University of Idaho
2014-2015 FACULTY SENATE AGENDA
Meeting #23
3:30 p.m. - Tuesday, March 24, 2015
Brink Hall Faculty-Staff Lounge

Order of Business

I. Call to Order.

II. Consent Agenda.

III. Minutes.
   • Minutes of the 2014-15 Faculty Senate Meeting #22, March 10, 2015 (vote)

IV. Chair’s Report.

V. Provost’s Report.

VI. Committee Reports.
   Ubuntu (Dodge)

VII. Other Announcements and Communications.
   • FS-15-054 – APM 70.23 – University International Travel (Mclver)(FYI)
   • FS-15-055 – APM 5.05 – Travel Liability, Insurance and Evacuation Assistance for International Travel (Mclver)(FYI)
   • Research Office Update (Mclver)

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 #22
FS-15-054, FS-15-055
University of Idaho
Faculty Senate Meeting Minutes
2014-2015 Meeting #22, Tuesday, March 10, 2015

Present: Stevenson for Aiken (w/o vote), Boschetti, Brandt, Caplan, Bird for Crowley (w/o vote), Earl, Foster, Frey, Hiromoto, Jeffery, Karsky, Lowe, Mahoney, Murphy, Qualls, Safaii, Stauffer, Stoll, Teal, Wolf, B., Wolf, K., Ytreberg. Absent: Aiken (w/o vote), Brewick, Chung, Couture (Boise), Crowley (w/o vote), Flores, Godfrey (Coeur d’Alene), Kennelly, Nyavor, Perret. Guests: 6

The chair called the meeting to order at 3:33 p.m., with a quorum of 15 voting members present. Five additional senators arrived after the meeting had begun. A senator inquired about the whereabouts of the faculty secretary, who was in Arizona. (A check of Accuweather showed the temperature in Phoenix to be 84 degrees, compared with 66 degrees in Moscow as the meeting convened). The chair then introduced the secretary pro tempore, Prof. Kenton Bird.

The minutes of Senate meeting #21 (March 3) were adopted unanimously (Brandt/K. Wolf).

Chair’s report (Ytreberg): The chair made the following announcements:

- The Senate will not meet March 17 during the Spring Recess.
- At the March 24 meeting, the Senate will consider proposed changes to the leave policy and hear an update from Jack McIver, vice president for research and economic development.
- Senators in third year of their terms should be in the process of finding someone to succeed them. (Elections for colleges and other constituencies should be completed by April 15.)
- Because there had been no response to the chair’s request at the previous meeting for volunteers for two ad hoc committees (alcohol and risk-related drugs, and professional development), the chair asked senators to renew their quest for prospective members.

Provost’s report (Stevenson): Vice Provost for Academic Affairs Stevenson indicated that she had nothing to report.

FS-15-046: Emeriti and retirement benefits (software licenses).
The chair introduced Brant Miller, chair of the Information Technology Committee, and Brian Cox, Director of Customer Technology Support from Information Technology Services. Prof. Miller explained that the policy’s intent is to provide e-mail and software privileges to emeritus faculty and honored staff. He added that the policy will contain a hyperlink to the most updated software maintained by the university.

The chair noted that the cover sheet refers to policy for emeritus faculty but not for honored staff. (Because that policy is currently undergoing other changes, the addition of language for other staff e-mail/software privileges is on hold.) A favorable Senate vote would lead to parallel language in the policy (FSH 3730 C-2) for honored staff retirees, the chair said.

A senator asked about the absence of language indicating the privileges would be available “without charge,” inquiring whether a fee might be charged in the future. Mr. Cox indicated that the decision to remove “without charge” was based on current software licensing. ITS desires to maintain the absence of fees in the future but it might be necessary in the future to assess a fee to departments or colleges, he said. Another senator asked about a possible charge for technical support, which the chair and Mr. Cox indicated would continue to be available without charge to faculty, staff, emeritus faculty and honored staff.
In response to a question about use of university computers and software for non-university business, the chair said this is addressed elsewhere in university policy and does not need to be in this one. APM 30.12: [http://www.uidaho.edu/apm/30/12](http://www.uidaho.edu/apm/30/12) and available Software [http://www.uidaho.edu/its/Software/Microsoft-Products](http://www.uidaho.edu/its/Software/Microsoft-Products). In response to a question about possible charges for e-mail services to emeriti and honored staff, Mr. Cox said the UI’s current contract with Microsoft allows a sufficient number of users to cover emeriti and honored staff; however, this might not be true under future contracts. The motion to adopt the policy changes carried 16-2.

**FS-15-048: Remove option and change catalog description for B.S., Biological Engineering.** The chair introduced Prof. Jon Van Gerpen, acting head of Biological and Agricultural Engineering. In the absence of questions, the Senate moved quickly to a vote, approving the motion 18-0 with one abstention.

