University of Idaho
2014-2015 FACULTY SENATE AGENDA
Meeting #15
3:30 p.m. - Tuesday, December 9, 2014
Brink Hall Faculty-Staff Lounge
IWC Room 390 – Boise
213 – Coeur d’Alene
TAB 350a IF1 – Idaho Falls

Order of Business

I. Call to Order.

II. Consent Agenda.

III. Minutes.
   • Minutes of the 2014-15 Faculty Senate Meeting #14, December 2, 2014 (vote)

IV. Chair’s Report.

V. Provost’s Report.

VI. Committee Reports.

   Faculty Affairs:
   • FS-15-031: FSH 3760 Educational Privilege (Funabiki)(vote)
   • FS-15-032: FSH 3185 Work Related Education (Funabiki)(vote)
   • FS-15-033: FSH 3180 Employee Professional Development and Learning (Crowley)(vote)

   Teaching & Advising:
   • FS-15-024rev: FSH 2700 – Student Evaluations (pending committee meeting)(Hartzell)(vote)

   University Curriculum Committee:
   • FS-15-035 (UCC-15-057): CLASS – Add Organizational Dynamics certificate (Folwell)(vote)

VII. Other Announcements and Communications.
   • FS-15-036: APM 50.16 – Criminal Background Check (Walters)(FYI)
   • FS-15-037: APM 50.17 – Medical Screening (Walters)(FYI)
   • FS-15-038: APM 95.16 – Animals on Campus (Dorschel)(FYI)
   • FS-15-039: APM 35.35 – Public Use and Liabilities (Dorschel)(FYI)
   • FS-15-017Rev: APM 95.12 – Weapons (Dorschel)(FYI)

VIII. Special Orders.

IX. Unfinished Business and General Orders.

X. New Business.

XI. Adjournment.

Professor Marty Ytreberg, Chair 2014-2015, Faculty Senate
Attachments: Minutes of 2014-2015 FS Meeting #14
   FS-15-017rev; FS-15-031 through 039
University of Idaho
Faculty Senate Meeting Minutes
2014-2015 Meeting #14, Tuesday, December 2, 2014

Present: Aiken (w/o vote), Boschetti, Brandt, Caplan, Chung, Couture (Boise), Crowley (w/o vote), Earl, Folwell, Foster, Frey, Godfrey (Coeur d’Alene), Hiromoto, Jeffery, Karsky, Kennelly, Lowe, Mahoney, Murphy, Nyavor, Perret, Smith, Stauffer, Stoll, Teal, Wolf, Ytreberg; Absent: Couture (Boise), Miller, Qualls, Safaii, Guests: 8

The Chair called the Senate to order at 3:33. Chair Ytreberg introduced the Consent Agenda as a way of saving time. Instead of discussing all three items independently the Senate could approve all three items simultaneously. If anyone would like to remove one of the items than they just need to announce that desire. An objection to keeping the sabbatical list on the consent agenda was raised and thus removed. The other two items dealing with the fall list of graduates and an editorial clarification to a previously approved Committee on Committee’s proposal were left on the consent agenda. A motion to approve the consent agenda (Wolf/Folwell) was approved without opposition.

A motion to approve the Minutes from meeting November 18, 2014, #13 (Smith/Murphy) was approved unanimously.

Chairs Report: The Chair announced that next week is our last scheduled Senate meeting for the fall semester unless it is necessary to have a meeting to approve a policy before the next general faculty meeting. The UFM is scheduled for Thursday January 15th at 3pm so please remind all your constituents so that we will have a quorum. Among other items Matt Dorschel will rejoin us next week for a discussion of the weapons policy which we had previously postponed. The Chair reminded Senators to submit nominations for the Hoffman Teaching and Advising Excellence awards. The deadline is this Friday and more information is on the Provost website.

Provost Report: The Provost noted that the President was in China on University business but that he would be hosting a holiday reception tomorrow between 4 and 6.

FS-15-023 – FSH 3050 - Position Description: The Chair of Faculty Affairs Ruth Funabiki was invited to discuss the proposed change to the Position Description form. The proposed language reads:

“Instructors will provide syllabi to their unit offices at the beginning of each term for courses for which they are responsible. Each syllabus should include expected learning outcomes for the course and an example of an assignment that can serve as an assessment tool.”

Chair Ytreberg provided some background noting that some language of this nature needed to be added for accreditation requirements. There have been other versions of language floating around campus that have not been approved. The above language approved by the Faculty Affairs is what is being proposed. Ruth Funabiki stated that the proposed language asked that faculty state the expected learning outcomes for the course and provide an example of how these learning outcomes will be assessed.

The wide ranging discussion that followed raised questions as to whether the learning outcomes would be the University’s, the departments, or the specific course. The Provost noted that this shouldn’t be an issue since all of our courses align with the University outcomes. If these are outcomes for a course than they logically fulfill the University outcomes as well.

A senator raised concerns about whether it was appropriate for every course to specify an assignment that would be used for assessment purposes. We don’t need rigid guidelines and we should trust faculty to teach their courses. The Provost responded that this proposal wasn’t asking faculty to do anything that wasn’t already being done. It is necessary to address assessment for the upcoming accreditation review who will not simply accept our word that we were meeting our learning goals. She reiterated that we needed to have language of this nature in order to be accredited. A senator noted that this was something that we were going to have to do and we needed to figure out what we needed to do to protect the University.
The discussion then turned to what actually was needed to be shown on the syllabi. There were concerns raised that the proposed language was too narrow. Several people argued that it wasn’t narrow and merely required faculty to explain to students how learning outcomes would be assessed.

A motion to amend (Brandt/Foster) was made. The motion was to amend the last sentence to say “and should describe how those learning outcomes will be assessed.” A lively discussion followed that focused on whether the amendment was more, or less, demanding than the original and whether it was asking for specific pieces of paper to be provided or a statement in the syllabi of how assessment would be done. Several friendly amendments to the motion on the floor were accepted to the end result of:

“Instructors will provide syllabi to their unit offices at the beginning of each term for courses for which they are responsible. Each syllabus should include expected learning outcomes for the course and should describe an example of how at least one learning outcome is assessed.”

The amended language passed 20-1-3. The conversation returned to the proposed language as amended. After a short discussion of whether this language should be in the position descriptions or somewhere else the proposal as amended passed 16-2-6.

**Sabbatical Leave.** Having been removed from the consent agenda the sabbatical leave list now comes to the Senate as a seconded motion from the Sabbatical Leave Evaluation Committee. An objection was raised to one of the faculty members on the list receiving a sabbatical. The Provost stated that she has carefully read and approved all the proposals forwarded to her from the sabbatical leave committee. The motion to accept the sabbatical leave list passed 20-1-3. (Chair Ytreberg whose name appeared on the list abstained from voting.)

**FS-15-025 (UCC-15-045): Regulation J-3:** Senator Rodney Frey in his role has Director of General Education was invited to discuss the proposed changes to the UI general education requirements. Professor Frey discussed that these proposed changes are designed to bring the UI requirements into alignment with SBOE guidelines. The main changes are to insure that all students graduate with a minimum of 36 general education credits. The proposal also establishes a two-discipline requirement for Science (J-3-b) and Social Science and Humanities (J-3-d). This requirement will apply to both the UI general education requirements as well as the SBOE Core. A Senator asked whether the ISEM courses could be transferred to the other state universities. Professor Frey stated that they would be able to be transferred to other schools but not as part of general education requirements. The proposal passed 22-0-2.

**FS-15-026 (UCC-15-052): Split Writing Minor:** This proposal dealt with splitting the current writing into a “Professional Writing Minor” and a “Creative Writing Minor.” Professor Slovic explained that this is being done to provide clear options to students. The proposal was approved unanimously.

**FS-15-027 (UCC-15-053): Rename Profession Emphasis (English B.A.)** This proposal is related to the above and renames the Professional Emphasis to the Professional Writing Emphasis. This passed without objection 23-0-1.

**FS-15-028 (UCC-15-054) Add History (B.A.) Emphases.** This proposal involved changes to the History BA. Professor Quinlan suggested that adding emphasis areas to the History BA were in response to feedback from students and would provide a more integrated curriculum. This proposal passed 23-0-1.

**FS-15-024: FSH 2700 – Student Evaluations:** Last year’s Senate Chair Patricia Hartzell in her current role as Chair of the Teaching and Advising Committee was invited to discuss proposed changes to the forms for student evaluation of teaching. The proposed changes move away from the current numerical ranking system while allowing for more open ended responses from students. Professor Hartzell also addressed some possible incentives that might be given to increase the response rate among students. She also discussed the possibility of developing an App that could be used by students with smart phones. The ensuing discussion raised issues related to the poor response rate and whether having an option to hand out paper forms might be in order. Other practices like setting aside time in class where students using either their
laptops or smart phones might complete the forms were discussed. The notion of giving extra credit points to encourage students to complete the evaluations was also discussed.

A Senator inquired as to how the new form which was not based on a numerical scale would fit into the current campus culture which is based on numbers. How would these results be used in the promotion and tenure process? Professor Hartzell noted that even the proposed agree/disagree responses could be converted to numbers. Several Senators noted that they weren’t advocating retaining the number system but they were still concerned about how the new system would translate into our current culture. The Provost noted that we have changed the evaluation system before and that tenure and promotion committees would just have to take note of the changes during the transition. The Chair agreed stating that there would be no way to map the new system onto the old system. There were several comments from Senators suggesting that the new form would require a culture change in how we evaluate teaching but this would be a good development.

A series of suggested edits to the wording of specific parts of the form were addressed, including an amendment to add a section allowing for further comments. Among the many edits discussed of specific note were:

- consider an option that allows for the use of a paper form which yields more responses,
- look at a phone app that fits our form, do not create a form to fit an app, and
- the strongest advice was in applying the form results, there should be clear instructions during the faculty evaluation process making it clear that the new system can’t be made to fit with the current system.

As the hour was getting late a motion (Wolf/Folwell) was made to return the form to the committee to address the Senate’s suggestions. It is hoped that the proposal could return to the Senate as early as next week. The motion passed 21-1-1.

