM
Thursday	11:00 AM	Friday	10:15 AM	12:15 PM
Thursday	12:30 PM	Tuesday	12:45 PM	2:45 PM
Thursday	2:00 PM	Tuesday	12:45 PM	2:45 PM
Thursday	3:30 PM	Wednesday	3:00 PM	5:00 PM
Friday	7:30 AM	Tuesday	8:00 AM	10:00 AM
Friday	8:30 AM	Wednesday	8:00 AM	10:00 AM
Friday	9:30 AM	Thursday	8:00 AM	10:00 AM
Friday	10:30 AM	Wednesday	10:15 AM	12:15 PM
Friday	11:30 AM	Monday	10:15 AM	12:15 PM
Friday	12:30 PM	Friday	12:45 PM	2:45 PM
Friday	1:30 PM	Monday	12:45 PM	2:45 PM
Friday	2:30 PM	Thursday	3:00 PM	5:00 PM
Friday	3:30 PM	Friday	3:00 PM	5:00 PM
Friday	4:30 PM	Tuesday	3:00 PM	5:00 PM

- **Common final exam** periods are from 7:00 to 9:00 p.m. on Monday, Tuesday, Wednesday, and Thursday.
- Students with more than two finals in one day may have the excess final(s) rescheduled. The **conflict exam** periods are from 5:00 to 7:00 p.m. on Thursday and Friday. A student must make arrangements with the department and the instructor of the course to schedule the final exam in one of the conflict exam periods.
- Evening classes, those starting at 5:00 p.m. or later, will have the final examinations during the final exam week at the regular class time.
- For online classes that have in person finals, the final examination will be on the Saturday following the final examination week in the Fall semester. In the Spring semester these in person finals will be held on the Saturday prior to the final examination week.
- Non-Standard time patterns will use the final exam start time in the day/time pattern of the earlier hour. For example, a Tuesday section with an 8:30 a.m. start time would use the 8:00 a.m. final exam time for Tuesday.
- If a class meeting day and time is not found in the final examination schedule above, the instructor of the class is responsible for contacting the Office of the Registrar to identify the appropriate day and time for the final examination.

80: FOUR DIGIT COURSE NUMBERING

In Workflow

1. Registrar's Office (none)
2. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
3. Ready for UCC (disable)
4. UCC (none)
5. Faculty Senate Chair (mstout@uidaho.edu; jvalkovic@uidaho.edu; cari@uidaho.edu)
6. Provost's Office (kudas@uidaho.edu; mstout@uidaho.edu; jvalkovic@uidaho.edu; gwen@uidaho.edu)
7. Post-UCC Registrar (none)

Approval Path

1. Tue, 07 Feb 2023 15:34:34 GMT
Dwayne Hubbard (dhubbard): Approved for Registrar's Office
2. Tue, 07 Feb 2023 17:24:52 GMT
Gwen Gorzelsky (gwen): Approved for Provost's Office
3. Wed, 15 Mar 2023 17:27:28 GMT
Theodore Unzicker (tunzicker): Approved for Ready for UCC
4. Mon, 03 Apr 2023 22:23:53 GMT
Sydney Beal (sbeal): Approved for UCC

New Proposal

Date Submitted: Fri, 03 Feb 2023 16:30:24 GMT

Viewing: Four Digit Course Numbering

Last edit: Fri, 03 Feb 2023 16:30:24 GMT

Changes proposed by: Dwayne Hubbard

Faculty Contact

Faculty Name	Faculty Email
Lindsey Brown	lindseybrown@uidaho.edu

Request Type

Other

Effective Catalog Year

2025-2026

Title

Four Digit Course Numbering

Request Details

Due to the limited course numbers available for future course offerings in some programs the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies the first digit of each course number will be duplicated. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.

Supporting Documents

UG and GR Course Renumbering.docx

Key: 80

TO: University Curriculum Committee

FROM: Office of the Registrar

RE: Undergraduate and Graduate Course Numbers

DATE: February 3, 2023

Due to the limited course numbers available for future course offerings in some programs the University will be transitioning undergraduate and graduate courses to a four-digit course numbering scheme effective with the 2025-26 Catalog. To remain in compliance with Idaho State Board of Education policies the first digit of each course number will be duplicated. As an example, with this transition ENGL 101 Writing and Rhetoric I will become ENGL 1101 Writing and Rhetoric I.

University of Idaho Faculty Senate 2022-2023

Title: Resolution on Temporary Emergency Policy for Summer and Fall 2024 and Spring 2025 admission terms

Author: University of Idaho Faculty Senate

WHEREAS Current admission criteria for Fall 2023 and Spring 2024 were put in place to accommodate the irregularities of high school grading practices and changes to the College Board's standardized testing schedule, through the current emergency policy approved by President Green on April 13, 2022.

WHEREAS A decision has to be made about criteria for the next admission cycle and beyond;
WHEREAS Before making a permanent decision, collecting student success data for one more year is helpful, as new data will be minimally impacted by Covid;

WHEREAS College rankings typically use ACT and SAT scores. Presently, ranking systems are not taking into account those scores, but it's unclear what the permanent status will be. That information will be useful.

WHEREAS One year from now, we will be aware of the direction taken by our peer institutions.

BE IT RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE SUPPORTS the implementation of a Temporary Emergency Policy by President Scott Green to allow the following admission criteria for Summer and Fall 2024 and Spring 2025 admission terms only:

- The U of I will revert to the use of 6th semester high school grades in the admission consideration, and
- The U of I will make an admission decision based upon GPA only where a test score is not available, and
- The U of I will establish a minimum high school GPA of 2.60 for admission.
- Under this accommodation, the U of I would not require a standardized test for admission but would require a placement test score prior to registration.
- As reflected in existing practice, students with a GPA between 2.3 and 2.59 will be directly admitted into the Vandal Gateway Program.
- Students whose GPA is below 2.3 will apply through an appeal process administered by the Admissions Committee.



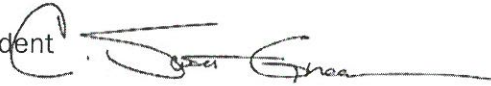
OFFICE OF THE PRESIDENT
875 Perimeter Drive MS 3151
Moscow ID 83844-3151

208-885-6365
president@uidaho.edu
uidaho.edu/president

DATE: March 16, 2023

TO: Francesca Sammarruca, Faculty Secretary
Kelly Quinnett, Faculty Senate Chair

CC: Torrey Lawrence, Provost & Executive Vice President
Diane Whitney, Policy Coordinator

FROM: C. Scott Green, President 

SUBJECT: Response to request for approval of Emergency Policy on Admission Criteria

In response to your memo of March 8, 2023 following the University Faculty Meeting and pursuant to Faculty-Staff Handbook (FSH) 1420 A-1, the Resolution titled "Temporary Emergency Policy for Summer and Fall 2024 and Spring 2025 Admission Terms" is approved for the reasons outlined in the Faculty Senate Resolution.

This Temporary Emergency Policy will allow the following admission criteria for Summer and Fall 2024 and Spring 2025 admission terms only:

- The U of I will revert to the use of 6th semester high school grades in the admission consideration, and
- The U of I will make an admission decision based upon GPA only where a test score is not available, and
- The U of I will establish a minimum high school GPA of 2.60 for admission.
- Under this accommodation, the U of I would not require a standardized test for admission but would require a placement test score prior to registration.
- As reflected in existing practice, students with a GPA between 2.3 and 2.59 will be directly admitted into the Vandal Gateway Program.
- Students whose GPA is below 2.3 will apply through an appeal process administered by the Admissions Committee.



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)
 Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)
 Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **APM 30.12 Acceptable Use of Technology Resources**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson, 6/21/22

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

Updated policy to include new technologies used to disguise a person’s location. Comprehensive policy review.

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.

APM 30.12 -- Acceptable Use of Technology Resources

July 2022 Updated: September-March 2024-2

Contents:

A. Purpose
B. Scope
C. Definitions
D. Policy
E. Non-Compliance
F. Exceptions
G. Contact Information
H. References

A. Preamble/Purpose

The University of Idaho (U of I) provides access to technology resources and assets in order to support its land grant mission in all areas. These include instruction, research, outreach, and service missions; administrative functions; and student and campus life activities. This policy sets forth the rights and responsibilities of users of U of I technology resources. It also and the defines or links to examples of measures that may be taken by the institution to ensure the integrity of U of I technology resources and compliance with applicable law and policy.