**FS-15-050: Change to Regulation 9: Graduation requirements for graduate students.** The chair introduced Mark Nielsen, associate dean of the College of Science, representing the associate deans group. Without questions, the Senate voted 16-0 with three abstentions to approve the change to the regulation dealing with transfer credits for a minor.

**FS-15-047: Vandal Alert System.** The chair next introduced Matt Dorschel, Executive Director of Safety and Security, describing him as a “frequent visitor to the Senate.” A senator remarked that the changes to the Administrative Procedures Manual contained in the Senate packet answered previous questions about how and when the emergency-notification system is employed.

The chair inquired who would determine when a non-emergency notification issue “may be of significant interest to the university community.” Mr. Dorschel replied that the UI’s Director of Integrated Communication or her/his designee has that authorization. The director also will consult with the recently formed crisis communication committee. The addition of this additional category for notifications was at the president’s request, Mr. Dorschel said.

A senator asked whether Vandal Alerts are sent to UI locations outside of Moscow. Mr. Dorschel said that all university employees are enrolled in the Vandal Alert System, regardless of location. However, if an alert applies only to a specific location, e.g., Idaho Falls or Boise, safety and security staff will coordinate with that unit. He noted that UI faculty and staff members in Idaho Falls also receive notifications from Idaho State University, whose offices are co-located in the Idaho Falls Center.

**Adjournment.** With no other business remaining on the agenda, the chair entertained a motion to adjourn (K. Wolf/Mahoney), which carried unanimously at 4:07 p.m. The chair noted this was the shortest meeting (34 minutes) of the current Senate.

Kenton Bird
Secretary to the Faculty Senate Pro Tempore
March 24, 2015

To: University of Idaho Faculty Senate

From: Jeffrey A. Dodge, Chair, Ubuntu Committee

RE: Annual Ubuntu Committee Report

The 2014-15 academic year started a little slow for the Ubuntu Committee, but began a full sprint of work midway that will continue until May. By the end of the year, the Ubuntu Committee will have met 6 times. In the future, pending the desires of the future chair, the Committee hopes to meet once a month. Below is a summary of our efforts:

MLK Art & Essay Contest

In 2014-15, the Ubuntu Committee served as the inaugural sponsor and administrative organizer of the MLK Art & Essay Contest. The Contest was financially sponsored by HRAI, ASUI, GPSA, the College of Law, and the College of Graduate Studies. There were four award categories – best undergraduate essay, best undergraduate art, best graduate essay, and best graduate art. Student submissions for each category were asked to respond to the following:

As we celebrate the 50th Anniversary of the Civil Rights Act of 1964, there is still so much more work to be done. Reflect on the status of civil rights today and what challenges remain to fulfilling the aspirations of the civil rights movement. Issues related to civil rights can include health care, religion and belief, voting, housing, employment, gender equality, immigration, racial and ethnic justice, domestic violence, public accommodations, gay rights, veteran status, Americans with disabilities, and others.

The financial sponsorships permitted us to award $500 to winners and $100 to honorable mention recipients. Faculty members from the College of Art & Architecture were invited to participate in the art contest judging and the entire Ubuntu Committee judged in all four categories. In total, the contest attracted 9 undergraduate essay submissions, 14 undergraduate art submissions, 8 graduate essay submissions, and 3 graduate art submissions. Students from every college at the University participated. A winner and honorable mention recipient were selected in each category, except in undergraduate art where the Committee decided to award one winner and three honorable mention recipients.

All participants were presented awards at Shades of Black in early February, an event to celebrate Black History Month. Winners and honorable mention recipients will be listed on the Ubuntu Committee’s website, with links to their submissions. Winners were also included in a press release that went out statewide and internally.

The Committee recently debriefed the Contest experience and unanimously agreed to continue it next year. The Committee worked closely with Dr. Carmen Suarez on the Contest and plan to ask all sponsors to participate again next year. The Contest will hopefully launch earlier next year, perhaps in October or early November. The Ubuntu Committee is also discussing whether we should add more categories, in particular in the arts where the many mediums of art made it a challenge to decide the winners. While numerous notices went out about the Contest, greater
publicity is desired next year. Overall, the thought and reflection inspired by the Contest met the
goals of the Committee and sponsors. Students engaged in powerful reflection and expression
through written word, paint, music, and more.

**Same-Sex Marriage Questions on Benefits & Life Change Process**

The Ubuntu Committee was integral in the past obtainment of medical insurance benefits for
same-sex couples. In that spirit, the Committee felt it was important to understand the changes
to same-sex couple’s benefits in light of marriage equality in Idaho. With the legal change to the
definition of marriage, the Committee wanted to know that same-sex couples now have access to
all benefits available to opposite-sex married couples. That was not the case for same-sex
couples before. The Committee also wanted to make sure the process by which these newly
married couples were accessing benefits was the same as opposite-sex couples. More
specifically, there was a question over whether or not the proof requirement for newly married
same-sex couples was the same for newly married opposite-sex couples. The Committee lastly
wanted to know if such a proof requirement exists for new employees.