**FS-15-029 FSH 3460 - Overtime Work, Compensatory Time, and Holidays and FS-15-030 APM 50.10 Processing Compensation for Overtime Work.** These proposals deal with overtime and compensatory time policies. Dan Stephens and Ron Town were invited to discuss the reason for these changes. Dan Stephens explained that the revisions were the result of an IRS audit of our past practices. In the past employee’s had elected to receive cash in place of comp time when they requested it. The University suspended the current policy and practice and began a review to bring our practices into compliance. The proposal brought forward today would allow employees to elect at the beginning of each calendar year to either receive a cash payment for overtime or to receive comp time. If an employee chooses comp time they could not later decide that they would like a cash payment for overtime during the year. The proposed policy would allow those working overtime to bank up to 240 hours in comp time. This would allow for more flexibility across the University. However, the maximum amount of comp time that can be carried over to the next year will be 80 hours. So employees who have banked over 80 hours during the year will receive a cash payment at the end of the calendar year to bring their banked time back to 80 hours. A person with less than 80 hours would not receive a cash payment but would carry the 80 hours over into the next year.

A Senator asked how the choice would be made and would the choice be the employees or the managers? Dan Stephens noted that it was the employee’s choice but they should do so in consultation with their manager. The manager must determine whether their budget would be sufficient to pay overtime. A Senator thanked Mr. Stephens for the policy which would help solve a significant problem.

The Faculty Secretary and Kent Nelson, General Counsel noted that the intention was to make this policy effective once it received final approval from the President. A motion (Teal/Lowe) was made to accept the Counsel’s suggestion that the policy would take effect immediately upon final approval. This motion passed unanimously. A motion was then made (Mahoney/Smith) to accept the proposal. The proposal was unanimously approved.

**Adjournment:** A motion (Foster/Folwell) was then made to adjourn the longest Senate meeting of the year. The motion passed unanimously and enthusiastically at 5:34 pm.

Don Crowley, Faculty Secretary and Secretary to Faculty Senate
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 3760 Educational Discount

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)

TelephoneNumber & Email:

Policy Sponsor: (If different than originator.)

TelephoneNumber & Email:

Reviewed by General Counsel

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.

To address an exception in current policy that appears outdated which limits the ability for off-site employees to take courses at a reduced rate much like Moscow employees who have the advantage of taking face-to-face classes. The exception limiting this for all employees affects our off-site employees most since most classes they are able to take are web-based, hybrid or video-conference type courses (non-face-to-face courses).

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.

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: ___________________________________________

Track #: ____________
Date Rec.: ____________
Posted: t-sheet ____________

h/c ____________
web ____________
Register: ____________
(Office Use Only)
EDUCATIONAL PRIVILEGE

PREAMBLE: This section outlines the policy whereby certain members of the larger UI community may enroll in the university for reduced fees. In July 2012 in order to address the financial impact to the university associated with this policy, the discount for employees at other Idaho institutions was revised. See 3740 for historical background. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 6-09, rev. 7-12]

A. POLICY. Enrollment in the university for reduced fees ($20 registration fee plus $5 a credit) is a privilege extended to the following members of the UI community: (1) faculty members emeriti, honored staff retirees, and their spouses; (2) members of the affiliate faculty not otherwise considered employees [See also Section 3740]; and (3) non-remarried widows or widowers whose spouses' deaths occurred while they were in the employ of, on official leave from, or retired from UI. [See also Section 3750 F.] Employees at other four-year higher education institutions and state agencies under the jurisdiction of the State Board of Education are eligible for this privilege. This educational privilege is subject to the provisions, interpretations and limitations contained in the following subsections. Fees waived under this privilege may be subject to tax liability. [ed. 7-02, rev. 7-12]

B. LIMITATION TO REGULAR PROGRAMS AND TERMS. This educational privilege applies only to courses that are offered in a traditional classroom setting [i.e., face-to-face or, utilizing same location, instructors and students extended education methods (e.g., web, hybrid, video-conferencing and other technologies)] during a regular academic session or intersession period. This privilege does not apply to continuing education courses or courses offered through Independent Study in Idaho. Specifically, courses taught via extended education methods (e.g., web, hybrid, video conferencing and other technologies), correspondence, or continuing education are excluded from this program. The education privilege is limited to six credits in a semester, three credits in the summer session, and three credits per year in intersession courses. Full fees and applicable tuition are charged for those credits that exceed the specified limit; the privilege does not apply to full-time students. [ed. 7-97, rev. 7-12]

C. LIMITATION TO ACADEMIC SERVICES. A person who is registered under this policy is entitled only to academic services (e.g., instruction and use of the library). Other services covered by regular full-time student fees, such as student health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included. Special fees imposed for certain aspects of instruction, such as for special courses and programs, individual instruction in music, and course-related field trips, must be paid separately. [rev. 7-12]
Feedback to Questions re: Suggested Revisions to FSH 3180

(creation of proposed FSH 3185)

On April 15, 2014, Human Resources received a series of questions from the Faculty Affairs Committee regarding proposed changes to FSH 3180. Specific questions were as follows:

1. What is the rationale and justification behind these changes, more specifically D-1 and the impact D-1 will have on faculty? D-1 is requesting that employees fill out yet another form with data that for faculty is collected/entered elsewhere e.g. position description and annual evaluations.

2. What are the expectations of faculty with respect to this policy overall and are concerned about the effect D-1 will have on faculty?

3. What is the practicality of a 30-day timeframe to submit data?

In response to these questions, and from additional discussions with the FAC, the proposal was separated from FSH 3180 and placed in a new section, FSH 3185. The rational for the policy and response to the questions from the FAC follows.

Background

University Compliance programs are a reflection of an organizational culture that is defined by norms or beliefs shared by the university community. This culture is shaped by the organization’s leadership and is often expressed in terms of shared values and guiding principles. In turn, these values and principles are reinforced by systems and procedures, including work-related education, implemented throughout the organization. Together, these values, guiding principles, systems and procedures form a University’s compliance program.

Rational for Revisions to FSH 3180

The University of Idaho’s employee work-related education needs have become essential for university compliance, employee competence, employee retention, and transfer of institutional knowledge. Policy of the Regents’ policy (Policy V.Y.2.e) requires the University to provide adequate training to educate employees on the laws, regulations and institution policies that apply to their day-to-day job responsibilities. Compliance training topics include administrative and personnel requirements, research, workplace climate, public safety, and resource management. The University’s obligations in this regard have outgrown our current arrangements and it is time to build towards a comprehensive, sustainable University of Idaho employee work-related education plan. The timing of this request is particularly prudent because the University is launching a comprehensive employee compliance education initiative.

Professional Development and Learning (PDL) is the University of Idaho department charged with professional development and work-related education for all University of Idaho employees. The University benefits from a centralized employee work-related education mechanism and repository, housed within the primary staffing department, Human Resources, and managed by the dedicated university employee work-related education unit. A centralized work-related education function ensures decreased redundancy of functions (cost savings),
increased collaboration and coordination between employee work-related education stakeholders, and a more efficient transfer of knowledge to employees.

**FSH 3185**
The proposed FSH 3185, reflects the University’s commitment to its obligation to provide confirmation of work-related compliance education for our employees. Policy revisions include an expansion of definitions to include both university-directed and job specific work-related education. University-directed work-related education is designated by the University President or the President’s direct designee. Participation in these trainings is required for all employees or the identified subset of personnel as designated by the President or designee. Job-specific work-related education is designated by the university for specific positions within the University.

Documentation of work-related learning completion, especially for university-directed and job-specific topics is essential for fulfilling our compliance reporting requirements. All university-directed and many job-specific work-related education modules will be deployed through the University’s centralized learning management system. This system will automatically capture learning documentation, and will not require a submission of additional learning documentation from supervisors or employees. There is no additional form to complete.

Submission of learning documentation for self-directed professional development for entry into the University’s centralized learning management system is optional. The responsibility for timely (within 30 days after the event) submission resides with responsible employee. There is no additional form to complete. All learning documentation received will be entered into the University’s centralized learning management system.
**POLICY COVER SHEET**

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

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**Originator(s):** Elissa Keim  3/4/2014  
(Please see FSH 1460 C)  
Telephone & Email: 208-885-2322  ekeim@uidaho.edu

**Policy Sponsor:** (If different than originator.) Greg Walters  3/4/2014  
Telephone & Email: 208-885-3478  gregwalters@uidaho.edu

**Reviewed by General Counsel**  _X__ Yes ____ No  Name & Date: Kent Nelson, 3/5/ & 12/3/2014

**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.

Update the FSH to incorporate a policy related to university-directed and job-specific required education, clarify supervisor and employee responsibility, and documentation requirements.

**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.

**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: ______________________________________

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

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

FSH  
Appr. ________  
FC ________  
GFM ________  
Pres./Prov. ________  
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(Office Use Only)
CHAPTER THREE: 3185
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
November 2014

3185

EMPLOYEE WORK-RELATED EDUCATION

PREAMBLE: This section addresses work-related education across the University as a component of the University’s compliance program. For more information on the University’s compliance program, visit http://www.uidaho.edu/research/compliance-and-safety.

A. Introduction
B. Definitions
C. Responsibilities
D. Miscellaneous

A. Introduction. Work-related education is sometimes required for faculty and staff. Typically, work-related education is required by federal or state regulations or to address a legal, financial, or physical risk.

B. Definitions.

B-1. University-wide work-related education (see FSH 3180): has been identified by the University President or their designee as mandatory work-related education for all employees.

B-2. Job-specific work-related education (see FSH 3180): has been identified by the University President or their designee or by supervisors/unit administrators as mandatory work-related education for specific functions or positions within the University.

C. Responsibilities. It is expected that work-related education will be completed within the employee’s normal working day. The employee’s participation in work-related education should be discussed with the employee’s supervisor or unit administrator. Supervisors and unit administrators may require employees to schedule participation in advance.

C-1. Employee: It is the responsibility of the employee to complete required work-related education.

C-2. Supervisor: It is the responsibility of the supervisor to provide support and reasonable accommodation so that employees can participate in work-related education.

C-3. Annual Review: During the annual review, work-related education requirements and compliance shall be discussed with the employee in developing the goals for the upcoming year.