B. Scope

This policy applies to all users of U of I technology resources, whether or not they are formally affiliated with U of I and/or whether they are accessing them on a U of I campus or using technology resources from other locations.

C. Definitions

CA-1. Technology Resources

All university owned, operated, leased, or contracted technology, including but not limited to:

- Computing, networking, telecommunication, storage, and information resources.
- All information maintained within the university's computing resources.
- All technology resources including all hardware, software, applications, databases, and storage media.

CA-2. Data Owner

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The Data Owner is defined as the unit administrator with direct responsibility for all access and use of designated types of data. Use of this term, in connection with this policy, shall not affect university claims or rights of ownership of data or ownership of ~~third party~~ third-party data in the possession of the university.

D. Policy

The University of Idaho provides access to and use of its technology resources to its students, staff, faculty, and others, as part of its business practices that, in turn, in order to support its mission. Access and use of U of I technology resources is a privilege and requires that users of such technology resources act responsibly. This is, regardless of ownership of the end point computing device used to access these resources.

Users shall only access and/or make use of U of I technology resources in a manner that is consistent with applicable federal and state laws and Idaho State Board of Education, and U of I policies and procedures. ~~Users accessing U of I technology resources have no expectation of privacy with respect to such uses. Please note that a~~ Applicable laws and policies are not limited to those specifically addressing access to and use of computers and networks; they may also include, but are not limited to, laws and policies related to personal conduct, flextime/flexplace, and university international travel as reflected in the U of I Faculty Staff Handbook and other university policies. ~~(See FSH 3170, Item B 7, FSH 3250, and APM 70.23)~~ Users accessing U of I technology resources have no expectation of privacy with respect to the use of U of I technology resources.

BD-1. User Responsibilities. Users of U of I technology resources must:

- ~~a. Follow all applicable federal and state laws;~~
- ~~b.a. Follow all U of I policies and procedures and IT standards;~~
- ~~b. Actively maintain the security of all devices accessing U of I technology resources or being used to access, store, or process U of I-maintained data.~~
- ~~c. Actively maintain the security and privacy of university data or U of I-maintained third-party data and store or process such data only in authorized locations, consistent with U of I policies and standards.~~
- ~~d. Report privacy, security, or technology policy violations to the U of I ITS/OIT Security Office using the OIT Support Portal or security@uidaho.edu.~~

DB-2. User Actions Constituting Misuse of U of I Technology Resources. ~~User~~ The actions, ~~such as those~~ described below, of U of I technology resources shall be considered misuse of U of I technology resources:

- a. Utilizing any identity or account not specifically assigned by U of I to the user;
- b. Hindering, monitoring, or intercepting another user's network traffic, except as expressly authorized by the U of I as an exception to this policy (See section F.);
- c. Attempting to access, disclose, destroy, use, or modify university systems or data without authorization of data owners;
- d. Using technology resources for the creation or transmission of materials which may put any person's personal safety at risk;
- e. Using technology resources for unauthorized access to any system or network;

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- f. ~~Using technology resources for unlawful communications or activity, including threats of violence, obscenity, child pornography, defamation, harassing communications (as defined by law), such as cyberstalking or other similar activities in violation of stalking laws;~~
- g. ~~Engaging in the unauthorized copying, distributing, or transmitting of copyrighted materials (see FSH 5300), such as software, music, or other media; See FSH 5300 Copyrights, Protectable Discoveries and Other Intellectual Property Rights.~~
- h. ~~Using technology such as traffic anonymizers, Tor, proxy services, or third-party VPN that disguise country of location while accessing U of I technology resources, except as expressly authorized as an exception to this policy (see section FF);~~
- i. ~~Using technology resources or applications to provide an unauthorized gateway or access point in or out of any U of I networks;~~
- j. ~~Using or accessing technology resources from unauthorized non-US locations, including those limited by Export Control, trade sanctions, or other laws, regulations, or University policy. (See: APM 45.19 U.S. Export Controls, APM 70.23 for International Travel authorization/University International Travel, and FSH 3250 Flextime/Flexplace);~~
- ~~e-k.~~ ~~Using technology resources for partisan political or campaign activities (see FSH 6230), such as participating or intervening in a campaign for public office or making technology resources available to a candidate, campaign, political party, or political actions committee. See FSH 6230 Political Rights of University Employees and (see also FSH 3170 University Ethics section B-10);~~
- ~~e-l.~~ ~~Using technology resources for commercial purposes (including but not limited to personal financial gain), except as approved/allowed by FSH 3260- Professional Consulting and Additional Workload;~~
- ~~f-m.~~ ~~Using university resources for personal, non-commercial purposes, excluding uses such as personal email or access to the internet, when such activities do not interfere with an individual's employment responsibilities at UI or that give rise to a cost to U of I.~~
- ~~g.~~ ~~Using technology resources for unlawful communications or activity, including threats of violence, obscenity, child pornography, defamation, harassing communications (as defined by law), such as cyberstalking or other similar activities in violation of stalking laws;~~
- ~~h.~~ ~~Using technology resources for the creation or transmission of materials which may put any person's personal safety at risk;~~
- ~~i.~~ ~~Using technology resources for unauthorized access to any system or network;~~
- ~~j.~~ ~~Engaging in the unauthorized copying, distributing, or transmitting of copyrighted materials (see FSH 5300), such as software, music, or other media.~~

~~E. B-3. Noncompliance.~~

~~The U of I may take any actions it deems necessary to protect and manage the security and integrity of its technology resources.~~ Noncompliance with this policy may result, depending upon the nature of the noncompliance, in the user's account or access to U of I technology resources being temporarily suspended, ~~or~~ disabled, or permanently terminated. In the case of temporary suspension, U of I may require implementation of ~~certain~~ remedial measures or satisfaction of ~~certain~~ educational courses prior to reinstatement of the user's account or access. Additionally, the user may be referred for institutional sanctions to the appropriate university disciplinary body and may be subject to civil and criminal penalties.

~~B. 4. Remediation. The UI may take any actions it deems necessary to protect and manage the security and integrity of its technology resources, including but not limited to temporarily~~

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suspending or disabling user accounts or limiting the available resources through traffic shaping, data caps, or other measures.

~~F. C. Scope. This policy applies to all users of UI technology resources, whether or not formally affiliated with UI and whether on a UI campus or accessing and using technology resources from remote locations.~~

~~D. Exceptions to the Policy.~~

~~Sections ~~BD-2~~ (k through D-2, md-f) do not apply to students, guests, or residents in university housing except when such uses are in violation of federal or state law, or give rise to a cost to U of I.~~

~~Requests for other exceptions to this policy may be submitted in writing through the OIT Support Portal. The U of I Information Security Officer will assess the risk and make a recommendation to the UI CIO, the U of I Vice President for Information Technology and Chief Information Officer.~~

~~G. E. Process/Procedure/Standards. Given the changing nature of technology, users are encouraged to regularly review the latest on the ITS website for specific guidance on acceptable uses of technology resources.~~

~~F. Contact Information.~~

~~The ~~ITS~~OIT Information Security Office (~~its-security@uidaho.edu~~) can assist with questions regarding this policy and related standards. Please submit your question on the OIT Support Portal. Given the changing nature of technology, users are encouraged to regularly review the latest IT standards for specific guidance on acceptable uses of technology resources.~~

~~H. G. References.~~

~~Federal Information Security Management Act (FISMA) – National Institute of Standards and Technology (NIST) SP 800-53, Revision 4 NIST – SP 800-171 revision 2~~

~~U of I – FSH 2300 – U of I Student Code of Conduct~~

~~U of I – FSH 2400 – Disciplinary Process for Alleged Violations of Student Code of Conduct~~

~~U of I – FSH 3170 – University Ethics~~

~~U of I – FSH 3250 – Flextime/Flexplace~~

~~U of I – FSH 3260 – Professional Consulting and Additional Workload~~

~~U of I – FSH 5300 – Copyrights, Protectable Discoveries and Other Intellectual Property Rights~~

~~U of I – FSH 5700 – Research Data~~

~~U of I – APM 30.11 – University Data Classification and Standards~~

~~U of I – APM 45.19 – Export Controls, U.S.~~

~~U of I – APM 65.02 – Records Inventory, Retention and Disposition~~

~~U of I – APM 65.06 – University Electronic Records Management Guidelines~~

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-U of I – APM 70.23 – University International Travel
U of I – Approved Storage Locations

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Version History

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Amended 2022. Comprehensive review and revision, including language to address new technologies to disguise a person’s location.