Questions were developed for Human Resources on these topics and a positive response was
received. Married same-sex couples now receive all the benefits available, not just health
insurance, that married opposite-sex couples enjoy. These new benefits include “soft benefits”
like access to the recreation center discounts, the lower tuition rate, and more. Human Resources
made it clear that “married is married for our purposes.” The second concern was about the
process to access these benefits. Newly married same-sex couples shared seemingly different
proof requirement experiences about how to inform the University and what to provide. The
Committee sought clarity to ensure there was not a procedural bias in place that required same-
sex couples to show proof of marriage when opposite-sex married couples are not required to do
so. The issue was then complicated by a new employee’s experience with not having to show
proof of marriage at all. Human Resources provided the below policies to the Committee, which
cleared up why there may have been different experiences for different people.

All employees are required to provide documentation when they have a “life event” such
as a marriage. The system automatically triggers a notice indicating the document is
required. An email is sent to the employee as well as a document notice within the
Benefits Online system.

All Employees new to the University who are electing their benefits for the first time are
not required to show proof of relationship. This is also true when adding a spouse or
dependent during annual enrollment. If an audit were conducted, employees could be
required to provide proof of relationship at that time for these types of events (new hire,
annual enrollment).

The Committee considers the work in this area done for now and thanked Greg Walters and
Brandi Terwilliger in Human Resources for their quick assistance.
Gender Inclusive Restrooms & Campus Lactation Rooms

In addition to expected, routine updates to our website, the Ubuntu Committee brainstormed ways to better highlight the presence of gender inclusive restrooms and campus lactation spaces at the University. This week links to campus maps of these spaces on the LGBT and Women’s Centers websites will be on the Ubuntu Committee’s homepage. The Committee has also discussed the need for more campus lactation spaces and brainstormed possible locations. Members of the Committee are currently involved in the establishment of a new lactation space in the Commons. Other members were involved with obtaining a gender inclusive restroom in the new Integrated Research Innovation Center. While these last two projects were not done under the Committee’s name directly, they reflect the opinion of our members who care deeply about these issues. The Committee will continue to find ways to advocate for and promote the need for these spaces as signs of support for LGBT and nursing students.

Disability Accommodations, Technology & Online Courses

The final project for the year is a collaboration with Disability Support Services (DSS). At the most recent Committee meeting, Gloria Jensen and DSS staff presented on the growing challenges their office experiences coordinating the requirements of the Americans with Disabilities Act with advances in classroom technology and online courses. The Committee reviewed a draft version of “Course Accessibility Guidelines” that give guidance to instructors on various course related activities, from the development of a syllabus to classroom technology and more. The presentation was meant to highlight the growing challenges with ADA compliance and illustrate the complexities of online courses. The Committee agreed to take up some of the issues raised in the presentation over the remainder of the year. DSS is to narrow down the top five issues we can work on and provide concrete, desirable outcomes. One of the outcomes could involve proposed changes to FSH 6400 and 6420 to better address the responsibilities that come along with advances in technology and the emergence of online courses. Another outcome could be the development of an accessibility checklist for web content and online courses that serves as a self-assessment tool for faculty. The challenges described by DSS with ensuring compliance with the ADA will be the focus of the Ubuntu Committee’s work the rest of the year.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

<table>
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<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
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<td>APM 70.23 University International Travel</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): Jill Kellogg-Serna  12.17.2014
(Please see FSH 1460 C)
Telephone & Email: 885-8475  jkellogg@uidaho.edu

Policy Sponsor: (If different than originator.)
John K. McIver, YRPED  2.13.2015
Katherine G. Aiken, Provost  2.13.2015
Telephone & Email: 685-8475  jkellogg@uidaho.edu

Reviewed by General Counsel  X Yes  No  Name & Date: Casey Inge 2.3.2015

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.
This new policy was established to ensure that risk associated with University-related international travel is appropriately assessed and that international travel is undertaken by members of the University community in compliance with applicable export control and trade sanction regulations.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
APM 5.05

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)

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

FSH
Appt. _____________
FC _____________
GFM _____________
Pres./Prov. _____________
[Office Use Only]

APM
F&A Appr.: ______
[Office Use Only]
APM 70.23 University International Travel
February 2015

A. Definitions.

A-1. Authorized Third Party. Any person not a University faculty, staff, or student, who is authorized to travel for University business, programs or other purposes, including, without limitation, volunteers, contractors, alumni, community members, guests, or public officials.