Commented [TA1]: FSH 3180 should also cross-reference to this policy. Ann will do so once this new policy is in place.
C-4. Expenses: The University will endeavor to provide access to required work-related education from within the University whenever reasonably feasible. The University may also identify outside sources for such education. When circumstances justify utilization of outside sources, reimbursement for participation may be obtained from the unit or other appropriate university source, and may include: travel, per diem, living expenses, and registration fees.

D. Miscellaneous.

D-1. Work-related Education Time Reporting for Classified Employees: Both University-wide and job-specific workplace education scheduled outside regular work hours is considered time worked and is eligible for overtime. However, the employee must obtain supervisor approval for overtime (see FSH 3460 and APM 50.10).

D-2. Flextime and Flexplace: Alternative arrangements can be made for external work-related education through flextime and flexplace (see FSH 3250).

D-3. Compliance Records: Human Resources maintains the central work-related education record system. Work-related education provided by the University will be automatically documented through this central system or by the University’s trainer/presenter. If an employee participates in required work-related education outside the University, it is the responsibility of the employee to provide records to Human Resources showing completion of the education as soon as practical, but no later than 30 days after the event.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Chapter & Title: 3180 Employee Professional Development and Learning

Minor Amendment □

Chapter & Title: __________________________________________

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*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) Name Date
Ann Thompson 12/1/14
Telephone & Email: ________________________________
885-6151 annat@uidaho.edu

Policy Sponsor: (If different than originator.) __________________________________________
Don Crowley, Faculty Secretary Name Date
Telephone & Email: ________________________________
208-885-7808 crowley@uidaho.edu

Reviewed by General Counsel X Yes No Name & Date: Kent Nelson, 12/2/2014

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.
Edit D-1 minor edit needed that was discovered during review of new policy FSH 3185 Employee Work Related Education.

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.
FSH 3185

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: __________________________________________
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F&A Appr.: ________________________________
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EMPLOYEE PROFESSIONAL DEVELOPMENT AND LEARNING

PREAMBLE: This section describes the university’s commitment to professional development and learning opportunities for employees. The organization, culture, and climate at the University of Idaho are enhanced by employees who are innovative, knowledgeable, and engaged in life-long learning through a system of professional development. These opportunities lead to a positive, dynamic, adaptable, and vital work climate in which employees share a passion for knowledge, innovation and creativity while maintaining high academic and ethical standards. For more information on Employee Professional Development and Learning, visit www.uidaho.edu/pdl.

CONTENTS:
A. Introduction
B. Definitions
C. General
D. Miscellaneous

A. Introduction: The University of Idaho is a dynamic learning community committed to high quality, ongoing, and sustainable professional development opportunities for all employees. The university encourages employees to meet professional and personal goals through a comprehensive system of flexible learning opportunities that build and increase knowledge and skills, facilitate networking with colleagues, and support career advancement.

B. Definitions.

B-1. Professional Development: a learning process that expands the capacity of an employee to advance in the responsibilities defined in his/her position description and/or personal aspirations and aligns with the university’s goals, enhancing an employee’s expertise and ability.

B-2. Self-directed: chosen by the employee to enhance personal skills, knowledge and abilities, or for career advancement. Examples include: taking an unrelated class taken for personal interest, attending a conference, obtaining additional training.

B-3. University-directed: work-related education and training required by the University in general, the employee’s supervisor and/or the position description. Examples include: performance management and supervisory skill development, teaching, technical skills (such as grant writing, Banner training or software programs), regulatory requirements (such as certification, legal compliance), and university policy and procedure.

B-4. Training, Workshop, or Conference Presentations: development and dissemination of material that conveys an employee’s expertise, experience and knowledge to advance professional development at the University.

C. General. The focus and means of an employee’s professional development and learning activities, University-directed or self-directed, shall be guided by university and unit objectives and needs, available resources, and individual goals. Supervisors/unit administrators shall encourage, foster and expect participation in ongoing professional development and learning opportunities. Examples include: training, workshops, or conference presentations, faculty sabbatical leave (FSH 3720) or staff professional leave (FSH 3710 P), university academic courses (FSH 3740), and other activities agreed upon.

C-1. Advance Approval: Participation in professional development and learning activity shall be discussed with the employee’s supervisor or unit administrator and approved in advance.
C-2. **Supervisor Responsibilities:** Supervisors/unit administrators will support professional development and learning for all employees. During the annual review, professional development and learning opportunities shall be discussed with the employee’s supervisor/unit administrator in developing the goals for the upcoming year. The types and reasonable hours for same will be agreed upon based off the overall unit’s expectations and strategic plan.

C-3. **Expenses:** Reimbursement for participation in professional development and learning opportunities may be obtained from the unit (at the unit’s discretion) or other appropriate university source, resources permitting, and may include: travel, per diem, living expenses, and registration fees. *(see APM 70.04)*

D. Miscellaneous

D-1. **Professional Development Time Reporting for Classified Employees:**

   a. Self-directed professional development and learning outside regular work hours is not considered time worked and is ineligible for compensatory time or overtime (see FSH 3460).

   b. University-directed professional development and learning is considered part of the employees work time and as such is eligible for compensatory time or overtime (see FSH 3460 and APM 70.04).

D-2. Alternative arrangements can be made for external professional development and learning opportunities through flextime and flexplace (see FSH 3250).
DATE: 19 November 2014

TO: Dr. Katherine G. Aiken
    Interim Provost and Executive Vice President

FROM: Monte Boisen, Chair, Department of Mathematics
       Mark Nielsen, Associate Dean, College of Science

SUBJECT: Minor Change Notification Request

The University of Idaho is writing to notify the Idaho State Board of Education per Board Policy Section III.G.3.c.ii of the change(s) which we believe is minor.

- Mathematics BS – discontinue the “Applied Operations Research” option

The following information is being provided to ensure the minor, non-substantive change is in alignment with our institutional responsibilities and accreditation.

This option (Operations Research) has had very low enrollment and currently has no students enrolled. We no longer have faculty who are interested in keeping this option’s curriculum up to date, and we wish to put our energy instead into developing other aspects of the Mathematics BS (such as the Actuarial Science and Mathematical Biology options).

The change(s) will be made effective beginning summer 2015.

Planning:
The Operations Research option was created in the 1990s with the hope of attracting double-majors from the College of Business. While a few students have taken advantage of the option, enrollment has been low and is currently zero. We no longer have faculty with expertise and interest to keep the curriculum up to date and have shifted our focus to other applied options in the Mathematics BS.

Budget:
There will be no budgetary impact to this change. There are no courses that were specific to this degree option. It will allow greater focus in our advising and recruiting efforts, however.

Student Services:
There is no impact on current students as there are no students currently in this degree option.

Physical Facilities:
No change to physical facilities needs.

Library and Information Resources:
No change.
Idaho State Board of Education  
Proposal for Other Academic Program Activity and Professional-Technical Education

<table>
<thead>
<tr>
<th>Date of Proposal Submission:</th>
<th>9/19/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Submitting Proposal:</td>
<td>University of Idaho</td>
</tr>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Letters, Arts, &amp; Social Sciences</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Organizational Sciences</td>
</tr>
</tbody>
</table>

**Program Identification for Proposed New, Modified, or Discontinued Program:**

| Title: | Organizational Dynamics Certificate |
| Degree: | Undergraduate Certificate |
| Method of Delivery: | Online, with traditional lecture available |
| CIP code (consult IR/Registrar) | |
| Proposed Starting Date: | August, 2015 |
| Indicate if the program is: | x Regional Responsibility | Statewide Responsibility |

**Indicate whether this request is either of the following:**

- [x] New Program (minor/option/emphasis or certificate)
- [ ] Discontinuance of an Existing Program/Option
- [ ] New Off-Campus Instructional Program
- [ ] Consolidation of an Existing Program
- [ ] New Instructional/Research Unit
- [ ] Expansion of an Existing Program
- [ ] Contract Program/Collaborative
- [ ] Other

<table>
<thead>
<tr>
<th>College Dean (Institution)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Vice President for Research (as applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>Graduate Dean (as applicable)</td>
<td>Date</td>
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<tr>
<td>State Administrator, SDPTE (as applicable)</td>
<td>Date</td>
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<tr>
<td>Chief Fiscal Officer (Institution)</td>
<td>Date</td>
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<tr>
<td>Academic Affairs Program Manager</td>
<td>Date</td>
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<tr>
<td>Chief Academic Officer (Institution)</td>
<td>Date</td>
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<td>Chief Academic Officer, OSBE</td>
<td>Date</td>
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<tr>
<td>President</td>
<td>Date</td>
</tr>
<tr>
<td>SBOE/OSBE Approval</td>
<td>Date</td>
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</table>

**March 16, 2012**  
Page 1
Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. All questions must be answered.

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

We are requesting an undergraduate-level Organizational Dynamics Certificate (ODYN). The need for such a certificate was first confirmed by a survey conducted by the University’s Social Science Research group. Since that time (2007), we have developed a major (Organizational Sciences, i.e., ORGS) and conducted additional focus groups in N. Idaho (with business and professional leaders). The focus groups, in particular, suggested there should be a briefer, more focused set of courses for those who (1) did not want to be degree candidates, or (2) who wished to be degree candidates in a traditional arts and sciences field, or (3) were in a professional applied field (e.g., criminal justice) where the courses and Certificate would be useful credentials for job expansion or promotion. Very recent input from current and potential students on the Moscow campus further indicated to us that a more limited set of skill-based courses would be welcome there as well.

The former Director of the Idaho Nonprofit Center said in private conversation that this was consistent with her understanding of the changes in the small organization and nonprofit sectors.

2. List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. This question is not applicable to requests for discontinuance.

The program is expected to serve students who are primarily in non-business fields. Such students often find themselves working in small stand-alone organizations, or small organizations within larger ones in multiple sectors of the economy (nonprofits, for-profits, public sector, etc.). The Certificate is designed to give these students additional tools that will help them succeed. Although non-business students are our primary target, some faculty in our College of Business and Economics have expressed an interest in encouraging traditional Business students to elect such a Certificate as a useful adjunct to their majors.

We have a successful degree program in this area (ORGS), but the Certificate can serve those who may wish to remain in the majors they have already selected in the arts, in professional fields, in health areas, etc. It can also stand alone as a service to students in the workplace who wish to add to their on-the-job skill sets or professional-technical training.