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Amended 2017. Substantially revised to address responsibilities of users and systems without being specific to frequently changing types of technology resources.

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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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **APM 30.16 – Technology Hardware Lifecycle Management**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel Yes No Name & Date: Manisha Wilson, 3/30/23

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

Policy revised throughout in collaboration with the Faculty Senate.

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

3. **Related Policies/Procedures:** Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. None

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.

As soon as possible.

Contents:

- A. Purpose
- B. Scope
- C. Definitions
- D. Policy
- E. Non-Compliance
- F. Exceptions
- G. Contact Information
- H. References

A. Purpose

Technology hardware is used to support instruction, research, outreach, and service missions; administrative functions; and student and campus life activities. This policy addresses the lifecycle management and stewardship of U of I technology hardware to provide quality support; data security; the lowest possible total cost of ownership; and compliance with applicable federal and state laws, Idaho State Board of Education and U of I policies and procedures, and industry best practices.

Each piece of technology hardware connected to University systems represents a use of University resources, including personnel time and operating funds, and can represent a risk to our institution if not managed properly throughout its complete lifecycle from procurement to decommissioning. The Office of Information Technology/Information Technology Services (OIT/ITS), in collaboration with Contracts and Purchasing Services (C/PS), strives to acquire and maintain technology hardware in a manner that:

- Ensures specifications to meet University current and, wherever possible, future technology needs,
- Provides the lowest possible total cost of ownership,
- Supports the secure acquisition, compliant baseline configuration, and appropriate ongoing security posture for University infrastructure, systems, and data, and
- Complies with applicable federal and state regulations as well as Idaho State Board of Education and U of I policies and procedures.

B. Scope.

[This policy applies to all technology hardware owned or leased by the University regardless of the source of funding, location or intended purpose.](#)

This policy applies to all technology hardware owned, used or operated by the University and its employees and affiliates, regardless of the source of funding, location or intended purpose.

C. Definitions

C-1. Technology Hardware. All University-owned, -leased, or -maintained computing equipment that could process or store University data.

~~Technology Hardware. All University-owned, -leased, or -maintained computing equipment that processes or stores University data.~~

C-2. Managed Technology Device. Standard technology hardware that is managed by ~~ITS~~OIT-defined security and management software.

C-3. Security and Management Software. Tools required by the University to maintain continuous, appropriate, and compliant configuration and security management for the University's technology hardware. This may include but is not limited to antivirus, vulnerability, and configuration management tools defined in the standards for APM 30.11.

C-4. Standard Technology Hardware. Hardware available directly from OIT which has been predetermined by OIT to meet the needs of most users while also meeting the supportability, security and regulatory needs of the University. Standard technology hardware is the preferred option for new hardware requests.

~~Standard Technology Hardware. Technology hardware as defined and documented by ITS that meets University specifications. Standard technology hardware will be the default hardware purchased and utilized unless it does not meet the needs of the situation and an ITS exception is granted. Standards will be reviewed on a regular basis and documented in the ITS Portal.~~

C-5. Total Cost of Ownership. Total Cost of Ownership. The complete lifecycle cost of technology hardware including, but not limited to, purchase price, delivery costs, installation, updating, warranties, and personnel costs for maintenance, repair, and decommissioning, when appropriate.

~~The complete lifecycle cost of technology hardware including but not limited to purchase price, delivery costs, installation, updating, warranties, and personnel costs for maintenance, repair, and decommissioning. Purchase price is only a component of total cost of ownership.~~

C-6. High-Performance Computing. Computing services in a data center environment such as those provided by U of I Research Computing and Data Services (RCDS).

D. Policy

D-1. University of Idaho employees shall procure technology hardware, regardless of funding source, through the U of I technology procurement process as documented on the OIT Portal. Whenever feasible, requester shall consider selection of Standard Technology Hardware as the preferred option. Standard Technology Hardware shall be the preferred option. OIT will make all reasonable attempts to review requests for non-standard technology hardware within 5five business days. OIT will either approve the non-standard hardware request or provide suitable-alternatives deemed suitable by OIT.

D-1. University of Idaho employees shall procure technology hardware, regardless of funding source, through the U of I technology procurement process as documented on the ITS Portal. Whenever feasible purchases shall be limited to Standard Technology Hardware unless an exception request is preapproved pursuant to section F.

D-2. Technology hardware may not be purchased on University issued P-cards except by OIT as a part of the U of I technology procurement process unless covered by activities referenced in D-3 below. Personal funds reimbursed by the University may not be used to purchase technology hardware shall not be reimbursed by the University.

D-2 Technology hardware may not be purchased on University issued P-cards except by ITS as a part of the U of I technology procurement process. Personal funds reimbursed by the University may not be used to purchase technology hardware.

D-3. OIT acknowledges that certain types of activities will have special circumstances around their use and are therefore exempt from the OIT procurement policies described herein. Compliance with all other provisions of this policy is still required. Exemptions must be approved by OIT in advance of their procurement. Example-Exemptions may include, but are not limited to:

a. Technology hardware used for centralized high-performance computing. Compliance with all sections of APM Chapter 60 is still required.

b. Technology hardware that is part of a package to run specific equipment or systems as required by the manufacturer or reseller.

c. Devices used in research, teaching and learning, that do not access, store, nor process University data..

D-4 Whenever feasible, technology hardware shall be treated as a managed technology device. Exceptions to this will be at the discretion of OIT.

OIT will make reasonable attempts to inform the user prior to software modification or removal from a managed technology device unless required to address security incidents or to meet legal, audit, or other compliance- requirementswith local, state or federal law.

~~Whenever feasible, technology hardware shall be treated as a managed technology device. Exceptions to this will be at the discretion of ITS.~~

D-54. All technology hardware shall be tracked in and through central inventory management systems as documented on the [ITSOIT](#) Portal.

D-65. Repairs or upgrades of technology hardware shall be coordinated through OIT except those referenced in item D-2 above.

~~Repairs or upgrades of technology hardware shall be coordinated through [ITSOIT](#).~~

D-76. Security and management software shall not be removed or rendered unusable for any reason on any managed technology device unless preapproved through [ITSOIT](#).

D-87. No hardware or software shall be added, modified, or removed from technology hardware that negatively impacts the performance of security and management software.

D-98. Upon any of the below events, managed devices shall be cleaned of all data through an approved [ITSOIT](#) process and reset to meet managed device standards, unless an exception is approved by [ITSOIT](#); in addition, all technology equipment shall be evaluated by [ITSOIT](#) to ensure use is still appropriate.

- The end of employment of an employee
- Change of position of an employee
- Reallocation of technology hardware resources
- Receipt of new technology hardware
- Situations deemed necessary to address security or compliance

As part of an employee's offboarding process, the supervisor is responsible for contacting [ITSOIT](#) to secure electronic information that is subject to archival or records management policy.

D-109. Surplus or disposal of technology hardware will be coordinated through [ITSOIT](#) as documented on the [ITSOIT](#) Portal.

E. Noncompliance

Noncompliance with this policy may result, depending upon the nature of the noncompliance, in the user's account or access being suspended to U of I technology resources as stated in Section B.3 of APM 30.12 ([Acceptable Use of Technology](#)).

If technology hardware is procured in a noncompliant manner or causes interference to any University business process, any or all of the following may occur:

- Technology hardware may be disabled or removed from accessing the University network
- Technology hardware may be blocked from accessing University systems and data
- Technology hardware may be returned to the vendor

Any costs of remedying noncompliance will be the responsibility of the unit in violation of this policy.

F. Exceptions

Exception requests must be preapproved. Technology hardware needs will be considered based on program need. Exceptions to this policy will require prior approval of the Vice President for Information Technology and Chief Information Officer or designee based on a recommendation approved by on the supervising VP/dean/director.