A-2. Faculty/Staff-Led University International Travel (FSIT). University International Travel led by a UI employee involving UI undergraduate or graduate students, faculty, staff, authorized third parties, alumni, or the public. This may include but is not limited to travel for study, research, field work, service, internship, or volunteer work.

A-3. Non-University International Travel. Travel outside the United States that is not related to University business, programs, or other purposes or that is not within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, for which the University assumes no control or responsibility, and provides no credit or funding. Individuals are not entitled to any international travel-related benefits during Non-University Travel. The following are some examples of Non-University International Travel: personal travel, such as spring break or vacation travel and travel that is not approved by the University. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-4. University International Travel. Travel outside the United States that: 1) is related to University business, programs, or other purposes, or that is within the course and scope of University employment or responsibilities of a faculty or staff member or Authorized Third Party, and 2) meets the conditions and has been reviewed and approved consistent with the requirements set forth in this procedure. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.”

A-5. Travel Warning. Issued by the U.S. Department of State to describe conditions that make a country dangerous or unstable. A travel warning is also issued when the U.S. government’s ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff. A current list of countries with a U.S. Department of State Travel Warning can be found through the International Programs website at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel.

A-6. University International Emergency Management Team (“UIEMT”). An ad hoc group consisting of University administrators who support and assist faculty, staff and students who are participating in University travel or are otherwise on University business abroad to address emergencies, such as outbreaks of violence, political unrest, or medical emergencies. The UIEMT also considers requests for exceptions to this policy prior to international travel. The UIEMT is composed of the Director of the International Programs Office, the Study Abroad Director, the Vice Provost for Student Affairs or representative, Office of Risk Management (Risk) representative(s), Legal Counsel (as needed), and other faculty/administrators as needed.
Note: Other University support services are available to support travelers when they return or to support the UIEMT, as necessary. These services include but are not limited to the Counseling and Testing Center, Student Health, and the Student Health Insurance Program.

B. International Travel Approval Procedure.

B-1. In keeping with its commitment to compliance with federal law and to the safety of its employees and students, the University of Idaho will not authorize international travel by faculty, staff, authorized third parties, or students on behalf of or under the auspices of the University, unless that travel has been reviewed and approved consistent with the procedures set forth herein and procedures supplemented by this section, including the University Administrative Procedures Manual (“APM”) Section 45.19, U.S. Export Controls; APM Chapter 70, Travel Management; and APM Chapter 05, Risk Management.

a. In order for international travel by University faculty, staff, or authorized third parties to be considered University International Travel, such travel must, not later than thirty (30) days prior to departure, be:
   (i) Registered with the International Programs Office (“IPO”) through its online international travel registration system available at: [http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration](http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration);
   (ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4, below.)
   (iii) Approved in advance through the use of a travel authorization (see APM 70.05);
   (iv) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, Office of Research and Economic Development (“ORED”) (see Section B-3 below; APM 45.19).

b. In order for faculty and/or staff-led international travel to be considered FSIT (see definition in A-2 above), such travel must be:
   (i) Approved by IPO by the deadlines listed below. Faculty/Staff leaders can submit a proposal for such travel through its online international travel system available at: [http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad](http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad).

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<th>Term Abroad</th>
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<tr>
<td>Fall, Fall Break, Winter Intersession</td>
<td>December 1 of prior year</td>
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<td>Spring, Spring Break, Summer</td>
<td>August 1 of prior year</td>
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   (ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below.)
   (iii) Reviewed by IPO for adherence to University policies regarding risk management, FSIT program budget, student fee creation, and contracts.
   (iv) Approved in advance through the use of a travel authorization (see APM 70.05);
   (v) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).
c. In order for international travel by University students to be considered University International Travel, such travel must be:

(i) Approved by IPO by the deadlines listed below. Students can apply through its online international travel system available at: [http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply](http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply).

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<td>Fall Break</td>
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<td>Academic Year</td>
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<td>Winter Intersession</td>
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<td>Spring</td>
<td>October 15</td>
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<td>Spring Break</td>
<td>January 31</td>
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<td>Summer</td>
<td>April 1</td>
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<tr>
<td>Non-Study Abroad Travel</td>
<td>30 Days Prior to Departure (Ex. Conferences, meetings, short-term research activities)</td>
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(ii) Reviewed by IPO and Risk for insurance or waivers that may be required under University policy and/or by UIEMT for travel to Travel Warning countries (see APM 05.05 and Section B-4 below).

(iii) Reviewed for any applicable export control and trade sanction restrictions or prohibitions by the University export control analyst, ORED (see Section B-3 below; APM 45.19).

Failure by a student to receive review and/or approval required under Section B-1 (c) may result in the student (i) not receiving academic credit, (ii) not being eligible to receive any financial aid, and/or (iii) having to reimburse the University for any University monies disbursed.

Timely registration under Section B-1 (a), (b) or (c) does not guarantee that the University will approve travel by the anticipated travel date (see Section B-2 below).