Learning Outcomes

1. Understand the interrelationships among work, workers, and the workplace.
2. Prepare certificate holders for supervisory placement in for-profit, public and nonprofit sectors.
3. Understand fundamentals of operation of public and private organizations.

3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. This question is not applicable to requests for discontinuance.
Programs such as this are not accredited by any external body. Routine annual assessments will be conducted as part of the university’s assessment activities (post graduate surveys, class performance and evaluation, scholarly products, to name some).

4. **List new courses that will be added to curriculum specific for this program.** Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. **Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests.** This question is not applicable to requests for discontinuance.

All courses for the ODYN program currently exist and are being offered. They serve Organizational Science (ORGS) majors, Business majors, Political Science majors, Psychology majors, and others (and are drawn from those majors).

5. **Please provide the program completion requirements and attach to this proposal as Appendix A.** This question is not applicable to requests for discontinuance.

| Credit hours required in major/ certificate: | 12 |
| Credit hours required in minor: | |
| Credit hours in institutional general education or core curriculum: | |
| Credit hours in required electives: | |
| **Total credit hours required for completion:** | 12 (from those listed) |

6. **Identify similar programs offered within Idaho or in the region by other colleges/universities.** If the proposed request is similar to another state program, provide a rationale for the duplication. Institutions do not need to complete this section for PTE programs. This question is not applicable to requests for discontinuance.

<table>
<thead>
<tr>
<th>Degrees/Certificates offered by school/college or program(s) within disciplinary area under review</th>
<th>Institution and Degree name</th>
<th>Level</th>
<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BSU</td>
<td>graduate</td>
<td>Nonprofit Management Cert. *</td>
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<td>CSI</td>
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</table>
**UI currently offers a B.S. and B.A. in Organizational Sciences (ORGS).** This degree is focused on students who wish to work in small for-profit, nonprofit, and public organizations. The degree has several courses under its own ORGS prefix, but also includes courses from Communication (COMM), Business (BUS), Political Science (POLS), Psychology (PSYC), and Sociology (SOC). Courses from the certificate will be drawn from the major and will serve students who want the designation offered by the certificate, but do not want to give up their major for the ORGS major.

7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. This question is not applicable to requests for discontinuance.

We believe the program will be appealing to two groups, for slightly different reasons in each case.

First, current students: undergraduate arts and sciences majors. Students in those majors make up over a third of the enrollment at UI. Some go into graduate programs, but many enter the workforce and would benefit from the skills offered by the certificate.

Our second group includes new students. Some of these are students already in the workforce who wish to add a set of skills that could improve their standing in their organizations and allow them to improve their prospects for advancement. The program will be available online, which serves working students. Others will be students who are interested in the excellent arts and sciences majors offered at UI, but want the opportunity to add the skills offered by the certificate.

We find that our target students from both groups tend to seek employment in human service businesses, in hospitality (especially arts & leisure), and healthcare. Many attempt to start their own small businesses in these areas. Our Bureau of Labor Statistics data shows projected growth in our region in all of the areas mentioned above. Some of the projections will show seasonal fluctuations, but the overall trend is upward. We are not requesting to add a program that addresses a particular sector, but to give current and new students a marketing advantage, and skills, when they discover opportunities that are of interest to them.

The ORGS major has been a source of information for us. This major is very successful on its own terms, but it has revealed the other audiences mentioned above. In recruiting and advising for ORGS, we have run into students who want some of the courses, but not the entire major. To take on the major would require adding a semester or two (to double-major); or, it would require them to drop the major they have, a major that may be near and dear to them. In Coeur d’Alene, our experience with ORGS has helped us identify potential students with associate’s degrees, or professional-technical education, who want the skills offered by the certificate, but cannot afford the time or money to return for a degree. The fact that the 12 credits of the certificate will eventually apply to a degree, if and when they choose to seek a degree, is a real bonus.
8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

Our target audience is a large subsection of current UI students as well as new students.

3-year estimate
Year 1: 20
Year 2: 35
Year 3: 60

Completion. Because all the courses are expected to be available every semester (and several in summer) students can move through the program as quickly as their personal resources (time, money, energy) permit. Regular arts and sciences students should have no trouble completing the certificate as part of their elective package. We expect that many of the new students will be part-timers who are seeking only the certificate. Completion rates are difficult to estimate for these students. We can say that a major hurdle for completion, i.e., course timing and course availability, will not be a problem for this certificate.

Full/Part time. There are almost 2700 UI students in the college most likely to find ODYN attractive: the College of Letters, Arts, & Social Sciences (BS/BA level, Fall, 2013, Institutional Research data). Approximately 85-90% of the current students are full-time. Similar percentages exist for Colleges of Art & Architecture (535 students) and Science (907 students). Engineering, Education, Agriculture & Life Sciences, and Natural Resources are less likely to find ODYN appealing because some of the issues are already embedded in their curricula. Students not part of a UI degree program are likely to be part-timers.

Recent data from the Idaho Nonprofit Center (the statewide professional association) indicates that the nonprofit sector is the fastest growing sector of our economy. Statewide data also shows stable employment opportunities in local and state public sector jobs, and an increase in for-profit and nonprofit start-ups. As mentioned, we believe the certificate might be particularly useful for non-business majors who have great ideas, drawn from their scientific/artistic training or from their professional training, who want to start a business themselves or join a start-up. In addition to UI degree candidates, these are often students who have not completed a degree, or who have an associate’s degree or professional-technical credential, who are employed or seeking employment.

Discontinuations. Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.
9. **Will this program reduce enrollments in other programs at your institution?** If so, please explain.

*This program is not expected to reduce enrollments elsewhere in the university. It has potential to increase enrollments.*

10. **Provide verification of state workforce needs such as job titles requiring this degree.** Include State and National Department of Labor research on employment potential. *This question is not applicable to requests for discontinuance.*

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. *This question is not applicable to requests for discontinuance.*

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
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<tr>
<td>State</td>
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<tr>
<td>Nation</td>
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</table>

a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as Appendix C.

*As noted in #7, above, this certificate itself does not prepare students for particular professions. Rather, it provides skills to existing majors and workers. ODYN is not a degree program.*

b. Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.

*We expect that the certificate will contribute to a better-trained workforce. Students in the Arts and Sciences often have great ideas, but lack the skills to create and sustain a supporting organization. The ODYN certificate addresses this missing piece. It also addresses skills that would be useful to students already in the workforce.*

c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.
11. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe. This question is not applicable to requests for discontinuance.

As mentioned, the courses are already being offered. Current delivery is a mix of online, traditional lecture, and online/lecture hybrids. However, all courses are available online for those who are place-bound and/or who have work schedules that make classroom attendance a hardship.

12. Describe how this request is consistent with the State Board of Education’s strategic plan and institution’s role and mission. This question is not applicable to requests for discontinuance.

SBOE Goals that are relevant to this proposal include:

1. A well-educated workforce – The primary purpose of this certificate program is add to the skill sets of students in a way that improves their ability to support themselves in the workplace.
2. Critical thinking and innovation – The program focuses on courses that are methodologically rich, and that have elements of empiricism and assessment.
3. Effective and Efficient delivery – The courses are well-crafted, and are available for students online or at our statewide sites. They are already offered within other majors and have established successful track records.

13. Describe how this request fits with the institution’s vision and/or strategic plan. This question is not applicable to requests for discontinuance.

<table>
<thead>
<tr>
<th>Goals of Institution Strategic Mission</th>
<th>Proposed Program Plans to Achieve the Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching &amp; Learning (e.g., innovative and integrative coursework)</td>
<td>Courses in ODYN are creative, draw from multiple disciplines, and are practical.</td>
</tr>
<tr>
<td>Outreach and Engagement (engaging with communities)</td>
<td>An important underlying assumption is that the certificate improves employment chances, especially in the human service area.</td>
</tr>
<tr>
<td>Community and Culture (openness and respect)</td>
<td>The basics of representing the state’s population and providing opportunity are explicit in our workplace and personnel courses.</td>
</tr>
</tbody>
</table>

UI is a Land Grant university, and thus values practicality. This Certificate is, if anything, practical.

14. Is the proposed program in your institution’s Five-Year plan? Indicate below. This question is not applicable to requests for discontinuance.

Yes ____  No  ____

If not on your institution’s Five-Year plan, provide a justification for adding the program.

The potential for the program has only recently been identified. As mentioned, advising and recruiting for the ORGS major has revealed the interest among arts and sciences students. Our connections with statewide professional groups (e.g., the Idaho Nonprofit Center) has helped us see the potential interest at the community level.
15. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally). For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

Some enrollments will be drawn from existing UI students in the colleges mentioned previously. Additional audiences:
- students interested in the disciplines of those colleges who are making an enrollment or transfer decision.
- students in the workforce, or returning to the workforce, who have an arts and sciences degree but lack organizational training.
- students in the workforce who have an associate’s degree or a professional-technical credential, but find themselves as supervisors or small business owners.

Internally, no recruiting strategy is needed. Indeed, we perceive that demand is already in place. Externally, we plan to take advantage of the Moscow campus and the UI regional Centers. The UI Centers, in particular, have strong ties to industries and professional groups. They also serve to support new business incubation. Awareness is the fundamental issue. Practical training often sells itself—the key is to make sure that potential students are aware of the program. A certificate program, such as this one, adds value without taking away from other interests.

16. Program Resource Requirements. Using the Excel spreadsheet provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

The spreadsheet is attached but, in summary, we see no additional costs.

Organizational Dynamics Academic Certificate Curriculum

Pick 3 credits from
- ORGS 210 Intro to Organizational Sciences (1 cr)
- ORGS 220 OrgS 220 Budgeting for Small Organizations (1 cr)
- ORGS 221 Workplace Motivation (1 cr)
- ORGS 222 Workplace Soft Skills (1 cr)

Pick at least 9 additional credits from
- ORGS 110 Governance in Small Organizations (3 cr) (Reserved for leaders of student & community groups at UI, or dual enrolled.)
- ORGS 155 Financial Literacy (3cr)
- ORGS 305 Nonprofit Organizations (3 cr)
- COMM 410 Conflict management (3 cr)
- COMM/JAMM 456 Nonprofit Fundraising (3 cr)
- PolS 451 Public Administration (3 cr)
- Psyc/ORGS 441 Human Relations in the Workplace

3 credits of COMM, ORGS, POLS, PSYC 400, 404, 498, 499 may be substituted for one of the courses above, with approval of the Director of the Organizational Sciences Program.
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:**

**Administrative Procedures Manual [APM]** □ Addition □ Revision* □ Deletion* □ Emergency

Minor Amendment □

**Chapter & Title:** 50.16 Criminal Background Check Procedures for Job Applicants, Employees and Volunteers

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): Greg Walters 11/19/2014

Name Date

Telephone & Email: 885-3478 gregwalters@uidaho.edu

Policy Sponsor: (If different than originator.)

Same 11/19/2016

Name Date

Reviewed by General Counsel  __ Yes _X_ No () ___

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.

The primary revision is to reflect President Staben’s desire to conduct background checks on graduate assistants, research assistants and teaching assistants prior to their start date.

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

Departments will assume a slightly higher burden to pay for the additional background checks – a small price to pay to protect our students and our community.

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

FSH 3065 APM 50.01 and 50.02. All three refer to APM 50.16.

IV. **Effective Date:** This policy shall be effective immediately upon final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ________Kent Nelson___________________________________

Track # _______________ Date Rec.: _____________

Posted: t-sheet ______ h/c ________

web___________

Register: ______________

(Office Use Only)

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

FSH

Appr. __________
FC __________
GFM __________
Pres./Prov. __________
[Office Use Only]

APM

F&A Appr.: __________
[Office Use Only]
A. **General.** Criminal background checks confirm an individual’s suitability relative to the requirements of their employment or volunteer service at the University of Idaho (UI). The UI requires criminal background checks on the successful candidate(s) for each faculty (including temporary faculty) and staff position recruitment, internal or external. Criminal background checks are also required prior to hiring a graduate assistant, teaching assistant or research assistant. UI also requires criminal background checks for non-student hourly employees (temporaries), student workers, interns and volunteers if their work will involve significant contact with minors and also recommends checks for individuals considered for positions where the hiring authority determines the work to be security-sensitive. UI will conduct criminal background checks on current employees as required for reclassifications and promotions (this does not apply to general faculty promotions in rank pursuant to FSH 3560 where the faculty promotion does not involve an internal or external search. Non-compliance of this policy will be communicated to the Office of General Counsel and the related Vice-President. [rev. 11-12, 12-14]

B. **Procedures for Criminal Background Checks.** The University will conduct criminal background checks on the successful candidate(s) for each faculty and staff position recruitment, internal and external and every potential new employee or volunteer when their work involves significant contact with minors. [rev. 11-12]

Hiring authorities may and are encouraged to request criminal background checks for non-student hourly employees, student workers, interns, volunteers, reclassifications and promotions that involve an individual potentially hired or moving into a position considered security sensitive.

Security sensitive may include access to restricted facilities, resources, finances, data, confidential information or research as determined by the hiring authority. [add. 11-12]

B-1. **Required Notification of Criminal Background Checks.** All advertisements, notices, and postings for positions listed as requiring a background check will state: “This position is subject to the successful completion of a criminal background check.” Successful candidates for these positions will be offered the position contingent on a satisfactory criminal background check. No candidate for a position requiring a background check shall commence employment until a satisfactory criminal background check has been received.
For volunteer positions and other positions for which a search was not necessary or waived, the hiring authority will notify the individual in writing of the criminal history background check requirement prior to offering the position. The candidate must not begin the new responsibilities until satisfactory results are received by Human Resources. [add. 10-07, ed. 11-12]

B-2. **Required Authorization for Criminal Background Check.** If a search is run through PeopleAdmin, the criminal background check is initiated during the hiring proposal process. For hires outside of PeopleAdmin, the hiring authority will contact HR by email at crimcheck@uidaho.edu to request a background check on the final candidate(s) and including: candidate(s) name, email address; position title/position number; budget number; and job vacancy announcement number. HireRight will contact the candidate(s) via email to initiate the background check. The candidate submits his or her personal information at a secure website and electronically signs the Disclosure to Consent form. The candidate will receive a summary of rights under the Fair Credit Reporting Act (FCRA). Once the candidate has submitted his or her personal information and electronically signs the Disclosure and Consent form, the background check will begin ordered. The third party consumer reporting agency will provide the background check results to HR. Upon receipt of the information pertaining to the background check, HR determines if the individual meets the criteria for the position and will notify the hiring authority by email. [rev. 11-12, 12-14]

Costs associated with criminal background checks will be charged to the hiring unit.

B-3. **Contingent Offer of Employment.** If circumstances require that a job offer be made quickly to a candidate, prior to the completion of the background investigation, the offer must be in writing and include the following statement: “This offer is contingent upon the completion of a satisfactory criminal background investigation.” Although the offer may be made, the employee may not begin work in any capacity, including attending New Employee Orientation, for the University without a completed satisfactory background investigation.

B-4. **Prior Criminal Background Check Qualifies.** If the candidate has had a criminal background investigation completed by the UI within the last 13 months and the results are satisfactory for the position for which s/he is applying, a subsequent investigation may be
waived at the discretion of the Executive Director for Human Resources or designee. [rev. 10-07, 11-12]

B-5. **Day Care Centers Must Comply with I.C. § 39-1105.** This policy does not apply to employees or volunteers at day care centers who have direct contact with children. These individuals are subject to the criminal history check procedures set forth in I.C. § 39-1105, which are conducted by the day care centers in conjunction with the appropriate state agencies.

B-6. **UI College of Agricultural and Life Sciences Unique Requirements.** The University’s College of Agricultural and Life Sciences (CALS) has implemented its own criminal background check procedures for volunteers who have significant contact with minors. Students and volunteers of CALS may be subject to additional screening requirements pursuant to that policy. [rev. 10-07, ed. 11-12]

C. **Procedures for Criminal Background Checks for Security Purposes.** If the Executive Director for Human Resources has reasonable grounds to believe that an employee or volunteer may represent an immediate threat to the safety and security of the University community or to the public, s/he or designee may conduct a criminal background check through the Idaho State Police or other appropriate agency. The written authorization of the employee to conduct this check will be obtained in most cases; however, circumstances may exist in which obtaining a written authorization is not possible or feasible, in which case a limited background check through the Idaho State Police or other appropriate agency may be done. Any information obtained through this process will be used solely for the purpose of maintaining the safety and security of the UI community and will be shared strictly on a “need to know” basis. [ed. 11-12]

D. **Results of Criminal Background Checks.** If the criminal background check identifies convictions, with the exception of D-1 below, determinations of suitability for employment will be based on factors that include the nature and details of the conviction, the length of time that has passed since the conviction, how the crime relates to the job in question, evidence of rehabilitation and other factors. When current employees with convictions are considered for new positions or potentially reclassified or promoted into a security sensitive position, the Executive Director for Human Resources or designee, in consultation with the hiring authority, will determine whether to exclude the candidate and initiate potential personnel action. In these cases, the Executive Director for Human Resources or designee, in consultation with the Risk Management Officer and Unit Manager, will
determine what personnel action if any, should be taken. The Executive Director for Human Resources may ask for a written explanation of the offense from the employee. [rev. 11-12]

D-1. **Disqualifying Employment Convictions.** For positions involving significant contact with minors, a record of any of the following convictions will result in automatic exclusion of the candidate or termination of a current employee:

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

   ii) Conviction of any crime of violence;

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

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

D-2. **“Convictions” Defined.** For purposes of this policy, the term “conviction” will be interpreted broadly and will include pleas of no contest, deferred adjudications, and similar dispositions. If a criminal history report indicates pending criminal charges that, if a conviction resulted, would result in exclusion from employment, the candidate will be excluded from employment until final disposition of the charges.

E. **Communication of Results and Employee Rights**

   E-1. **Consumer Reporting Agency.** Procedures when the report has been provided by a consumer reporting agency (e.g., HireRightPeopleWise). [ed. 12-14]

   i) If a determination has been made that a candidate should be excluded, or that adverse action should be taken against a current employee, based on an unsatisfactory criminal background check, HR shall, prior to taking any adverse action against the individual, provide a Pre-Adverse Action Disclosure that (1) notifies the individual in writing of the unsatisfactory result, (2) provides the candidate or employee with a copy of the report, and (3) provides the candidate or employee with a
written description of his or her rights under the Fair Credit Reporting Act.

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

iii) A candidate or employee who has received an initial unsatisfactory result and who has sought correction of his or her report under the Fair Credit Reporting Act is not eligible for a listed position until the Executive Director for Human Resources or designee has confirmed the correction and determined that the result is satisfactory. The University has no obligation to hold a position open to allow a candidate or employee to correct his or her report. [ed. 11-12]

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

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

F. **Record Keeping.** Criminal history information collected under this policy shall be kept electronically with the third party vendor. The information will be used solely for the purpose of maintaining the safety and security of the University of Idaho community and will be disclosed only as permitted or required by law. [rev. 10-07, 11-12]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Chapter & Title: 50.17 Medical Screening for Employment

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): Greg Walters 11/19/2014

Policy Sponsor: Same 11/19/2016

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.

Our recent practice has been to conduct pre-employment medical screening for team cleaning specialists. This has happened inconsistently. The laws and regulations around pre-employment screenings have changed over time and we find that medical screening for this classification, and probably all of our jobs on campus, is probably illegal in that it is hard to tie actual medical screening to the essential job functions of our types of jobs.

We also recently conducted physical skills testing for this group which is legal but has not caused us to eliminate any candidates in years and has not been applied consistently throughout this classification causing other issues.

I’ve ceased the physical skills testing but this APM was about more than just that so it needs to go.

We are keeping APM 95.32 Drug Free Workplace which has a pre-employment and random drug testing component to it. We are doing it just for those jobs requiring a commercial drivers license.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
This will save the University about $1500 a year.

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

IV. Effective Date: This policy shall be effective immediately upon final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: Kent Nelson
50.17 -- Medical Screening for Employment

A. General. The medical screening program for employment is intended to lower on-the-job injuries and workers compensation claims by ensuring that a candidate is able to handle the physical demands of the position. The medical screening will occur only after an initial offer of employment has been made.

B. Procedures for Medical Screening. The following procedures apply for a hiring department with a position that is classified as a position for which medical screening is required. Positions will be classified by the Assistant Vice President for Human Resources or designee in consultation with position managers, based on a review of on-the-job injuries, workers compensation claims information, and the physical requirements of the position.

B-1. Required Notification of Necessary Medical Screening. The job vacancy announcement must state that a successfully completed medical screening is necessary for the position.

B-2. Stipulate Contingent Offer of Employment. Upon selection of a successful candidate and communication of the offer of employment, the hiring department will inform the candidate that hiring is contingent upon the successful completion of a medical screening.

B-3. Medical Appointments Responsibility of Hiring Unit. The hiring department will make the appointment for the candidate to be screened by the University's contracted provider and for the medical screening. Employment Services, (208) 885-3612, maintains the contact information.

B-4. Medical Reports Submitted to Hiring Units. The hiring department will receive from the contracted health care provider a pass/no-pass report. If the candidate passes, the hiring department can notify him/her of the start date. If the candidate does not pass, the hiring department will notify the candidate in writing of the unsuccessful test results and has the authority to offer the position to the second choice, subject to a medical screening. A candidate shall not begin the job until satisfactory results from the medical screening have been received.

B-5. Medical Screening Only Provided to Successful Candidates. The hiring department is allowed to screen only candidates to whom the position has been offered.

C. Exceptions. Current University of Idaho employees who are in positions requiring a medical screening and who apply for other opportunities where the same medical screening is required, without a break in service, may be exempt from the medical screening for that new position, at the discretion of the Assistant Vice President for Human Resources or designee. For example, an employee currently working as a team cleaning specialist and who applies for a team cleaning lead position would not need to undergo a medical screening as long as there was no break in service, as both jobs require the same physical mobility. Other exceptions may be granted in extraordinary cases with the approval of the Assistant Vice President for Human Resources, or designee. [rev. 2-08]

D. Return to Work. When an employee has been absent from the position due to medical treatment and/or extended illness, 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 the employee to return to work in a position that includes pre-employment medical pre-screening to ensure the safety and fitness for the prescribed job duties prior to the employee returning to work, with or without restrictions. (See FSH 3710, O-9). [add. 1-08, ed. 2-08]

E. Medical Records Retention. The letter(s) received from the screening provider should be kept with the departmental hiring packet for three years. [ren. 1-08]
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: ____________________________________________________________

Administrative Procedures Manual [APM] X Addition

Chapter & Title: 95.16 – Animals

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): Matt Dorschel November 24, 2014

(Please see FSH 1460 C) Name Date

Telephone & Email: 5-7209 / mdorschel@uidaho.edu

Policy Sponsor: (If different than originator.)

Name Date

Reviewed by General Counsel X Yes ____No Name & Date: G Costa, November 21, 2014

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.

The purpose of this new APM is to implement policy that is aligned with Idaho law regarding service animals, dogs in training, assistance animals and any other animals. This policy was drafted by UI General Counsel and approved by UI President Staben. APM 35.35, section J must be amended to read: “J. Dogs and Other Animals. See APM 95.16.” All other references to animals should be deleted from 35.35 section J.

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: ___________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet ______
web ______
h/c ______
Register: ______________
(Office Use Only)
APM 95.16 Animals on Campus

A-1. Introduction. Persons bringing animals onto campus (“Handlers”) are expected to be mindful that their animals may constitute real or perceived health threats to others, which include but are not limited to allergies, falls, and bites. In addition, the presence of an animal in an area may distract or interrupt certain activities, or may create a nuisance, including the nuisance caused by animal feces or damage to property. Accordingly, all Handlers are required to exercise reasonable control over the animal at all times in order to minimize risks to others and property. Handlers are responsible and liable for all damage or injury caused by the animal, whether to persons or property.

A-2. Purpose. This procedure establishes the University’s compliance with local, state and federal laws regarding animals, including those regarding individuals with disabilities as well as dogs-in-training.

A-3. Application of State and Local Laws. Idaho laws and Moscow city ordinances governing dogs and other animals are enforced on campus (see Moscow City Code Title 10, Chapter 5 Dogs and Other Animals). Such ordinances include, but are not limited to, licensing requirements, leash requirements, the prohibition of leaving a dog tethered to any object on University property, and the requirement that the Handler remove and clean up the animal’s feces from University property.

A-4. Animals in Outdoor Spaces. Animals may be brought onto outdoor spaces on campus if (a) the animal is accompanied and appropriately restrained by a competent Handler at all times, and (b) if the animal and the Handler are in compliance with all applicable laws and regulations.

A-5. Animals Inside University Buildings. Animals not owned by the University are not permitted inside University buildings except as specifically permitted below:

a. Service Animals. By law, a service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. Handlers with disabilities may be accompanied by a service animal inside University buildings pursuant to the American with Disabilities Act, as amended. Students and University guests wishing to bring a service animal into any University buildings should first obtain an approved accommodation from Disability Support Services (“DSS”), which office can be reached at (208) 885-6307. Residents of University Housing wishing to bring a service animal into University Housing should follow the process outlined in A-5.c for Assistance Animals. Employees wishing to bring a service animal into any University buildings during work time should comply with the provisions of, and follow the process outlined in, section A-6. When it is not readily apparent, the University may ask the Handler whether the animal is required because of a disability and what work or task the animal has been trained to perform. Handlers are solely responsible for the care

a. University employees requiring the assistance of a service animal for a disability must obtain an approved reasonable accommodation by Human Resources (“HR”) before

b. Dogs-in-Training. By law, a dog-in-training means a dog being specifically trained to develop social, environmental and other skills needed for admission to a training school or other program for assistance dogs. Also by law, (i) the dog-in-training must wear some article that identifies it as a dog-in-training at all times, (ii) the Handler shall carry and upon request display an identification card issued by a recognized school for assistance dogs or organization which serves disabled persons, and (iii) the Handler is fully liable for any damages or injuries caused by the dog-in-training whether to persons or property. Handlers may be accompanied by a dog-in-training pursuant to Idaho Code § 18-5812B and § 56-704A inside University buildings in locations that are open to the public. Locations that are open to the public means places on campus where members of the general public are invited to have unrestricted access, including common areas inside of University buildings. Some examples of campus locations that are not considered open to the public include, but are not limited to, work areas, classrooms and University Housing.

c. Assistance Animals. By law, assistance animals includes service animals as well as untrained emotional support or therapy animals. Residents of University Housing seeking to have an assistance animal in University Housing should contact DSS at (208) 885-6307 to request a disability accommodation. Pursuant to the Fair Housing Act, a resident may keep an assistance animal in his dwelling unit as a reasonable accommodation if: (i) the resident has a disability, (ii) the animal is necessary to afford the resident with a disability an equal opportunity to use and enjoy the dwelling, and (iii) there is an identifiable relationship or nexus between the disability and the assistance the animal provides. When it is not readily apparent, DSS will verify the existence of the disability and the need for the accommodation by requiring that the resident provide documentation from a physician, psychiatrist, social worker, or other mental health professional that the animal provides support that alleviates at least one of the identified symptoms or effects of an existing disability.

d. Any Other Animals. Any other animals that do not fall under the definitions described above in A-5.a, A-5.b, or A-5.c are not permitted inside University buildings without prior approval by the Executive Director of Public Safety and Security. Residents of University Housing should consult the University Housing Office regarding other animals that may be approved exclusively within University Housing.


a. University employees requiring the assistance of a service animal for a disability must obtain an approved reasonable accommodation by Human Resources (“HR”) before
bringing the service animal into work areas or otherwise having it during the employee’s work time on University premises. Employees should contact HR at (208) 885-3609 or refer to http://www.uidaho.edu/human-resources/employees/accommodation for more information.

b. University employees not requiring the assistance of a service animal for a disability may not bring any animals (including dogs-in-training) into work areas or otherwise have them during work time on University premises.

c. University employees who are required to reside on University premises may have animals that are not owned by the University on University premises with prior written approval from the Executive Director of Public Safety and Security


a. Service Animals. The University may ask the Handler to remove a service animal from the campus if (i) the Handler is not complying with applicable laws, (ii) the service animal poses a direct threat to the health or safety of others or its presence fundamentally alters the nature of a program or activity, (iii) the Handler cannot effectively control the service animal, or (iv) the service animal is not housebroken.

b. Dog-in-Training. The University may ask the Handler to remove a dog-in-training from the campus if (i) the Handler is not complying with applicable laws or with this procedure, (ii) the dog-in-training poses a direct threat to the health or safety of others, (iii) the Handler cannot maintain control of the dog-in-training, or (iv) the dog-in-training is poorly groomed so as to create a health hazard.

c. Assistance Animals. The University may ask the Handler to remove an assistance animal from University Housing if (i) the Handler is not complying with applicable laws or with this procedure, (ii) the assistance animal poses a direct threat to the health and safety of others, (iii) the assistance animal would cause substantial physical damage to the property of others, unless the threat can be eliminated or significantly reduced by a reasonable accommodation, (iv) the assistance animal would pose an undue financial and administrative burden, or (v) the assistance animal would fundamentally alter the nature of University Housing operations.

d. Any Other Animals. The University may ask the Handler to remove any other animal from the campus if (i) the Handler is not complying with applicable laws or with this procedure, (ii) the animal poses a threat to the health or safety of others, (iii) the Handler cannot effectively control the animal, or (iv) if it is determined that the animal’s presence or behavior is disruptive to other members of the community or to activities occurring on campus.
A-8. Violations of this Procedure. Anyone observing any unauthorized animals on campus, any animal not appropriately restrained, or any other violations of this procedure should contact Campus Security at (208) 885-7054. Additionally, anyone observing violations of state or local laws should also contact the Moscow Police Department at (208) 882-2677. For emergencies, call 911 first.

A-9. Exempt Animals. Animals used by any University employee in the conduct of any approved research, extension, or outreach activities are exempt from this policy.

A-10. Questions. Questions about this policy that are not related to disability accommodations should be directed to the Executive Director of Public Safety and Security by calling (208) 885-7209. Questions regarding disability accommodations for employees should be directed to HR by calling (208) 885-3609. Questions regarding disability accommodations for students and University guests should be directed to DSS by calling (208) 885-6307.
POLICY COVER SHEET

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

Faculty/Staff Handbook [FSH]  □ Addition □ Revision* □ Deletion* □ Emergency  
Minor Amendment □  
Chapter & Title: 

Minor Amendment □  
Chapter & Title:  35.35 – Public Use and Liabilities

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): Matt Dorschel October 27, 2014  
(please see FSH 1460 C)  
Telephone & Email: 5-7209 / mdorschel@uidaho.edu  
Policy Sponsor: (If different than originator.)  
Telephone & Email: 

Reviewed by General Counsel X Yes ____No  Name & Date: G Costa, November 21, 2014

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.

The purpose of this revised APM is to delete sections that pertain to animals on campus that are now covered in newly approved APM 95.16, Animals on Campus. Additionally, minor administrative changes need to reflect the update to 95.12, Weapons. These changes are in section H.

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:__________________________________________ Track # ____________ Date Rec.: _____________

Policy Coordinator Appr. & Date: ____________________________  
[Office Use Only]  
FSH Appr. ____________  
FC ____________  
GFM ____________  
Pres./Prov. ____________  
[Office Use Only]  
APM F&A Appr.: ____________________________  
[Office Use Only]  
Track # ____________  
Date Rec.: ____________  
Posted: t-sheet ______  
   h/c ______  
web ______  
Register: ____________________________  
(Office Use Only)
A. General.

A-1. Preface. The University of Idaho (“University”) encourages and welcomes the use of University facilities by the public and by organizations if used in an appropriate, safe, and responsible manner. While the University is a public institution, not all of its facilities are open to the public. The University has established this policy to allow the use of University facilities by the public while minimizing the risks and liabilities to the University and protecting University facilities from damage, vandalism, and abuse (see also Facilities Scheduling Policy Committee FSH 1640.40). [rev. 10-11]

A-2. University Facilities. University facilities include the buildings, structures, grounds, lawns, sports fields, golf course, sidewalks, and farm areas, and all improvements contained within the property boundaries of the University.

B. Correcting or Reporting Unsafe Conditions. Any University employee that observes a situation that exposes any person to an unsafe condition must immediately report the unsafe condition to his or her supervisor. The public is encouraged to report any unsafe condition to the Environmental Health and Safety Office (“EHS”) at (208) 885-6524 or safety@uidaho.edu, Facilities at (208) 885-6246 or facilities@uidaho.edu, or, after normal business hours,- Campus Security at (208) 885-7054. [ed. 7-10, 10-11, 1-14]

C. Accident Assistance and Reporting. Any University employee that observes an accident that involves bodily injury or creates a hazardous situation should immediately call the appropriate local emergency response number. The accident must then be reported to the Risk Management Office, (208) 885-7177 or risk@uidaho.edu, or, after normal business hours, Campus Security at (208) 885-7054, so that the circumstances of the accident can be documented and any necessary corrective action can be identified and taken. [rev. 10-11, 1-14]

D. Use of University Facilities.

D-1. Facility and Space Reservations. To schedule the use of any university facility, the approved venue locations, contact information, costs and other information can be found at the Facility and Space

D-2. **Considerations of Use.** Persons responsible for organizing and conducting events in University facilities are expected to address the following as part of the planning process: a) Facility Use Agreement for use of space, (b) insurance; (c) developing and implementing procedures for reporting accidents and summoning aid; (d) security arrangements; (e) traffic control; (f) food services; and (g) sanitation requirements. At a minimum, Risk Management, Facilities, University Support Services, and Parking and Transportation Services (“PTS”) are involved in approval process. (See Facility and Space Reservations website for more information at http://www.uidaho.edu/facilities/les/reservations.) [rev. 10-11]

E. **Restricted Areas.** The public is not permitted in restricted areas on University property except with the permission of the appropriate University administrator. Restricted areas include, but are not limited to, non-public areas such as offices, classrooms, laboratories, shops, workplaces, roofs, mechanical spaces, construction areas, University operated residences and residential areas, swimming pools, weight rooms and athletic facilities, shooting ranges, animal facilities, various landscape areas and recreation fields, crop land, and forest lands. [rev. 10-11]

F. **Individual or Non-Sponsored Recreational Activities.** Individuals conducting recreational activities on University property are responsible and liable for their actions and for any damages caused. Any organized event must be approved by the venue administrator. Approved events take precedence over any unscheduled activities. Any violation of this policy should be reported to Campus Security at (208) 885-7054. [rev. 10-11, ed. 1-14]

F-1. **Types of Recreational Activities.** Many recreational activities such as kite flying, remote control model airplanes, cross-country skiing, group sports activities, and Frisbee/disc gold activities are permitted only in certain areas. Other activities are banned completely, or restricted to supervised classes only, because of safety and damage concerns. See list below for further clarification. Sport fields may be used if scheduled with the Athletic Department or Campus Recreation. Recreational and group activities using other campus green spaces must be approved by Facilities. [rev. 10-11]

F-2. **Sledding, Snowboarding and Skiing.** There are no areas on campus for downhill sledding, snowboarding, or skiing at this time.
Please use Moscow City Parks or other appropriate areas for downhill sledding, skiing, and snowboarding.

F-3. **Climbing and Rappelling Activities.** Climbing or rappelling activities are not allowed, except for the Climbing Walls at the Student Recreation Center and Memorial Gym.

F-4. **Frisbee/Disc Golf Activities.** The University has constructed a disc golf course on campus. Information and maps of this golf course can be obtained from Campus Recreation [http://www.campusrec.uidaho.edu/](http://www.campusrec.uidaho.edu/). Individuals using the disc golf course are responsible and liable for their actions, for any injuries to other persons, and for any property damage resulting from their activity. Disc play outside the disc golf course is not permitted. Other Frisbee team sports and catch are allowed only on the Theophilus Tower lawn, Wicks/Intramural fields, Sprint Turf field, North field, and Band field. Individuals are not permitted to climb onto buildings or roofs to retrieve their Frisbees/disco or other items. Requests to retrieve all items should be made to Facilities at (208) 885-6246 or facilities@uidaho.edu. [rev. 10-11]

F-5. **Recreational Fires.** [See APM 35.25] Recreational fires on University property must be a) approved by the EHS Office, (208) 885-6524, b) approved, and a permit issued. by the Moscow Fire Department, (208) 882-2831, and c) approved by Facilities, (208) 885-6246. These fires are strictly limited in scope and used for University-sanctioned events only. No personal campfires or cooking fires are allowed on campus. [rev. 10-11]

F-6. **Driving on Campus Green Space.** Driving any vehicle (cars, trucks, bikes, ATV’s, motorcycles, etc.) on campus green spaces for an event without prior permission from Facilities is not allowed. Protection of green space from rutting, tearing, and damage is critical. Proper use of protective materials is required before vehicles may be driven/parked on green space areas. Contact Facilities Landscape Department (208) 885-6734 or landscape@uidaho.edu for assistance. [Note: Non-event driving on University green space by anyone other than authorized service or emergency vehicles is prohibited at all times, and citations will be issued by the Moscow Police Department (“MPD”) for these violations.] [ed. 10-11]

F.7 **Tight Rope or Slack Line walking, tree climbing, and related activities.** Slack Line or Tight Rope walking and related activities are not permitted on campus. Campus property, including
but not limited to trees & buildings, are not to be used for the purpose of anchors or poles to support cables and tightening devices being used for recreational activities or classes that include free climbing; tight rope walking; aerial cable slides or glides, or any other related activity. [add. 4-07, ed. 10-11]

Climbing trees for University-sponsored class work leading to a professional degree, such as an arboricultural class, is permitted during class sessions through special arrangements with the Facilities – Landscape Division. Only the Campus Horticulturist; the Campus Arborist; the Campus Landscape Superintendent; and the Landscape & Exteriors Services Director can authorize a particular tree or group of trees to be used for a University outdoor classroom event. Permission must be gained for such an event at least two (2) weeks prior to the event. [add. 4-07, ed. 10-11]

Trees selected by Landscape Staff will be reviewed against the type of event that is being planned, the number of people involved, and the expected negative impacts to the trees and landscape. Once these parameters have been determined, trees that will meet these needs with minimal damage will be assessed and visually checked for health; vigor; load capacity; and possible branch and root issues. Trees selected for the event are based upon the trees’ ability to withstand and support the proposed event, not where the event coordinator would like to locate that event. [add. 4-07, ed. 10-11]

Trees that will not be allowed for this type of activity are iconic trees within the University landscape; unique specimen, species, or cultivars of trees on campus; historically or culturally significant campus trees; or campus trees that have received Memorial or Recognition status and have plaques by them. For example Camperdown Elms or any trees within the Administration Lawn would not be suitable candidates for an authorized outdoor classroom event. [add. 4-07]

For permission and/or any further questions, please contact Facilities at (208) 885-6246 or email at landscape@uidaho.edu. [add. 4-07, ed. 10-11]

G. Bicycling, Skateboarding, and Rollerblading.

G-1. Bicycling. The closed walkway systems and pedestrian areas on campus are considered sidewalks for the purposes of bicycle safety and enforcement. [ed. 10-11, 1-14]
a. Bicycles may not be brought into University general education buildings. Violations of this policy should be reported to the EHS Office, (208) 885-6524. [add. 10-11]

b. Bicycle parking is provided throughout the University campus and bicycles may only be parked in accordance with APM 40.32 A-6. [rev. 10-11, 1-14]

c. Abandoned and disabled bicycles are handled in accordance with APM 40.32 A-6. [rev. 10-11, 1-14]

d. More information on the University’s bicycle rules and regulations is available on the Parking and Transportation Services website: http://www.uidaho.edu/parking/rules-and-regulations/l,-d-,bicycles. [rev. 1-14]