Exception requests to this policy can be submitted for approval on the [ITSOIT](#) Portal site. [Click here for more information.](#)

G. Contact Information.

[ITSOIT](#) can assist with questions regarding sections D-1 through D-5 and D-9 of this policy and related standards. Questions should be submitted through the [ITSOIT Portal](#). The [ITSOIT](#) Information Security Office can assist with questions regarding sections D-6 through D-8 of this policy and related standards. General questions can be directed to the Vice President for Information Technology and Chief Information Officer or designee.

H. References.

UI – APM 60.04 – Internal Purchases and Charges

[UI – APM 30.11 – University Data Classifications and Standards Standards for Data Classifications](#)

CIS Critical Security Control #1 (Inventory and Control of Enterprise Assets)

NIST 800-171r2 – 3.4.1 (Configuration Management), 3.8.3 (Media Sanitization)

Critical Security Control #2 (Audit)

[ITSOIT](#) Portal - xxx

Version History

[Amended 2023. Policy revised throughout.](#)

Amended 2022. Comprehensive review and revision. Standardized purchasing process to allow UI to obtain better pricing for new computing resources.

Adopted 2007.



POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **APM 90.35 UI Vandal Identification Cards**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

Reviewed by General Counsel Yes No Name & Date: Jim Craig 5/28/22

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

Removed outdated procedural information; clarified language throughout.

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.

90.35 -- U OF I Credential (Vandal Card)
December 22, 2008 (formerly 80.35) Edited March, 2022 July 2022

Contents:

- [A. Purpose](#)
- [B. Scope](#)
- [C. Definitions](#)
- [D. Policy](#)
- [E. Non-Compliance](#)
- [F. Exceptions](#)
- [G. Contact Information](#)

A. Purpose. To provide a learning environment based on accountability and security, the University of Idaho provides an identification system that allows access to many card-related services. A Vandal Card is a tool to validate an individual's purpose at U of I and reason to be on premises via designated authorities, particularly areas not accessible to the public. The Vandal Card is also utilized by various University services such as the library, dining services, and door or gate access to university functions. The U of I recommends all staff, faculty, and students have a properly issued Vandal Card.

B.

To provide a learning environment based on accountability and security, the University of Idaho (U of I) provides an identification system that allows access to many card-related services. A Vandal Card is a tool to validate an individual's purpose at U of I and reason to be on premises via designated authorities, particularly areas not accessible to the public. The Vandal Card is also utilized by various University services such as the library, dining services, and door or gate access to university functions.

To facilitate this, the U of I recommends all staff, faculty, and students have proper University issued credentials (Vandal Card).

~~A Vandal Card is a tool to validate an individual's purpose at U of I and reason to be on premises via designated authorities, particularly areas not accessible to the public. The Vandal Card is also utilized by various University services such as the library, dining services, and door or gate access to university functions.~~

There may be some requirements from areas of U of I that might require identification and enrollment or employment at the university.

~~To enhance a more user friendly environment by providing an identification system that allows efficient access to many card-related services throughout the University of Idaho.~~

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~~Use affiliates credentials resource for University purposes card is not for official identification outside of U of I. identification the are a conduit to validate via designated authorities is also utilized by meal plans, door or gate access to Scope. This policy applies to all Vandal Card holders University wide for all classifications University of Idaho employees, students, and affiliates.~~

C. Definitions

~~**BC-1 Affiliate.** Anyone who is not an employee, student, or otherwise employed by the University of Idaho directly. This includes vendors, contractors, partner institutions such as the Health Clinic, etc. Affiliate Cards require sponsorship from a U of I authority for issuance.~~

~~**C-2. Cardholder.** The person whose name and photograph appear on the Vandal Card, the individual.~~

~~**C-3. Vandal Card.** A University-issued identification card issued for the purpose of accessing programs and services administered by the University of Idaho.~~

D. Policy

D-1. General

- ~~a. All employees and students should be issued a Vandal Card.~~
- ~~b. University of Idaho Vandal Cards are the property of the University of Idaho.~~
- ~~c. This card is Vandal Cards are not for official identification outside of U of I, nor does it they replace government issued identification.~~

D-2. Eligibility

- ~~a. A Vandal Card can may be issued if the individual fits into one of the classifications specified on the OIT Portal.~~
- ~~b. Affiliate cards require sponsorship from a U of I authority for issuance.~~

~~**D-3. Validity.** Vandal Cards are valid only for the duration of the cardholder's status as an employee, student, or affiliate. Upon termination of the status, the access provided by the Vandal Card will be deactivated.~~

~~The Vandal Card is issued to serve specific purposes based on the classification of the card issued. The purposes may change over time. Current purposes can be found on the OIT Support Portal~~

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~~Vandal Cards are valid only for the duration of the cardholder's status as an employee, student, or affiliate. Upon termination of the status, the access provided by the Vandal Card will be deactivated.~~

~~D-4 Cardholder Responsibilities~~

- ~~a. The individual whom the Vandal Card is issued to cardholder is responsible for all transactions and uses of the card unless it is reported lost or stolen.~~
- ~~b. Vandal Cards are not transferable and will be confiscated if found being used by someone other than the ownercardholder.~~
- ~~c. Vandal Cards may not be lent out or used by anyone other than the person whose name and photograph appear on the cardcardholder.~~
- ~~d. The cardholder must immediately report a lost or stolen cards must be reported immediately to the Office of Information Technology. A replacement fee may be charged to replace a lost Vandal Card.~~
- ~~e. University of I assumes no responsibility for misuse or charges to cardholder's account due to card being lost or stolen~~
- ~~f. Vandal Cards may not be replicated and the information they contain may not be extracted from the card.~~

~~D—The purposes may change over time. Current purposes can be found D 3— Vandal Cards are not transferable.~~

~~D—Vandal Cards may not be lent out or used by anyone other than the person whose name and photograph appear on the card. D A replacement fee may be charged to replace a lost Vandal Card. The fee amount is available at <https://www.uidaho.edu/vandalcard-fees>, and must be paid to receive a replacement card. More information or assistance can be found at <https://www.uidaho.edu/vandalcard>. D—Vandal Cards are not allowed to may not be replicated and the information they contain cannot cannot may not be extracted from the card.~~

~~Vandal Cards are automatically deactivated if an individual leaves the University of Idaho, if the individual no longer qualifies in any of the categories listed in Section B [ren. & ed. 12 08]~~

~~E. Noncompliance-~~

~~Noncompliance with this policy may result, depending upon the nature of the non-compliance, in the user's account or access to U of I buildings being temporarily suspended, or disabled, or permanently terminated. In the case of temporary suspension, U of I may require implementation of certain remedial measures prior to reinstatement of the user's Vandal Card access. Additionally, the user may be referred for institutional sanctions to the appropriate university disciplinary body and may be subject to civil and criminal penalties.~~

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F. Exceptions. Issuance of a Vandal Card for a situation not included in the standards **Exceptions to this policy will be considered based on program and university need and will require prior approval of the U of I Vice President for Information Technology and Chief Information Officer or designee based on a recommendation approved by the supervising VP/Dean/Director. Exceptions to this process can be submitted for approval on the OIT Portal site. Click here for more information.**

Issuance of a Vandal Card for a situation not included in the standards will be considered based on program and university need and will require prior approval of the U of I Vice President for Information Technology and Chief Information Officer or designee based on a recommendation approved by the supervising VP/Dean/Director.

Exceptions to this process can be submitted for approval on the OIT Portal site. Click here for more information.

G. Contact Information. OIT can assist with questions regarding this policy and related standards. Submit your questions or request services by contacting OIT.

OIT can assist with questions regarding this policy and related standards. Submit your questions or request services by contacting OIT.

Version History

Amended 2022. Removed outdated procedural information; clarified language throughout.

Amended 2008. Removed elements of policy that referred to areas outside of UI authority; revised policy related to account deactivation.

Amended 2006.

Adopted 2005.

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POLICY COVER SHEET

For instructions on policy creation and change, please see <https://www.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.

Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

XAddition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **APM 01.01 Office of General Counsel**

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

Originator: Diane Whitney, University Policy and Compliance Coordinator

Policy Sponsor, if different from Originator: Kent Nelson, Acting General Counsel

Reviewed by General Counsel Yes No Name & Date: Kent Nelson, 11/11/22

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

The purpose of this policy is to outline the function and authority of the Office of General Counsel, including retention of outside counsel, acceptance of service of process, and responding to subpoenas, public record requests, and similar requests for information.