Any international travel undertaken without prior review and approval required under Section B-1 shall be considered Non-University International Travel and will not be paid for or reimbursed by the University, including but not limited to charging of costs associated with Non-University International Travel to research grant or contracts. In addition, any traveler on Non-University International Travel will not be eligible for coverage under the University’s insurance policy while travelling, and the defense of any legal matters arising from the travel will be solely the individual’s responsibility. While abroad on Non-University International Travel, University faculty, staff, authorized third parties or students on Non-University International Travel shall not represent that they are acting on behalf of or with the authorization of the University of Idaho. Nor shall University faculty, staff, authorized third parties, or students take University equipment or resources on Non-University International Travel. University-imposed sanctions may apply for non-compliance with this policy.

B-2. Export Control and Trade Sanctions Review. The University, and University faculty, staff, authorized third parties, and students traveling abroad, must consider the effect of U.S. export control and trade sanction and embargo laws and regulations on any proposed international travel to ensure that the University and the traveler(s) are in compliance with U.S. law. Violation of these complex laws and regulations can result in severe criminal and civil penalties to both the individual traveler and the University. University faculty, staff, authorized third parties, or students traveling
abroad may become “exporters” through taking controlled technology or other controlled
information (including, for example, information in papers or stored on laptop computers to a
foreign country and/or disclosing such information to non-U.S. persons or through taking or shipping
controlled tangible items (including, for example, laptops, sensors, test instrumentation, biological
materials or other similar tangible goods) to a foreign country or non-U.S. person. Similarly,
University personnel and students may engage in regulated transactions through engaging in
financial transactions with, or providing goods or services to, countries or designated nationals of
countries subject to trade sanctions or embargoes. In the case of Cuba, travel to the country itself is
regulated and cannot be undertaken without appropriate federal authorization.

The University of Idaho’s export control analyst in the Office of Research and Economic
Development will assist personnel in determining the applicability of export control and trade
sanction and embargo regulations and obtaining any necessary licenses: (208) 885-6651 or ored-
export@uidaho.edu. Should the analyst determine that a license is required, please note that it may
take several months to receive a federal license determination, and, if granted, a license. It may take
seven or more months for a license determination involving nations with OFAC-enforced sanctions.

University personnel requesting travel must plan accordingly. Please see the University website for
information about OFAC and other export regulations: http://www.uidaho.edu/research/export-
control. For information regarding OFAC sanctions program countries, please
see http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx.

B-3. Role of the International Programs Office in University International Travel. IPO provides
reasonable services to assist in University International Travel, including, but not limited to, securing
necessary insurance coverage for students, advising regarding insurance coverage for staff, faculty,
and affiliate participants, providing and collecting necessary University waivers, student disciplinary
and medical histories, and the monitoring of government and international sources for the latest
information affecting the safety and security of regions where the travel is to take place. IPO also
facilitates communications and acts as liaison between the University and all foreign centers and
affiliated foreign universities. IPO services include:

a. **Student Travel.** Programmatic, pre-departure, and risk management oversight.

b. **Faculty/Staff University International Travel without Students or Others.** Traveler tracking and
   travel insurance advisement responsibilities.

c. **Faculty/Staff-Led University International Travel (FSIT) with Students or Others.** Programmatic,
   pre-departure, risk management, contract consultation and support, budget and program fee
   oversight, travel authorizations, student fee assessment, and payment of overseas vendors.

d. **Program safety and security.** IPO is responsible for monitoring alerts and warnings regarding
   the regions in which University-approved student or FSIT is taking place.

   (i) Students, authorized third parties, staff, and faculty participants will be notified prior to
   departure of any known issues, alerts, or warnings which may affect their destination. If the
   travelers have already departed, the University will use reasonable measures to
   communicate any known necessary and relevant travel alerts/warnings to program
   participants.
(ii) Severe security and safety concerns may result in the non-approval of travel, the suspension of international travel and withdrawal of all travelers from the region, and/or the amendment of the program curriculum (if applicable), with assistance provided by IPO, Risk, and other departments as necessary (see Section B-4 below).

e. **IPO Fees.** IPO will charge a per-participant application fee and depending on the program, a registration/programming fee for their services. Payment of these fees is required before the travel will be approved.

**B-4. University International Travel – Travel Warning Countries.** The University strongly discourages all travel to Travel Warning countries or regions when viable alternatives are available. If a Travel Warning goes into effect during University travel, the U.S. Embassy/Consulate in that region must be contacted immediately and any guidance provided regarding immediate departure must be followed.

a. **Student Travel.** University International Travel by students to University-affiliated universities or programs where a Travel Warning is in place is prohibited, especially if alternative venues for projects and research are available. If there is a compelling academic or other reason why a student must travel to a Travel Warning country, the student can petition the UIEMT for approval to travel there. If the student receives approval from the UIEMT to travel to a Travel Warning country, the student should closely monitor the situation to determine if he/she should continue as planned, while keeping his/her safety foremost in mind. If permission is denied by the UIEMT and the student decides to travel to the Travel Warning country anyway, this travel will be considered Non-University International Travel and the student will not be eligible to receive academic credit, funding, or other kinds of support from the University.