G-2. Skateboarding and Roller Blading. [ed. 7-10]

a. University facilities are not open to skateboarders or rollerbladers other than currently enrolled University students or University employees. University students and employees wishing to use their skateboards or rollerblades as transportation around campus may do so on any walkway wider than eight (8) feet. Safety and congestion problems occur when using walkways that are eight (8) feet or less. [rev. & ren. 10-11]

b. Skateboarding or rollerblading in a manner that may cause injury to self or others is not permitted on University property. [ren. 10-11]

c. Skateboarders and rollerbladers must yield to pedestrians at all times. [ren. 10-11]

d. Recreational skateboarding or roller blading where jumps, tricks, or other maneuvers are performed is not allowed anywhere on the University campus. Please use Moscow Skate Park for these types of activities. The University campus is considered “off limits” for all recreational skateboarding. [rev. & ren. 10-11]

e. Waxing, grinding, permanent or semi-permanent surface markings, or damage to University property not applied by authorized University representatives is prohibited in all areas. University considers such activity to be defacing/vandalizing
state property and will have MPD issue citations as needed. [rev. & ren. 10-11]

f. The University will pursue restitution for expenses for the cleanup, repair or replacement of any damage caused by persons who are skateboarding or rollerblading.

g. The University supports citing for trespass, as the police officer deems appropriate and applicable, any individual found skateboarding or rollerblading in violation of University policy. [rev. 10-11]

h. The University assumes no liability for injury caused by skateboarders or rollerbladers. Persons who skateboard or rollerblade on University property, or their parents in the case of minors, are solely and totally responsible for any injuries to self and others that result from their skateboarding or rollerblading activities. [rev. 10-11]

H. **Weapons and Explosives.**

H-1. **Firearms.** See APM 95.12. [rev. 7-14, 12-14]

H-2. **Archery.** Use of archery devices, including crossbows, is prohibited on university property, except for UI sanctioned events. [ren. 7-14]

H-2. **Explosives.**

a. Explosives include but are not limited to any chemical compound, mixture, or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, dynamite and other high explosives, black powder, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cord, igniter cord, and igniters.

b. Except in the case of law enforcement officers engaged in official duties, explosive substances are prohibited on university premises unless the Executive Director of the Office of Public Safety and Security (OPSS) approves their use. [ed. 1-14, ren. 7-14]

H-3. **Violations of the Weapons and Explosives Policy.** Anyone who has concerns about possible violations of this policy should notify
the Executive Director of OPSS at (208) 885-7209. [ed. 1-14, ren. 7-14]

a. Employees who violate this policy are subject to disciplinary action, up to and including dismissal.

b. Students who violate this policy are subject to disciplinary action, up to an including expulsion, as outlined in the Student Code of Conduct.

I. Aircraft Use and Parachute Jumps.

I-1. Aircraft Use. The landing or use of aircraft (helicopters, ultralights, hang gliders, etc.) on University property is prohibited except as approved by the Executive Director of OPSS. [ed. 10-11, 1-14]

I-2. Parachute Jumps. Parachute jumps, including skydiving, onto University property are prohibited. [ed. 10-11]

J. Dogs and Other Animals. See APM 95.16, Animals on Campus. [ed. 12-14] Moscow city ordinances governing dogs and other animals are enforced on campus. Violations of this policy or of the city ordinances should be reported to Campus Security at (208) 885-7054 or the Moscow Police Department (MPD) at (208) 883-7054. [ed. 1-14]

J-1. In addition to licensing requirements, applicable ordinances include the prohibition of leaving a dog tethered on University property and the requirement that the person in charge of a dog remove and clean up its droppings from University property. Dogs left on University property in violation of this policy may be impounded and a fee assessed to retrieve the animal. [ed. 10-11]

J-2. Dogs and other animals not owned by the University are not permitted in University buildings except in special situations having prior approval by the President or the President’s designee, except that animals providing assistance to persons with disabilities are permitted on University property and in University buildings without prior approval. [ed. 10-11, 1-14]

K. Overnight Camping on Campus. Overnight camping on the University campus is prohibited, unless authorized by Parking and Transportation Services (PTS), Facilities, or its designee for a University sponsored event. This privilege is extended only to persons attending University-sponsored activities (e.g., athletic events, short courses, Family Weekend, and/or
Homecoming, etc.) and granted only for self-contained recreational vehicles (“RVs”). Unauthorized camping is considered a trespass on University property and is enforceable by MPD. The following guidelines explain allowable and unallowable procedures for overnight RV camping on University property. [rev. 10-11, ed. 1-14]

K-1. **Designated Camping Areas.** Authorized RV overnight camping is only allowed in parking lot 110 (west of the Kibbie-ASUI Activity Center, north of the all weather track and lot 57). Prior authorization from PTS is required. [rev. 10-11]

K-2. **Open Fires Prohibited.** Open fires are strictly prohibited. [ren. 10-11]

K-3. **Camping Trash Collection.** Trash and/or debris disposal should be made only in the designated trash receptacles for the sponsored events. [ren. 10-11]

K-4. **Information.** For additional information or questions regarding overnight RV camping on University property, please contact Parking and Transportation Services (PTS) at (208) 885-6424. [rev. & ren. 10-11, ed. 1-14]
**POLICY COVER SHEET**

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

[3/09]

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<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
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<td>Chapter &amp; Title:</td>
<td>95.12 - Weapons</td>
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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):**

<table>
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<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<td>Matt Dorschel</td>
<td>October 27, 2014</td>
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(See please FSH 1460 C)

**Telephone & Email:**

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<tr>
<td>5-7209 / <a href="mailto:mdorschel@uidaho.edu">mdorschel@uidaho.edu</a></td>
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**Policy Sponsor:** (If different than originator.)

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**Reviewed by General Counsel:**

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**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.

The purpose of this revised APM is to add necessary changes to UI policy to include restrictions on dangerous weapons other than firearms that may pose a danger to the UI Community.

**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: ___________________________________________
95.12 – FirearmsWeapons
July 1, 2014

Preamble: Effective July 1, 2014, section 18-3309, Idaho code Code Section 18-3309 permits qualified retired law enforcement officers and individuals who have obtained an Idaho enhanced concealed weapon license, to possess a concealed firearm on public college and university property; with the exception of carrying within student dormitories or residence halls and at public entertainment/sporting facilities with a seating capacity of greater than 1,000.

A. General. The University of Idaho recognizes that a safe and secure environment is critical to maintaining a climate that is conducive to learning. The University of Idaho FirearmsWeapons policy is consistent with State of Idaho law and The Governing Policies and Procedures of the Board of Regents of the University of Idaho.

B. Definitions:

B-1. "Firearm" as used in this policy means any instrument used in the propulsion of shot, shell, bullets, or other harmful objects by the action of gunpowder exploded within it, by the action of compressed air within it, by the power of springs and including what are commonly known as air rifles, BB guns, and pellet guns.

B-2. "Concealed Carry" means carrying a firearm in a fashion so that the firearm is not discernible by ordinary observation, and is in such close proximity to the person that it is readily accessible for prompt use.

B-3. "Weapon" as used in this policy means:

a. Any instrument used in the propulsion of shot, shell, bullets, or other harmful objects by the action of gunpowder exploded within it, by the action of compressed air within it, by the power of springs and including what are commonly known as air rifles, BB guns, and pellet guns;

b. Any non-culinary straight-blade knife of four inches or more such as a dagger, dirk, or stiletto; pocketknives with blades longer than four inches, swords;

c. Billy, nightstick, or club;

d. Blackjack or slapjack;

e. Nunchaku karate sticks;

f. Shuriken or death star;

g. Artificial knuckles made from metal, plastic, or other similar hard material;

h. Bow and arrow;

i. Stun Gun, Taser or instrument of like kind or description;
j. Prop, “facsimile”, or fake weapons, except those used as part of an academic program or University activity and approved by the Executive Director of Public Safety & Security.

C. Policy: The University of Idaho allows the concealed carry of firearms and ammunition by holders of licenses described in section 18-3309(2), Idaho Code under the conditions and limitations set out in that section. Any other possession of firearms, including open carry, on University property is prohibited under the authority granted in section 18-3309 (1), Idaho Code, unless specifically approved by the Executive Director of Public Safety & Security or as specified in this policy.

C-1. Exceptions.

a. ROTC/Memorial Gym Firing Range. Firearms may be brought onto campus for use in the ROTC/Memorial Gym Firing Range in accordance with ROTC Firing Range rules. Firearms must be transported to the range unloaded, encased, with a trigger lock attached or otherwise rendered inoperable.

b. University Experimental Forests. Certain University Experimental Forests are open to hunting, therefore possession of hunting firearms on those University properties is allowed. For more information about hunting access and/or firearm possession on University Experimental Forests, contact the College of Natural Resources, (208) 885-8981 or visit http://www.uidaho.edu/cnr/research-outreach/facilities/Experimental-Forest/recreation.

c. University academic programs or activities. Exceptions for University sponsored activities must be approved in advance, by the Executive Director of Public Safety & Security.

C-2. Concealed Carry License Status. Authorized permit holders are not required to disclose their status to anyone other than a law enforcement officer. The University will not maintain a list of concealed carry license holders, this information is not a matter of public record. University of Idaho employees may not, under any circumstances, require students or other employees to disclose their concealed carry license status.

C-3. Firearm Storage.

a. The University of Idaho operates a weapons storage service on the Moscow campus for the convenience of students and employees. This is the only authorized location for storing a firearm on University property, with the exception of ROTC. For more information about storing firearms, contact the Office of Public Safety and Security: www.uidaho.edu/public-safety-and-security; e-mail: campus-security@uidaho.edu.

b. Firearms must be delivered to the weapons storage facility attendant unloaded, encased, with a trigger lock attached or otherwise rendered inoperable.

C-4. Public Entertainment/Sporting Facilities with a seating Capacity of Greater than 1,000. Authorized permit holders may not carry a concealed firearm
in the ASUI Kibbie Dome Complex, The Memorial Gym, or the Student Union Building (SUB). The University will post signs that specify this restriction as set out in section 18-3309 (2), Idaho Code.

C-5. **Student Dormitory or Residence Hall.** Authorized permit holders shall not carry a concealed firearm within student dormitories or residence halls. “Student dormitory or residence hall” means a university owned building located on or within the campus area designated to house persons residing on campus as students.

D. **Contact Information.** For questions regarding this policy, contact The Office of Public Safety & Security: www.uidaho.edu/public-safety-and-security; e-mail: campus-security@uidaho.edu.