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.

None.

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.

APM 01.01

Office of General Counsel

A. Purpose. The purpose of this policy is to outline the function and authority of the University of Idaho Office of General Counsel (OGC).

B. Scope. This policy applies to all employees and students at the University of Idaho.

C. Policy

C-1. Responsibility. The OGC provides advice and legal services to the University of Idaho and all of its colleges, divisions, units, and related entities, on the broad range of legal matters affecting the University. The OGC represents the University of Idaho and may not represent individual employees or students except when these individuals are named as defendants in litigation as a result of actions or omissions within the course and scope of their employment or institutional representation. For personal legal advice, employees and students should consult a private attorney.

C-2. Retention of Outside Counsel. Due to the volume or to the specialized nature of legal services required by the University, it will sometimes be necessary to hire the services of attorneys outside of the OGC to represent the University. All outside legal counsel must be retained by the General Counsel, regardless of the source of funds that will pay for the outside legal counsel. Legal services to be rendered by any outside attorney shall be limited to the scope of services approved by the General Counsel, and the scope of services shall not be expanded without prior approval of the General Counsel.

C-3. Service of Process. Only the General Counsel or their designee shall accept service of legal process on behalf of the University. If an individual asks an employee or student to accept receipt of legal papers on the University's behalf, the employee or student shall decline acceptance of the documents and direct the individual to the OGC.

C-4. Subpoenas and Other Requests for Information. The OGC manages the response to subpoenas and other requests for information, such as public record requests, to ensure compliance with privacy and other legal obligations. If an individual asks an employee or student to accept a subpoena or similar request for information, the employee or student shall decline acceptance of the documents and direct the individual to the OGC. Other requests for information, whether written or verbal, should be directed to the OGC.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **90.38 – ID cards for Non-UI Affiliates**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Ellis, Nyssa

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.
This APM is being deleted because the procedures and definitions contained in it have been incorporated into the revised 90.35 APM.

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

None

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

None

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.

~~90.38 -- ID cards for Non-UI Affiliates~~

~~Created December 19, 2006 (formerly 80.38)~~

~~-~~

~~A. **General.** It is occasionally desirable for non-UI affiliates to have access to UI facilities. For example, WSU graduate students may participate in research programs located on the UI campus. The Vandal Card system is used to control door access to a number of locations across campus, including some that non-UI affiliates may require access to. The Vandal Card office may issue a temporary ID card to non-UI affiliates under certain circumstances to provide access to those locations.~~

~~-~~

~~B. **Sponsorship.** The temporary ID for a non-UI affiliate must be requested by the Dean or department head of the college or department that the cardholder will be working with. This request must be in writing and signed by the Dean, Associate Dean, Vice President or Director only. Signature authority may not be delegated for temporary card requests. This request should also include an indication of when the association with the non-UI affiliate is expected to end.~~

~~-~~

~~C. **Expiration.** The temporary ID must have an expiration date specified, no more than 12 months from the time of its issuance. This expiration date will be printed on the face of the temporary ID.~~

~~-~~

~~D. **Reissuing.** If a temporary ID expires, another may be issued, but a new written and signed request from the Dean or department head is required, just as in the initial issuance.~~

~~-~~

~~E. **Photo ID.** The non-UI affiliate must bring an acceptable photo ID with them and present it to the Vandal Card office staff for verification at the time of card issuance. No ID card will be issued without proper photo ID. The various forms of acceptable photo ID are discussed in APM chapter 90.35 section C. [ed. 12-10]~~



POLICY COVER SHEET

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

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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: **65.02 - Records Inventory, Retention and Disposition**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart, VP & CIO Office Information Technology

Reviewed by General Counsel Yes No Name & Date: Kent Nelson, 12/8/22

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

Updated to comply with current records retention requirements.

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.

None.

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.

To be effective immediately upon approval.

65.02 -- Records Inventory, Retention and Disposition January 2023

Contents:

- A. Purpose
- B. Scope
- C. Definitions
- D. Policy
- E. Procedure
- F. Non-Compliance
- G. Contact Information
- H. Related Information

A. Purpose. This policy governs the preservation, transfer, disposal, and destruction of institutional records. The University of Idaho maintains a records management policy to comply with legal requirements, ensure security of confidential information, and preserve its history.

B. Scope. This policy applies to all Institutional Records, including Active, Inactive, and Archival Records, as defined below.

C. Definitions

C-1. Active Record: Any record that is being updated, manipulated, accessed, or relied upon by a University employee on a reasonably regular basis.

C-2. Archival Record: An Inactive Record that has permanent or historic value and is not required to be retained in the office in which it was originally generated.

C-3. Inactive Record: A record that is no longer an Active Record but still must be maintained for compliance with the SBOE Records Retention Schedule or other requirement, including state and federal law.

C-4. Institutional Record: Recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity. Institutional Records are preserved for varying periods to provide information and evidence concerning policies, decisions, procedures, functions, or other activities of the institution.

C-5. Office of Record: The administrative unit or academic department responsible for managing the relevant records.

C-6. Records Management: Systematic control of all records from their creation or receipt through their processing, distribution, organization, storage, retrieval and ultimate disposition.

C-7. SBOE Records Retention Schedule: The Idaho State Board of Education (SBOE) Public Higher Education Records Retention Schedule, which contains information necessary to implement the records management program at the University of Idaho.

D. Policy.

D-1. In general. It is the policy of the University of Idaho to comply with the SBOE Records Retention Schedule and all state and federal laws governing institutional records retention. The University of Idaho maintains a records management program within the Office of Information Technology (OIT) which guides employees in the preservation, transfer, disposal, and destruction of institutional records.

D-2. Office of Record. OIT shall have the authority to designate the Office of Record for each type of Institutional Record. Each Office of Record shall be responsible for compliance with this policy for the records within its purview.

D-3. Records retention

a. Active records. Each Office of Record shall maintain active records according to the timeframes established in the SBOE Records Retention Schedule or any institution-specific timeframe established by OIT.

b. Archival records. Each Office of Record shall transfer inactive records of permanent or historical value to the University Library's Special Collections and Archives.

c. Records subject to investigation and litigation holds. No person may destroy any record pertaining to anticipated or ongoing investigation, legal action or proceeding, audit, or similar activity, even if the records retention date has been expired, until the matter has been resolved and the Office of Record has been specifically advised in writing by OIT or the Office of General Counsel that such records may be destroyed.

D-4. Records disposition. Each Office of Record shall destroy inactive records once the retention period has been met, provided the record is not subject to investigation or litigation hold. Offices of Record must follow OIT procedure when destroying University records.

E. Procedure. Each Office of Record shall comply with all procedures contained in the OIT Portal procedure on [Records Management](#).

F. Noncompliance. Noncompliance may result in discipline up to and including dismissal and may subject the employee to civil and criminal penalties.

G. Contact Information. For questions on records management, please contact records@uidaho.edu.

H. Related Information

- [Idaho State Board of Education Public Higher Education Records Retention Schedule](#)
- [State of Idaho Records Manual](#)
- OIT Portal procedure on [Records Management](#)

Version History

Amended January 2023. Complete rewrite; comprehensive review.

Amended May 2015. Added definitions for Confidential Records and Sensitive Records; revised procedures.

Amended August 2008. Revised to clarify, align with goals and requirements of Office of

General Counsel, and coordinate with electronic records policy (APM 65.06), edited in conjunction with this revision.

Adopted August 2005.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment
Policy Number & Title: **APM70.23 University International Travel**

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

Comprehensive Review was Conducted

Originator: Brandi Terwilliger, Director of Human Resources

Policy Sponsor, if different from Originator: Brian Foisy, VP Finance and Administration

Reviewed by General Counsel Yes ___ No Name & Date: Kim Rytter, 11/1/22

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed addition, revision, and/or deletion.
Updating to account for revised process and incorporate international flexwork requests and process. A committee met and developed the recommendations with inclusion from Provost Office, VP Foisy, OIT, Export Controls, International Program Office, etc. Policy owner, Christina Albrigio was also consulted and has no concerns or additional edits.
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.
FSH3250
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.
ASAP as this is having an impact on individuals currently.

APM 70.23 University International Travel

July 2021

A. Definitions

A-1. Authorized Third Party. Any person not a University employee or student who is authorized to travel for University business, programs or other purposes, including volunteers, [scholars](#), contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, employees, authorized third parties, alumni, or the public. FSIT may include but is not limited to travel for study, research, field work, service, internship, or volunteer work.

A-3. International Travel. Travel outside the 50 states of the U.S. Because travel to U.S. territories requires similar review in regard to risk, liability, and pre-departure assistance, for the purposes of this policy it is included in the definition of international travel.

A-4. Non-University International Travel. International travel that is 1) not related to University business, programs, or other purposes, or 2) not approved pursuant to the procedure outlined in B-1. Examples include personal travel, such as spring break or vacation travel, and travel that is not approved by the University.

A-5. University International Travel. International travel that: 1) is related to University business, programs, or other purposes and [/or has been approved in an international flexwork agreement \(see FSH3250\) and](#) 2) meets the conditions of and has been approved consistent with the requirements set forth in this procedure. [International travel relating to an approved international flexwork agreement must comply with FSH 3250.](#)

A-6. Travel Advisory. Issued by the U.S. Department of State, Travel Advisories are issued on a 4-point scale of increasing concern and describe the risks of travel to each country in the world. Advisory Levels are as follows: Level 1: Exercise normal precautions; Level 2: Exercise increased caution; Level 3: Reconsider travel; Level 4: Do not travel. Further information on the Travel Advisory system and current Travel Advisories can be found at: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

A-7. University International Emergency Management Team (UIEMT). An ad hoc committee consisting of University administrators who support and assist employees and students who are participating in University travel or are otherwise on University business abroad to address emergencies, such as outbreaks of violence, political unrest, or medical emergencies. The UIEMT also considers requests for exceptions to this policy prior to international travel.

B. Procedure

B-1. ~~Employee University~~ Employee and Authorized Third Party International Travel. The University of Idaho will -authorize international travel by employees [or authorized third party as contemplated in A-1 above](#) on behalf of or under the auspices of the University only when the

following have occurred at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO:

- a. Advance approval through the use of a travel authorization (see [APM 70.05](#)); and
- b. Registration of travel with the International Programs Office (“IPO”) through its online international travel registration system available at: <https://uidaho-sa.terradotta.com/index.cfm?FuseAction=Abroad.Home>, which shall include review for any applicable export control and trade sanction restrictions or prohibitions by the Office of Research and Economic Development (“ORED”). Approved international flexwork adjustments/agreements (See FSH3250) are considered to be university international travel and follow the same required approval processes as for all other university international travel.

B-2. Faculty/Staff-Led International Travel. Employees leading students abroad must be approved for such travel through IPO’s online international travel system by the specified deadlines: <https://www.uidaho.edu/academics/ipo/study-abroad/information-for-faculty-advisors>

B-3. Student International Travel. The International Programs Office will authorize international travel by students on behalf of or under the auspices of the University only when the following has occurred by the deadlines required in the specific circumstances, but at least 30 days prior to travel, unless permission for a shorter timeframe is explicitly granted by IPO:

- a. Advance approval through the use of a travel authorization, if applicable (see [APM 70.05](#));;
- b. Registration of travel with the International Programs Office (“IPO”) through its online international travel registration system available at: <https://www.uidaho.edu/academics/ipo/study-abroad>, which shall include review for any applicable export control and trade sanction restrictions or prohibitions by the Office of Research and Economic Development (“ORED”).

B-4. Travel to Country or Region with Level 3 or 4 Advisory. Travel to a country or region with a Level 3 or 4 Advisory is generally prohibited. Requests for exemptions from this prohibition may be made to the UIEMT by contacting abroad@uidaho.edu.

B-5. Non-University International Travel. International travel without prior approval shall be considered Non-University International Travel, and will not be paid for or reimbursed by the University, including charging of costs to research grants or contracts; exceptions may be made in extraordinary circumstances, but never for travel to OFAC-sanctioned countries undertaken without prior approval. Flexwork travel out of country without completing the full approval process will result in unapproved business travelNon-University International Travel and require the use of annual leave or leave without pay for the duration of the unapproved business travelNon-University International Travel. In addition, any traveler on Non-University International Travel will not be eligible for the University’s coverage that falls under risk management and insurance policiesinsurance coverage, other than that provided as employee benefits, while traveling, and damages and the defense of any legal matters arising from the travel will be solely the traveler’s responsibility. No traveler on Non-University International Travel shall represent that they are acting on behalf of or with the authorization of the University of Idaho. No Non-University traveler shall take University equipment

or resources without written approval from the President or Designee when it meets business needs of the university on Non-University International Travel. Sanctions may apply for noncompliance with this policy.

Further details and assistance related to this policy are available from the International Programs Office: abroad@uidaho.edu

Version History

Amended January 2023. Procedures updated to address international flexwork requests.

Amended January 2020. Comprehensive review. Procedures updated to align with changes to State Department system for international travel advisory levels.

Adopted February 2015.

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POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **90.40 – UI Business Technology Incubator**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Patrick Momont

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.

This function is no longer in existence at the U of I.

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.

None

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.

January 1.

90.40 -- UI Business Technology Incubator

July 24, 2009 (formerly APM 80.40)

A. General. The University of Idaho's Business Technology Incubator (UIBTI) is designed to facilitate the commercialization of technology by providing first-class, affordable space and an array of support services for young, growing, high-tech companies, especially companies created as spin-offs from UI technology and research.

B. Conference Room Reservations. The tenant companies in the Incubator are afforded first priority on use of the Incubator conference room. However, the room is available for use as a University conference room under the following conditions:

B-1. Priority. Incubator tenants have first priority for use of the conference room. If the conference room has been scheduled for non-tenant use, and the meeting has been publicly advertised (such as a public workshop scheduled by Conference Services), incubator staff will find meeting space elsewhere for tenants. However, if the conference room has been scheduled for non-tenant use and the meeting has not been publicly advertised, tenants have priority use of the conference room if notice is given 24 or more hours in advance.

B-2. Scheduling. The conference room may be scheduled by calling the Incubator's receptionist at (208) 883-4703.

C. Tours. The staff of the incubator is pleased to provide tours of the facility at any time. Although scheduling of tours is preferred, drop-in visitors are welcome.



POLICY COVER SHEET

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Faculty Staff Handbook (FSH)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title:

Administrative Procedures Manual (APM)

Addition Revision* Deletion* Emergency Minor Amendment

Policy Number & Title: **65.06 – University Electronic Records Management Guidelines**

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

Originator: Teresa Amos

Policy Sponsor, if different from Originator: Dan Ewart

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.

Information in 65.06 has been moved to APM 65.02 which was updated January 2023.

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.

30.12

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.

65.06—University Electronic Records Management Guidelines

~~Last updated November 21, 2008~~

~~A. **General.** More and more University records (as defined in 65.02 A-1) are being stored in electronic format (see also FSH 1470). Records, regardless of where and how they are stored, are University assets, and are subject to the same policies. Electronically stored records have some characteristics that require considerations that do not apply to paper, microfilm, or other visually accessible media.~~

~~**A-1. Metadata defined.** Metadata is information about a record. For example, date of record creation, date of email receipt, file format, record series, a 'record contains sensitive information' flag, are all potential metadata fields. Some metadata fields (file creation date, file last modified date, etc.) are frequently attached to electronic document types without user intervention. Others may require user interpretation and input.~~

~~**A-2. Electronic Record Maintenance.** Electronically stored records must be able to be recreated or reproduced in a reasonable facsimile to their original appearance as they existed at the time of creation or initial transmission, including metadata and associated information (email attachments, linked documents, etc), for the life of the record. Specific procedures related to this are outlined in B-3.a. and B-3.b.~~

~~**B. Process.** The administrator of each university area, department or administrative unit (unit), is responsible for management of records generated by, or in the custody of, the organizational unit, regardless of the media or manner in which the records are stored.~~

~~**B-1. Records Indexing.** Departments shall be aware of what electronic records they have generated or are in their custody, and shall be able to provide a complete inventory of those records to General Counsel within 10 working days, upon receipt of an inventory request.~~

~~**B-2. Records Management** principles applied to electronically stored records. All units are responsible for managing their records [see APM 65.02 A-3]. This section sets out best practices for electronically stored records.~~

~~**a. Data Security.** Units should establish and document measures for protecting sensitive or critical University information from disclosure. Inherent in this responsibility is the need to define data that requires protection from unauthorized disclosure.~~

~~**b. Unit Record Continuity.** Units should develop documentation of unit specific systems, such as data bases, spreadsheets or customized applications, and should provide for the future use of those records by keeping media and necessary software current for the retention period of the records in question.~~

~~1) **Electronic Media Migration.** For electronically stored records, the need to be able to recreate the record [see A-2] means that the record must from time to time be moved from one storage media to another to prevent media obsolescence from rendering the records unreadable. Electronic records should be migrated to new media no less frequently than every 3 years. The destination media shall be designated the record copy, and the source media should be destroyed upon verification of the data integrity of the destination media.~~

~~2) **Software Migration.** Electronically stored records are frequently dependent on software for interpretation and display. For example, Microsoft PowerPoint documents are not legible without a compatible version of Microsoft PowerPoint. In order to be able to recreate a facsimile of the record [see A-2], records should from time to time be migrated to a currently available software package. Electronic records dependent on software to interpret and display them should be migrated to current software packages no less frequently than every 3 years.~~

~~**B-3. Backup Files and Disaster Recovery.** Electronically stored records shall be protected from hardware malfunction, accidental erasure, and disasters which may render the records unavailable.~~

~~**a. Records stored on central servers.** The preferred mechanism for electronic record storage is to store records on central servers provided by Information Technology Services (ITS), which performs backups and disaster recovery services on those servers. Units shall inform ITS of the nature of the records that they wish to store, and work with ITS and Records Management to find a suitable location and mechanism to store those records.~~

~~**b. Records stored on local machines.** University records shall not be stored on local machines without the express written permission of either General Counsel or Records Management.~~

~~**B-4. Legal Compliance.** Units shall work with Records Management to ensure that the unit is in compliance with laws and policies concerning electronic recordkeeping practices, and as needed or requested shall also work with General Counsel.~~

~~**C. Information.** To receive forms or for consultation, visit or contact Records Management, SUB (Student Union Building) Room 53, Moscow, Idaho 83844-4247. Telephone (208) 885-2580, or (fax) (208) 885-9255. See also the Records Center web site at <http://www.uidaho.edu/rcdmngmt>.~~



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 15.30 CAPITAL PROJECT REQUESTS**

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

Policy originator: Diane Whitney, Policy Director

Policy owner, if different from originator: Trina Mahoney, Asst VP University Budget and Planning

Reviewed by General Counsel: X Yes ___ No Name & Date: Kent Nelson 2/22/23

Comprehensive review? ___ X Yes ___ No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.
- 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.
None
- 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.

15.30—Capital Project Requests

July 21, 2009 (was APM 10.30)

A. **General.** Capital Planning and Budget is the unit responsible for the development of the campus capital strategy and capital development plan. Departments wishing to determine funding strategies and sources for their desired capital projects should begin by contacting Capital Planning and Budget at (208) 885-7044.



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: **40.09 LOST AND FOUND SERVICES**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X Yes ___ No Name & Date: Kent Nelson 2/22/23

Comprehensive review? ___X Yes ___ No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.
- 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.
None.
- 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.

40.09—Lost and Found Services
February 19, 2015

A. **General.** Facilities—Recycling/Surplus/Solid Waste department, serves as the official campus Lost and Found. Articles that have been lost on campus should be held in UI offices near the place where they are found for one (1) week. The articles should then be sent over via Campus Mail 2281 for delivery to Lost and Found. *[ed. 7-09, 2-15]*

B. **Process.** Follow the process as outlined on the UI Surplus Policies & Guidelines. *[rev. 7-09, ed. 2-15]*

C. **Information.** Any questions regarding Lost and Found Services should be addressed to UI Surplus Office at (208) 885-2091 or surplus@uidaho.edu. *[ed. 7-09]*



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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: **40.21 BUILDING SERVICES**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.
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.
None.
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.

40.21 – Building Services

~~February 19, 2015 (rewrite – most information is on website)~~

~~A. **General.** Building Services provides custodial services and minor maintenance for the General Education facilities at the UI. Building openings for classes and special events are performed by Building Services and the Building Maintenance Department. The Registrar's Office (208-885-6731) is responsible for scheduling the use of all general education classrooms. If a building, or room, is locked and should be open, contact Facilities at (208) 885-6246, after hours at (208) 885-6271.~~

~~Note: Normally no cleaning or building opening/lockup is available on holidays when UI is officially closed. However, in extraordinary circumstances arrangements can be made by calling Facilities at (208) 885-6246.~~

~~**B. Services Provided:**~~

~~Custodial and General Cleaning
Custodial Special Requests
Floor Maintenance Requests
Minor maintenance for academic buildings on campus
Pest control~~

~~**C. Contact:** More detail of specific services and information can be obtained at Building Services website or calling Facilities at (208) 885-6246.~~



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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: **40.27 CAMPUS MAIL SERVICES**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.
- 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.
None.
- 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.

~~40.27 -- Campus Mail Services & Receiving (CMSR)~~

~~Last updated -- February 19, 2015 October 27, 2008~~

~~**A. General.** UI CMSR personnel pick-up and deliver interoffice, Fed Ex Ground, UPS Ground, and U.S. Mail on a regularly scheduled route system at specified campus locations. Campus locations are identified by unique nine-digit campus ZIP codes. Because of USPS regulations, CMS may only deal with UI Business Mail & Packages.~~

~~, see the following Campus Addressing Web Page.~~

~~The university has been assigned a unique ZIP code, 83844; separate from the City of Moscow, ID zip code. Please use this zip code for all official university correspondence.~~

~~**B. Services.** Bar codes, mail (bulk, budget, certified, express, insured, international), and all other services can be found on the Campus Mail website.~~

~~**Approval for Postal Charges Required.** Requisitions and petty-cash vouchers for purchases of postage items, e.g., stamps, meter postage, etc., must be approved by the Manager of Campus Mail before being submitted to Business and Accounting Services for processing.~~

~~**C. Procedures.** A budget number in the form of a barcode is required to charge postage costs too. Postal charges are billed monthly to departmental budgets. These charges are reflected on the monthly Detail Transaction Report (FWRDOAR). See CMR Addressing Web Page for details.~~

~~**C-1. Campus Mail Restrictions.** Campus mail is to be used for official UI purposes only. Personal mail should not be sent through the campus mail system. See CMR Guidelines & FAQ Web Page for details.~~

~~**C-2. UPS Shipments.** Campus Mail ships items UPS. A UPS mailing label must be used for those items shipped UPS. Go to our website to download UPS Labels.~~

~~**C-3. UI Bulk Mail Sustainability Initiative.**~~

~~**DC. Information Contact.** Any questions can be directed to Campus Mail Services regarding campus mail operations or U.S. Postal Service (USPS) Automation Compatibility requirements should be addressed to Campus Mail operations at at (208) 885-7011 or campusmail@uidaho.edu or website: http://www.uidaho.edu/facilities/les/campusmail http://www.uidaho.edu/facilities/les/campusmail. or Campus Mail Home Page. (Note: USPS Automation Compatibility requirements can provide significant discounts on outgoing U.S. Mail as well as provide enhanced service and delivery capabilities.)~~



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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: **90.23 CAMPUS RECREATION**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Blaine Eckles, Vice Provost for Student Affairs and Dean of Students

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.
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.
None.
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.

90.23 – Campus Recreation

January 2018 (former FSH 6880)

PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. In January 2017 an outdated section on Swim Center use was removed and January 2018 this was moved from FSH 6880 into Chapter 90 of the APM. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17, 1-18]

A. General. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

A-1. Spending leisure time in structured and unstructured sport, wellness and recreational activities.

A-2. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Supporting the University's mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Increasing interest in sport and recreational activities which can continue throughout the participant's lifetime.

B. Campus Recreation manages the following programmatic areas:

B-1. Intramural Sports. The Intramural Sports Program provides organized recreational and competitive activities consisting of men's, women's, and co-rec in individual, dual, and team sports for the UI community.

B-2. Wellness Program. The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. The Outdoor Program is dedicated to provide education and resources for wilderness based, human powered, and environmentally sound activities. It promotes teamwork, leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.

B-6. Special Events. Special events provide opportunities to participate in organized activities not met through other recreation programs.

B-7. Facility and Space Reservations. Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

C. Use of the Student Recreation Center.

C-1. UI Students. Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with

~~the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation's student fees. Access to the SRC excludes Wellness Program classes, and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

~~**C-2. UI Faculty and Staff.** Faculty and staff must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

~~**C-3. UI Affiliates.** UI affiliates (retirees, alumni, IH employees and affiliate employees) must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

~~**C-4. Miscellaneous Programs.** Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

~~**C-5. University Departmental Guests.** UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.~~

~~**C-6 Spouses.** The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.~~

~~**C-7. General Public.** Persons not affiliated with the UI must purchase a non-UI specific pass for SRC access. A valid photo identification is required to purchase a pass.~~

~~**C-8. Children.** Policies regarding children include the following:~~

- ~~a. Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.~~
- ~~b. Access to the SRC for children is limited to special youth programs and will be defined by specific event.~~
- ~~c. Unattended children (under the age of 18) are not allowed in the SRC Atrium.~~



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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: **90.25 PITMAN CENTER**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

- 1. Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.
- 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.
None.
- 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.

**~~90.25—University of Idaho Student Union Building and/or Idaho Commons—
General~~**

~~Last updates August 25, 2005 (formerly 80.25)~~

~~A. **General.** The UI Student Union Building (SUB) and the Idaho Commons are the centers of campus life and afford a variety of facilities and services for dining [University Dining Services—See 80.31] and for recreational, social, and cultural activities. The construction and operation of the SUB and Idaho Commons are financed through student fees. The services and program of activities conducted in the SUB and Commons have been developed cooperatively with the Associated Students of the University of Idaho (ASUI), the faculty, staff, and administration.~~

~~B. **SUB Room Reservations.** Rooms at the SUB can be reserved through the Conference Coordinator, Monday through Friday, 8:00am—4:00pm, at (208) 885-6956. Rooms at the Commons can be reserved through the information desk at (208) 885-2667. Rooms are reserved on a first-come, first-served basis. To avoid cancellation charges, twenty-four hours notice is required for cancellation of rooms.~~

~~B-1. **Student Use of the SUB and/or Commons.** A student organization or regularly-enrolled student may use the SUB or Commons facilities without charge. The Associated Students of the University of Idaho (ASUI) maintains a list of valid student organizations. Any organization that is non-student will be charged standard fees for the use of the building. (Note: Direct charges may be assessed to student groups depending upon the needs and nature of the organization's meeting.)~~

~~B-2. **Faculty/Staff Use of the SUB and/or Commons.** Faculty and staff may use the SUB facilities without charge for university meetings. (Note: Direct charges may be assessed to faculty/staff groups depending upon the needs and nature of the organization's meeting.)~~

~~B-3. **Other Groups.** Non-student, faculty or staff groups will be assessed a standard rental rate for use of the SUB facilities. Several other conditions of charges are as follows:~~

- ~~• If a group reserves a room and is one-half faculty, staff, or students, then one-half the room rental rate is assessed.~~
- ~~• If a group is less than one-half faculty, staff, or students, then the full room rental rate is assessed.~~
- ~~• If a group, university or other, charges a fee to attend the meeting or conference, then the full room rate is assessed.~~

~~B-4. SUB Facility Use Charges. A schedule of SUB room usage fees is kept by the SUB Conference Coordinator.~~

~~C. **Information Desk.** The SUB and/or Commons Information Desk provides the following services for students, faculty, and staff.~~

- ~~• FAX transmittals. (Note: \$2.00 for first page and \$1.00 for every other page. International FAX is \$4.00 per page. FAX received is \$.50 per page.)~~
- ~~• Provides campus and community information to the public students, faculty and staff.~~
- ~~• Transfers phone calls to other departments and individuals in the SUB and elsewhere on campus.~~
- ~~• Provides check cashing services for students, faculty, and staff members with valid UI identification cards.~~
- ~~• Provides equipment reservations for use in the building.~~
- ~~• Study Groups. Student groups may reserve smaller meeting rooms on a first-come, first-serve basis for the purpose of studying. Other rooms may be reserved for studying during periods of low usage provided no one else needs the rooms for meeting purposes.~~

~~D. **Information.** Any questions regarding the SUB facilities and/or reservations should be addressed to the Information Desk, at (208) 885-4636 or at the Commons at (208) 885-2667.~~



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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: **90.26 PITMAN CENTER SOUND PRODUCTION & LIGHTING**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: Rusty Vineyard, Director, Facilities

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.

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.
None.

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.

90.26 -- University of Idaho Student Union Building -- Sound Production & Lighting Services

Last updated August 25, 2005 (formerly 80.26)

~~A. **General.** SUB Sound Production & Lighting Services is the audio/visual department of the UI Student Union Building. The department provides technical support as needed for events in the SUB. Services provided by SUB Sound Production & Lighting Services include the following:~~

~~A-1. **Sound Reinforcement.** Sound reinforcement is available for events ranging from medium scale live concerts to small lectures and ceremonies.~~

~~A-2. **Stage Lighting.** Limited stage lighting is available for various events.~~

~~A-3. **Teleconferencing.** Conference rooms in the SUB are wired to a central audio and video patching system. This allows the capability to offer live video teleconferencing services.~~

~~A-4. **Audio/Visual Equipment Rate Charges.** Detailed rate sheets are available, listing both UI rates and commercial rates for use of equipment and services. For information or questions, contact SUB Sound Production & Lighting Services at (208) 885-6947.~~



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: **90.51 CHEMSTORE SERVICES**

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

Policy originator: Diane Whitney, Policy Director

Policy sponsor, if different from originator: David Sargent, ChemStores Manager

Reviewed by General Counsel: X__Yes __No Name & Date: Kent Nelson 2/22/23

Comprehensive review? __X Yes __No

1. **Policy/Procedure Statement:** Briefly explain the reason for the proposed change.
Does not meet FSH 1460 criteria for inclusion in university policy.

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.
None.

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.

~~90.51 -- ChemStore Services~~

~~July 24, 2005~~

~~A. General. ChemStores, a unit in the Department of Chemistry, sells laboratory supplies for instructional and research purposes to members of the University of Idaho community.~~

~~A-1. Location/Hours. ChemStores is located in Renfrew Hall, Room 23. Operating hours are 8:00am-12:00 noon and 1:00pm-5:00pm, M-F, during the academic year, and 7:30am-11:30am and 12:30pm-4:30pm, M-F, during summer. For inquiries, please call (208) 885-7974.~~

~~A-2. Inventory. ChemStores stocks a variety of items commonly used in scientific laboratories, such as organic solvents, liquid nitrogen, acids, ethanol, dry ice, scientific glassware, plasticware, and laboratory hardware. Chemicals are sold in sealed containers, with the exception of ethanol and reagent grade acetone, which are dispensed from 54-gallon drums. ChemStores purchases supplies from a major supplier on an annual contract and takes advantage of quantity discounts. If an item is not regularly stocked in ChemStores, the store-keeper can place a special order.~~

~~B. Purchasing Process. To purchase from ChemStores, customers must go to the sales window and provide a valid UI budget number. ChemStores does not make deliveries. Sales are entered onto the Banner Stores Module and are posted immediately. The default account code is E5741, Medical, Laboratory & Technical Supplies, but any code can be used per the customer's request. Charges are not routed to Banner approval queues.~~

~~B-1. Cash Sales. Cash sales are permitted for all stock except chemicals.~~

~~B-2. Sales Receipts. At the time of the sale, the customer will sign a receipt and be given one copy. The original will be retained in ChemStores.~~

~~B-3. Returns. ChemStores accepts items for return if they have not been used or opened and if they are returned within a reasonable time period.~~

~~B-4. Viewing ChemStores Transactions on Banner. Banner Finance users may view ChemStores transaction in a variety of ways, including querying on the charge listed on the Daily Transaction Activity form (FGITRND, accessed from the Organization Budget Status form, FGIBDST) or by querying directly via the Banner Stores Issue/Return Query form FSISSQ.~~

~~C. Information. Any questions regarding ChemStores should be addressed to the ChemStores Storekeeper at (208) 885-7974.~~