If a Travel Warning goes into effect during a University study/research program, the U.S. Embassy/Consulate in that region and IPO must be contacted immediately and any guidance provided regarding immediate departure must be followed. If a student chooses to remain in the country despite the guidance provided regarding immediate departure, the student’s travel will be converted to Non-University International Travel. The student’s registration at the UI will be cancelled and any financial aid or other payments for said program will be recalled in accordance with federal financial aid regulations.

Students who express the intent to travel to or remain in regions subject to Travel Warnings must sign a separate University Acknowledgement of Risk and Waiver of Liability form, recognizing such voluntary intent to travel to/remain in the region against the University’s advice and releasing the University from any additional liability or return arrangements. This release will be kept on file with IPO.

University units are prohibited from financially supporting student travel to Travel Warning countries through travel grants or any other means, except in the case that the travel has been preapproved by UIEMT. Every unit should discourage any travel to Travel Warning countries.

b. **Employee Travel.** Travel to Travel Warning countries is permitted, but discouraged, especially if alternative venues for projects and research are available. Faculty/staff members are required to register their travel with IPO prior to departure.
The traveler’s unit must consult with IPO and Risk prior to departure to a Travel Warning country to ensure appropriate insurance coverage for medical evacuation, security evacuation, and repatriation, the cost of which the units of the employee traveling must bear.

c. **Faculty/Staff-Led International University Travel.** Faculty/Staff-Led travel with students or others to Travel Warning countries is prohibited.

C. **Contact Information.** Problems or questions concerning these requirements for international travel can be addressed to:

**Study Abroad**
Email: abroad@uidaho.edu  
Phone: (208) 885-7870  
Fax: (208) 885-2859

**Export Controls Analyst**
Email: ored-export@uidaho.edu  
Phone: (208) 885-6651

D. **Forms and Examples.**

D-1. **Faculty/Staff/Affiliate Travel Registration**
[http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration](http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration)

D-2. **Faculty-Staff-Led International Travel Proposal Form and Guidelines**
[http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad](http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad)

D-3. **Student Process for University International Travel**
[http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply](http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply)
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:  05.05 – International Travel and Insurance

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):  Jill Kellogg-Serna  10/28/14
(Please see FSH 1460 C)
Name  Date
Telephone & Email:  885-8475  jkellogg@uidaho.edu

Policy Sponsor:  (If different than originator.)  Keith Goodenough  10/28/14
Name  Date
Telephone & Email:  885-6177  kgoodenough@uidaho.edu

Reviewed by General Counsel  _X_ Yes  ___No  Name & Date:  Casey Inge 2.3.2015____

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 implement an policy on insurance and risk evaluation for international travel policy that meets best practices and complements the new University International Travel Policy (APM 70.23).

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.
APM 70.23

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)

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

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

APM  
F&A Appr.:  ____________
[Office Use Only]
05.05 -- **Foreign Travel Liability, Insurance and Travel/Medical-Evacuation Assistance for International Travel**

May 17, 2010 (rewritten) February 23, 2015

Contents:

A. Definitions
B. Policy
C. Process/Procedure
D. Contact Information
E. Forms and Examples

A. Definitions.

A-1. Accidental Death and Dismemberment (AD&D) is insurance that provides a $100,000 limit for university employees who die in travel-related accidents (domestic or overseas). Lower limits are available for travel-accident dismemberments. Coverage is automatic for university employees and does not require enrollment.

A-2. Acknowledgement of Risk and Waiver of Liability (Waiver) is a legal document that lists the particular dangers for an activity, and states that the individual accepts the risks in exchange for participating in the activity and waives liability against the university. Waivers are prepared by the Office of Risk Management (Risk) in consultation with the Office of General Counsel.

A-3. **Authorized Third Party.** Any person not a University faculty, staff, or student, who is authorized to travel for University business, programs or other purposes, including, without limitation, volunteers, contractors, alumni, community members, guests, or public officials. [add. 2-15]

A-34. Commercial General Liability is insurance that provides coverage for claims of bodily injury or property damage to third parties, arising from activities of university employees. Third parties are people or entities other than university employees or the university itself. Coverage is automatic for university employees, and does not require enrollment. [ren. 2-15]

A-45. Foreign Liability is insurance that provides Commercial General Liability coverage for suits brought against the university in a foreign country. The State of Idaho’s program of risk and insurance provides coverage for suits brought within the United States of America. Coverage is automatic for university employees and does not require enrollment. [ren. 2-15]

A-66. Foreign Voluntary Workers Compensation is insurance that provides coverage for workers compensation claims brought by foreign nationals hired overseas by the university. [ren. 2-15]

A-7. Repatriation is assistance in retrieving and transporting mortal remains in the event of a death. [add. 2-15]

A-8. Security Evacuation is assistance in extracting travelers from threatening emergency situations such as natural disaster, civil unrest, or terrorism. [add. 2-15]

A-96. Travel Assistance Services is insurance that provides services to travelers and typically includes help in arranging medical services, medical evacuations, and repatriation of remains. This coverage varies widely by provider and each policy must be studied to determine which services are offered by the particular provider. Coverage is not automatic and requires enrollment and payment of premium at least 60 days before departure. [ren. 2-15]
A-10. **Travel Warning**, see University International Travel - APM 70.23. [add. 2-15]

A-11. **University International Travel** is travel outside the United States that: 1) is related to University business or programs or that is within the course and scope of University employment of a faculty or staff member or authorized third party, and 2) that meets the conditions and has been reviewed and approved consistent with the requirements set forth in APM 70.23. For purposes of this definition, travel to United States territories and associated states is considered “travel outside the United States.” [add. 2-15]

B. **Policy.**

B-1. **Student Travel.** In addition to other requirements from their applicable colleges, students shall obtain and purchase Travel Assistance Services coverage and sign a Waiver before participating in student travel at least 60 days before departure. All students traveling abroad (i) on a trip organized by a University unit, (ii) for pre-approved academic credit, and/or (iii) utilizing University monies, must comply with procedures set forth in APM 70.23, section B(1)(b). Failure to do so may result in (i) not receiving academic credit, (ii) not being eligible to receive any financial aid, and/or (iii) having to reimburse the University for any University monies disbursed. [rev. 2-15]

Employees who are responsible for planning and or organizing student travel, or advising students about independent study, volunteer work, research or internship that includes overseas travel, must ensure that the student completes all requirements with the International Programs Office (IPO) by the deadlines listed and are thus following the established procedures for student travel abroad shall carefully review their responsibilities and seek appropriate advice and guidance in the planning stages from Risk and the International Programs Office (IPO). [rev. 2-15]

B-2. **Employee Travel.** In addition to planning their travel schedules and program activities, employees faculty, staff or authorized third parties of the university who plan to travel overseas on University business must get prior approval for the travel. See the procedures set forth in APM 70.23. Faculty, staff, or authorized third party should consult with Risk and IPO to carefully consider other aspects of travel, including but not limited to health and security conditions in the countries to be visited and should consult with Risk and IPO. Faculty, staff and authorized third parties Travelers are responsible for fulfilling all requirements, including applying for visas, making adequate plans for emergency assistance overseas. The university participates in the Risk and Insurance Program of the State of Idaho, which includes automatic coverage for employees for Foreign Liability, which includes Commercial General Liability, Foreign Voluntary Workers Compensation, and limited Travel Assistance Services. Supplemental Travel Assistance Services coverage would need to be purchased at least 60 days in advance of departure. [rev. 2-15]

B-3. **Faculty/Staff-Led International Travel (FSIT).** Employees traveling abroad with students, faculty, staff, authorized third party, alumni, or the public for any reason (study, research, volunteer work, or any other activity that a University unit organizes, funds, and/or awards credit) must adhere to the guidelines, timelines and procedures set forth in APM 70.23. [add. 2-15]

Employees may not promote or accept applications for such travel prior to: receiving approval from their Unit Administrator or Supervisor, College Dean or Vice-President, and the IPO; and receiving approval for University International Travel as required under APM 70.23. [add. 2-15]

(i) **Contract Requirements.** Faculty/Staff-Led International Travel Involving a Third-Party Provider and/or educational institution requires the completion of a Service Contract (see APM 60.20). The Study Abroad section of IPO provides contract support to develop and process contracts for these purposes through the appropriate University channels. [add. 2-15]

B-4. **Insurance for University-Related International Travel** [add. 2-15]
(i) **Students.** All students participating on University-travel will either be provided with sufficient international medical insurance by their study abroad program provider or will be required to purchase insurance secured by the University that meets University requirements for international travel.

(ii) **Employees.** The University participates in the Risk and Insurance Program of the State of Idaho, which includes coverage for employees for Foreign Liability, Commercial General Liability, Foreign Voluntary Workers Compensation, and limited Travel Assistance Services. Employees travelling on University business are eligible for coverage through the University’s vendor at no cost to them or the sponsoring unit. However, the State of Idaho coverage is not considered sufficient in the area of Travel Assistance Services which provides medical evacuation and repatriation insurance and a variety of other travel support services.

University employees enrolled in the University medical insurance benefits program, will have this coverage while abroad. However, the providers abroad may not bill the insurance company on the employee’s behalf. Also, the University insurance provider may not have the network or connections needed at the time of the illness or injury to provide sufficient medical, medical evacuation or repatriation services. If an employee opts out of the University health insurance benefit, he/she should check with his/her personal medical benefits provider for coverage overseas.

It is suggested that the University unit purchase supplemental insurance for employees traveling abroad on University business.

(iii) **Faculty/Staff-Led International Travel.** The organizing University unit must purchase insurance secured by the University that meets University requirements for international travel.

(iv) **B-3.** Permanent overseas operations. Employees planning operations, research or activities overseas, lasting six or more months, must consult Risk regarding foreign coverage. [ren. 2-15]

(v) **C-3.** International Business Insurance. (also see (iv)B-3 above). While Foreign Liability and Foreign Voluntary Workers Compensation is automatic for university employees, other types of coverage and related issues may be involved and must be researched by Risk. For example, some countries have compulsory business insurance and Idaho Workers Compensation is affected by the length of stay overseas. For any university operation, research or activity that lasts six or more months, consult Risk for assessment and advice. Risk will need to know a roster of employees living overseas, their payroll and activities, whether or not foreign nationals will be hired, a detailed description of planned operation and/or itineraries, location descriptions, and values of buildings and business personal property. Additional questions from underwriters may be asked. [ren. 2-15]

C. **Process/Procedure.**

C-1. **Student Travel.** Students must register an international trip or apply to study, intern, volunteer, research abroad through the IPO Study Abroad website at: http://www.uidaho.edu/international/study-abroad/steps-to-studying-abroad/step-2-apply Employees leading or responsible for student(s) or student groups on overseas trips must collect overseas travel Waivers from the students prior to departure. These Waivers are arranged only through Risk (see D below) and must not be altered in any way. Employees also should consult with IPO for issues related to student travel to or from the university. [rev. 2-15]

Students must obtain Travelers Assistance Services coverage that covers all costs of repatriation. Proof of coverage, including contact information of company and policy number should be with the traveler at all
times and a copy must be provided to university staff. Risk has Travel Assistance Services coverage available for students to purchase. Students must provide details about themselves, the trip, and pay in advance to participate in this coverage.

Employees who are responsible for planning and or organizing student travel or advising students about independent study that includes overseas travel must schedule a planning meeting with Risk. From this planning meeting, Risk will develop a Waiver and obtain General Counsel’s approval. Once it is appropriately reviewed and accepted, the Waiver will be sent to the employee to obtain signatures from all students who are traveling prior to departure. Students who refuse to sign a waiver may not travel through the University program. The completed waiver should be kept on file for one year from the last date of activity at the unit level with the traveler’s other documents.

C-2. Employee Travel. Employees must register their international university traveling at http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration. To facilitate this process, when a travel authorization is submitted to Travel Services the traveler receives an email prompting him/her to register the travel with IPO. Overseas for University business will need to contact Risk for travel assistance services at least 60 days in advance of their departure date to receive coverage contact information, policy number, and service details. Coverage is automatic for employees.

Within the Travel Registration system, IPO provides suggested coverage amounts, a link to the University insurance program providers abroad, State of Idaho Travel Assistance Services’ insurance coverage information, and a link to other supplemental insurance options. [rev. 2-15]

If after review of the state provided travel assistance services, the employee determines that additional coverage, benefits, or services are needed, they will be responsible for researching, enrolling, and paying the additional coverage.

C-3. Faculty/Staff-Led International Travel (FSIT). Employees must submit a proposal to take students, faculty, staff, authorized third party, alumni, or the public abroad at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad. [add. 2-15]

C-4. Annual Foreign Travel Report for Foreign Liability Coverage. For underwriting and premium calculation purposes, university deans are asked to provide an annual Foreign Travel Report to Risk regarding overseas activities and travel by employees. For specific instructions see link in Section E.

D. Contact Information. Problems or questions concerning the requirements for foreign international travel and insurance medical evacuation assistance can be addressed to Risk: (208) 885-7177, risk@uidaho.edu, or faxed to (208) 885-9490 or the Study Abroad section of IPO: (208) 885-8475, abroad@uidaho.edu, or faxed to (208) 885-2859. [ed. 2-15]

E. Forms and Examples. Annual foreign travel report, overseas travel waivers, and other forms including instructions and examples can be viewed at www.uidaho.edu/risk/insurance/foreigntravel. [rev. 2-15]

E-1. Risk Management forms including instructions and examples can be viewed at www.uidaho.edu/risk/insurance/foreigntravel.

E-2. Faculty/Staff Travel Registration: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/international-travel/international-travel-registration

E-3. Faculty-Staff-Led International Travel Proposal Form and Guidelines: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad