University of Idaho  
2014-2015 FACULTY SENATE AGENDA  
Meeting #28  
3:30 p.m. - Tuesday, April 28, 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 #27, April 21, 2015 (vote)

IV. Chair’s Report.

V. Provost’s Report.

VI. Committee Reports.
   - Committee on Committees (Teal)
     - FS-15-068: FSH1640.20 – University Budget & Finance Committee (vote)
     - FS-15-069: FSH 3840 – Procedures for Faculty Appeals (vote)
     - FS-15-070: FSH 3910 – Dismissal and Discipline of Faculty (vote)

VII. Other Announcements and Communications.
   - FS-15-054rev: APM 70.23 - University International Travel (FYI)
   - Campus Community Coalition (Fritz)
   - Diversity Statement (Frey/Planagan/Suarez)
   - Enrollment Council (Kim)

VIII. Special Orders.
   - Sabbatical Leave nominations (vote)

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 #27  
FS-15-045rev; 068 through 070  
Campus Community Coalition  
Diversity Statement  
Sabbatical
Present: Stevenson for Aiken (w/o vote), Brandt, Brewick, Caplan, Chung, Couture (Boise), Crowley (w/o vote), Earl, Flores, Foster, Frey, Godfrey (Coeur d’Alene), Hiromoto (Idaho Falls), Jeffery, Karsky, Kennelly, Lowe, Mahoney, Murphy, Perret, Safaii, Stauffer, Stoll, Teal, Wolf, B., Ytreberg. Absent: Aiken (w/o vote), Boschetti, Nyavor, Qualls, Wolf, K. Guests: 9

The Chair called the meeting to order at 3:34. He noted that there was a crowded agenda today and we would try to move efficiently. Checking connections with off-site Senators it was determined that all four were present but with considerable difficulty both seeing and hearing the Senators. It was sarcastically noted that the system was working “better than ever.”

The Chair asked if there were any additions or corrections to the minutes for meeting #26. A Senator asked for the addition of a more specific sentence regarding various Senators comments about the plan to expand tuition waivers for dependents. Specifically he asked to add the sentence “Several Senators thought this change would help with recruitment and retention and one Senator said he would consider it when deciding whether to stay at the University of Idaho.” The Faculty Secretary said he would accept this change and there were no objections raised. A motion (Foster/Brewick) to approve the minutes as amended passed without objection (with 4 abstentions).

Chair’s Report: The Chair stated that next week was our last meeting. There would probably be a couple of brief policy items and the new Senate would potentially vote for a new Chair and Vice-Chair. Two weeks from today the University Faculty Meeting would be held at 3 pm. Pacific in the International Ballroom of the Pitman Center. Please email your constituents and remind them of this meeting and encourage them to attend. We want a strong turnout and need 97 faculty for a quorum. The Chair also announced that Senator Foster had won a Distinguished Faculty Award for the College of Science. Senator Foster received applause from his fellow Senators.

Provost’s Report: Vice Provost Stevenson gave an update on the NWCCU visit that is going on this week. The seven members on campus will be leaving tomorrow. They will finish up their report in the next 30 days. The University will have an opportunity to address factual errors and then the report goes to the full commission. The University will have a representative (usually the President) at their June meeting to discuss the report before it is finalized. This Friday’s Register should have the list of those who have been promoted this year. The Excellence banquet is next week on April 28th. The Staff/Faculty reception is May 8th in the Pitman Center. We anticipate that the new Provost will be on the job June 1st.

FS-15-062: FSH 3360 – Probation, Promotion, Demotion, Reassignment and Transfer of Non-Faculty Exempt and Classified Employees. The Chair reviewed last week’s discussion on the sections of the FSH and the APM that relate to reclassification. Senate and Staff Leadership had a meeting with HR. The result of that meeting is that we have decided that FSH 3360 is the only changes it is reasonable to vote on today. The others are still listed on the agenda for discussion but not for a vote. A motion (Mahoney/Frey) was made to accept FSH 3360. A Senator then made a motion (Mahoney/Foster) to amend FSH 3360 by adding a D-5 in FSH 3360 that would state: “Job value factors will be clearly defined with criteria that clearly support and explain the process used to determine reclassification decisions.”

The discussion that followed focused on the difficulty of stating weightings or criteria and also whether such a statement belonged in the APM or the FSH. It was stated that there wasn’t a perfect distinction
between what should be in the APM or the FSH. The purpose of the amendment to the FSH would be to make sure that doing the above was policy. The actual discussion of the criteria and process could remain in the APM. A Senator was also concerned about the difficulty of doing this. The Chair and various Senators responded that the purpose of the amendment was to encourage transparency and enhance the ability of people seeking a reclassification to understand what will be considered and how likely they are to obtain a reclassification. As one Senator put it, if HR can’t provide a more detailed explanation of what is significant than it raises extreme doubts about the entire process. The motion to amend FSH 3360 by adding a D-5 as noted above passed 23-1. With no more discussion the Senate than voted 22-1-1 to approve FSH 3360 as amended.

The Senate next engaged in a short discussion of the remaining FSH and APM items that had been introduced last week. A Senator suggested that a committee be formed that could engage in oversight of the reclassification process and take appeals regarding reclassifications. He was also concerned about whether there should be some provision stating the maximum period of time required for a response to a reclassification appeal. Another Senator noted that there already is a committee (see FSH 1640.24—“Classified Position Appeals Board) that can hear appeals from the reclassification process. There appeared to be some confusion regarding the difference between the appeals board noted above and the appeals process that the administration created following the implementation of the new classification system. The Chair suggested that his vision of a committee would be headed by Staff Affairs and include Faculty Senate representation. This committee would seek to work with HR to reconcile conflicts between the APM and the FSH as well as look into the feasibility of an oversight committee. It should also work on defining the criteria used to determine reclassification. A motion was made (Brewick/Caplan) to create an ad hoc committee which would be formed by Staff Affairs and include two Faculty Senators. This committee would engage in the functions and undertake the inquiries discussed above. The motion passed unanimously.

**FS-15-051rev2: FSH 3710—Leave Policies for All Employees.** The Chair invited Ruth Funabiki as Chair of the Faculty Affairs Committee to the table. She summarized that most of the revisions in the document presented today were edits suggested by General Counsel to clarify the relationship between the Family Medical Leave Act and the changes proposed to the University’s leave policy. There was a substantive change now contained in E-4. This change would allow two parents employed by the University to transfer annual leave from one parent to the other. There was a short discussion to clarify that this ability to transfer leave between parents wasn’t limited to spouses. There was also a short discussion of the distinction between parenting leave and shared leave with the latter being something which would need to be applied for separately. After some comments about how these changes were reasonable first steps but not the end of our consideration of parenting leave and shared leave, the proposed changes to the leave policy in FSH 3710 passed unanimously.

**FS-15-067: FSH 3730—Retirement Privileges.** Professor Funabiki also discussed some proposed changes to retirement privileges brought forward by HR and approved by FAC. This proposal contains some technical corrections to how credit for years of service for temporary employment will be determined. In particular, these changes apply to those who obtain their health insurance through the Affordable Care Act. There was also deletion of the word “immediately” in several places to protect those who have had a brief break in service. HR argued that this word had the potential to harm some employees and was mistakenly put in by previous HR personnel and never should have been included in the policy in the first place. The proposed change passed without objection.
**FS-15-063: FSH 3520—Tenure Form and FS-15-064: FSH 3560—Promotion Form.** The Chair invited Professor Paul McDaniel as a member of FAC to discuss changes in the Tenure and Promotion forms.

The changes in these forms came at the request of the Provost Office. They are mainly an attempt to simplify and clarify the forms. The previous tenure form did not contain a signature line for the Provost and Executive Vice President and that has now been added. A Senator noted that the place on the forms which allowed faculty members at the department level to abstain in votes for tenure and promotion have been removed. Professor McDaniel stated that it was thought that faculty members eligible to vote in a department should vote and not abstain. It would still be possible for a student on a tenure committee to abstain.

The point was made that on the promotion ballot a faculty member might still register a preference on the candidate’s performance but refuse to actually vote to recommend (or not recommend) promotion. Professor McDaniel stated that in such a case the ballot would probably be returned to the faculty member. A final question from a Senator asked why the statement saying that “it is suggested that a narrative statement in support of the recommendation be appended” was removed. Does this represent a change in policy? Professor McDaniel stated that it wasn’t a change in policy since the need to file a written statement still remained in the FSH. This only represented an attempt to streamline the forms. The changes to the tenure form (3520) were accepted 19-1-2.

The changes to the promotion form (3560) were accepted 19-1-2.

**FS-15-065: College of Graduate Studies Undergraduate Enrollment and Courses for Graduate Transcripts.** The Chair invited Professor McMurtry to explain proposed changes from the Graduate School. He explained that the current policy was too lax in letting students move undergraduate courses to their graduate transcript. The proposed changes require that students follow the policies on reserving courses for the graduate transcript. A Senator asked why a student had to have a 3.0 GPA to move a course to the graduate level. The faculty secretary was unsure what the answer to this question was. The proposed changes passed unanimously.

**FS-15-066: Regulation O-10 Academic Certificates.** This proposal seeks to more clearly define the requirements for a graduate certificate. Professor McMurtry asked that the word “required” be added to O-10 b-1. It would now read “At least half of the required credits....” A motion (Kennelly/B. Wolf) to add this edit passed unanimously. A Senator asked about the difference between an emphasis and a certificate. The amended motion also passed unanimously.

**Spring 2015 Graduates:** The 29 page list of spring graduates was brought to the Senate for approval. A motion (Stoll/Foster) passed 20-0-2.

**Adjournment:** The Chair invited a motion to adjourn. This motion (Foster/Lowe) passed unanimously at 4:57.

Don Crowley, Faculty Secretary and Secretary to the Faculty Senate
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: FSH 1640.20 – University Budget & Finance Committee

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

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)

Name Date

Telephone & Email:

Policy Sponsor: (If different than originator.)

Name Date

Reviewed by General Counsel __Yes ____No Name & Date: ________________

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 UBFC having reviewed its structure and function are suggesting edits to reflect realistic objectives for the committee.

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: ___________________________________________

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

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

Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________
h/e ___________________
Register: ___________________
(Office Use Only)
FSH 1640.20 - UNIVERSITY BUDGET AND FINANCE COMMITTEE

(created January 2005; replacing previous Institutional Planning and Budget Advisory Committee)

A. FUNCTION. The function of the University Budget and Finance Committee is

A-1. To advise the president, provost and the executive director of planning and budget on matters pertaining to operating and capital budgets. The Committee will periodically review revenue streams (e.g., tuition, fees, indirect costs, etc.), revenue diminution (e.g., fee remissions, etc.), policy matters regarding the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans, and deferred maintenance plans. [ed. 7-06, rev. 2-11]

A-2. To be involved strategically in the university budget process. The Committee will help define the budget process and goals, and participate in university budget hearings and meetings.

A-3. To monitor consolidated financial reports for potential irregularities or imbalances and to comment on proposed corrective actions.

A-34. To initiate and respond to the study of budget and financial policies and issues.

A-45. To provide periodic reports to Faculty Senate and Staff Affairs on matters pertaining to university finances and budgets. [ed. 7-09]

B. AGENDA. The agenda of each meeting will be set by the Chair of the committee in collaboration with the executive director of planning and budget and/or the provost. The executive director of planning and budget is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. The Senator in the second year, or designee, on the Budget and Finance Committee is responsible for reporting to the senate activities of the committee. [ed. 7-06, rev. 2-11]

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 11 voting members, all (except students) serving on three-year staggered terms, and 4 nonvoting members as follows: five faculty (two selected by Committee on Committees, three elected by Faculty Senate from among senators beginning their second year of service on the senate), three staff (not associated with the university financial or budget offices), three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) membership includes: Provost and Executive Vice President, Vice President for Finance and Administration, Executive Director of Planning and Budget, Budget Director, Director of Institutional Research and Assessment. [rev. 2-11]

The committee's chair will be selected by the Committee on Committees from one of the five faculty members. A broad representation of faculty, staff and students across the various colleges of the university is expected. [ed. 7-09, rev. 2-11]
1640.36
DISMISSAL HEARINGS COMMITTEES
[This section was removed from FSH 3910 D-3.b. and placed here in July 2008]

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

B. STRUCTURE AND MEMBERSHIP: The DHC is composed of four faculty members and one administrator at the departmental level or above, six faculty members and three administrators as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. Due to the possibility a case may be appealed to the Faculty Appeals Hearing Board care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years. [rev. 1-09, 4-11]

C. SELECTION: The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Dismissal Hearings Committee and to elect its own panel chair. [rev. 1-09]

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

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

1640.43
FACULTY APPEALS HEARING BOARD
[This section was removed from FSH 3840 C & D and placed here in July 2008]

A. FUNCTION. This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision under FSH 3840 A. In each case referred to it, the board has the following responsibilities: [ed. 4-12]

A-1. To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board.
A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant’s academic rights and privileges.
A-3. To make recommendations to the president.

B. STRUCTURE AND MEMBERSHIP: Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable to the Faculty Appeals Hearing Board, care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. [rev. 7-99, 1-09, 4-11]
B-1. Panel Chair’s Role: Once a panel chair has been selected, he/she will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The panel chair may request assistance from the Faculty Secretary, Ombuds, or General Counsel’s office throughout the hearing.

B-2. Observers: Both parties may have an advisor or counsel, or neutral party, at the hearing.

C. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service:

1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester,
2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing,
3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board, and
PROCEDURES FOR FACULTY APPEALS

PREAMBLE: This section deals with the procedures for faculty appeals. It formed a part of the 1979 Handbook and was revised in July of 1994 to add harassment on the basis of race, color, religion, gender, national origin, age or disability to the "areas of concern" and in January of 1996 so as to remove the Faculty Affairs Committee from those bodies through which an appeal had to travel before being heard. The section was substantially revised in July 1999 and again in July 2002 to clarify the committee’s scope and its procedures, and A was revised in 2007 to add a process for addressing retaliation complaints. In 2008 the committee composition previously in C and D was moved into FSH 1640 Committee Directory. In April 2014 changes were made to align this policy with Board policy. Further information is available from the Provost’s Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [rev. 7-99, 7-02, 7-07, 7-08, 4-14, ed. 7-00, 7-05]

CONTENTS:
A. Areas of Concern
B. Procedures for Initiating an Appeal
C. Faculty Appeals Hearing Board
D. Hearing Procedures
E. Procedures Following the Hearing

A. AREAS OF CONCERN. The procedures provided in this policy are to be used by faculty members to appeal administrative decisions, including without limitation decisions in such matters as denial of tenure, denial of promotion, position description, performance evaluation, salary determination, and to challenge the contents of personnel files. Applicability of these procedures to some matters is subject to certain limitations and exclusions - nonrenewal of fixed-term appointments [see 3900 E and F], dismissal for cause [see 3910, in particular, 3910 D-5-c], and layoff resulting from a declaration of financial exigency [see 3970]. Allegations of sexual harassment or discrimination based on race, color, sex, national origin, religion, age, sexual orientation, or disability are not subject to this policy, but should be brought to the Director of Human Rights, Access and Inclusion. Decisions of the president concerning administrative assignments are not appealable under this policy. A faculty member alleging retaliation is required to follow the process set forth in FSH 3810 before proceeding under this policy. The time period for appeal will begin to run upon completion of the process set forth in 3810. [rev. 7-99, 7-02, 7-07, 7-08, 4-14, ed. 9-06, 6-09]

B. PROCEDURES FOR INITIATING AN APPEAL.

B-1. Before, or in addition to, filing an appeal, the faculty member should seek satisfaction informally by discussing his or her complaint with the administrator who made the decision. If the issue is not resolved by this means, the faculty member should then go to the next administrative level for redress. Reference to these discussions should be included in the request for a hearing.

B-2. A faculty member who wishes to appeal an institutional decision may do so by submitting a written request for a formal hearing. Such a request must be made within 30 calendar days after he or she receives written notice of the institutional decision, except that a 20-day period is allowed in cases of nonrenewal of fixed-term appointments [see 3900 F], a 14-day period is allowed in cases of denial of tenure or promotion, and a 15-day period is allowed in cases of dismissal for cause [see 3910 D-5-a]. If the appeal concerns salary determination, the 30-day period allowed for filing begins with receipt of notice of the dollar amount of salary assigned [see 3420 B-3, B-6]; the earlier assignment to a salary-increment category [see 3420 B-3] may be appealed by the informal means described in B-1 or may be included in the appeal after the salary amount has been fixed. In the request, the faculty member must state clearly what decision is being appealed and, briefly, the grounds on which the appeal is based. If the time deadlines contained in this provision or in any rules or procedures adopted by the Faculty Appeals Hearing Board are not complied with the appeal shall be dismissed unless the Faculty Appeals Hearing Board determines that an attempt at informal resolution through the Ombuds Office or extraordinary circumstances justified the delay. [rev. 7-99, 2-07, ed. 7-01, 7-02, ed. 3-14]

B-3. The request for a hearing is addressed to the chair of the Faculty Appeals Hearing Board (FAHB) (see FSH 1640.43). The FAHB chair will forward copies of the request to the provost, and other administrators concerned. The
provost, or another administrator designated by the provost, will furnish the FAHB chair and the faculty member a written statement of the reasons for the administrative decision. [rev. and ren. 7-99, ed. 7-02]

B-4. A request for a hearing does not affect the effective date of the decision being appealed. [add. 7-02]

C. FACULTY APPEALS HEARING BOARD. (see FSH 1640.43)

D. HEARING PROCEDURES. [ren. 7-08]

D-1. The hearing board may adopt rules of procedure from time to time. In a particular case these rules may be altered by the Board in the interest of fairness. These rules are available on request from the chair of the board and the faculty secretary. [add. 7-99, ren. 7-08]

D-2. The board will meet before the hearing to consider the nature of the parties’ expected presentations, to make decisions about the procedure that will be followed in the hearing, and to set mutually acceptable dates for the hearing, including the time and duration of the presentations. The board communicates these decisions in writing to the parties and allows each of them five working days in which to respond. The chair of the board negotiates any disputed matters. [ed. and ren. 7-99, ren. 7-08]

D-3. The chair of the board summons the faculty member and the officer (or a representative of the body) whose decision is under appeal. The chair also summons other UI employees or students to appear on the request of either party or of the board itself; the summons must set a reasonable time and place to appear and must give due notice. Persons summoned have the obligation to respond as though summoned by the president. Either party may be assisted by counsel or an advisor of its choice in an advisory capacity only. Both parties are entitled to be present during the entire hearing. [rev. and ren. 7-99, ed. 7-02, ren. 7-08]

D-4. During the hearing, the faculty member’s case will be presented first, in whatever manner he or she desires: e.g., through the testimony of witnesses, submission of documents, or oral statements. The board may then question the faculty member. The administration then presents its case, followed by questions from the board. The faculty member is given an opportunity to respond and to summarize his or her case. [ed. 7-97; ren. 7-99, ed. 7-02]

D-5. As a general rule, the board admits, rather than excludes, presentations that either party desires to make. The chair may rule against presentations that are clearly repetitive or irrelevant. [ren. 7-99]

D-6. The faculty member and the board should know of the existence and substance of all materials on which the administration has relied in making the decision being appealed [see 3040]; there should be no means by which the substance of any charge, or other adverse information or allegation, can be kept secret from the faculty member. [ren. 7-99, ed. 7-02]

E. PROCEDURES FOLLOWING THE HEARING. [ren. 7-08]

E-1. The findings and recommendations of the hearing board are reported promptly in writing to the faculty member, his or her departmental administrator and dean, the provost, and the president. [rev. 7-99, ed. 7-02, ren. 7-08]

E-2. The president, following receipt of the report of the hearing board, has the responsibility of promptly responding in writing—and in any case within 45 days—to the faculty member, and the hearing board, and of providing a statement of the rationale for his or her decision. [rev. 7-99, ed. 7-02, ren. 7-08]

E-3. No Appeal to the Regents. The Regents have delegated authority for personnel matters to the president (RGPIIB2b), specifically stating that employee grievances are not appealable to the Board. (RGPIIM2)[add. 7-02, ren. 7-08, rev. 4-14]

E-4. The chair of the board shall report annually to the Faculty Senate regarding the nature of the matters considered by the board during the preceding year. [add. 7-99, ren. 7-02, 7-08, 6-09]
DISMISSAL AND DISCIPLINE OF FACULTY

PREAMBLE: This section outlines procedures for the dismissal of tenured faculty and of untenured faculty who are being dismissed before the end of their current term of appointment. It was a part of the 1979 Handbook, though in that document it included exempt employees as well. It was thoroughly revised in July of 1989 to reflect changes in regents’ policy and divided into faculty and exempt sections in July of 1996. The whole of the policy was substantially revised, and sections E and F rewritten, in July 1999 so as to conform the university’s policy with that of the Regents. Non-tenured faculty should also consult section 3900 “Non-Reappointment of Non-Tenured Faculty and Exempt Staff.” Again, in compliance with Regents policy changes, this section was extensively revised in 2003. In 2008 the committee composition previously in D-3 b was moved into FSH 1640 Committee Directory. Further information may be obtained from the Provost’s Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [rev. 7-99, 7-03, ed. 7-08]

CONTENTS:

A. Regents’ Authority and Definition of Adequate Cause
B. Cause for Dismissal
C. Administrative Leave
D. UI Procedures Related to Dismissal
E. UI Procedures Related to Discipline Other Than Dismissal
F. Appeals to the Regents

A. REGENTS’ AUTHORITY AND DEFINITION OF ADEQUATE CAUSE.

A-1. All employees of the regents or of the agencies, institutions, school, or office under its jurisdiction are subject to dismissal for adequate cause during the period of employment. “Adequate cause” means one (1) or more acts or omissions which, singly or in the aggregate, have directly and substantially affected or impaired an employee’s performance of his or her professional or assigned duties or the best interests of the regents, institution, agency, school, or office. In addition, any conduct seriously prejudicial to the regents, an institution, agency, school or office may constitute adequate cause for discipline up to and including dismissal. Examples include harassment prohibited by law, immorality, criminality, dishonesty, unprofessional conduct, actions in violation of policies, directives, or orders of the regents, an institution, agency, school or office, unsatisfactory or inadequate performance of duties, or failure to perform duties. [RGP IIL3] [add. 7-99, rev. 7-03]

A-2. Dismissal of faculty is as provided in the regents’ policy RGP III. [add. 7-99, ed. 7-03]

B. CAUSE FOR DISMISSAL.

B-1. Dismissal (as opposed to non-renewal of a non-tenured faculty member) by UI of the employment of a faculty member, except in the case of resignation or retirement, will be only for adequate cause as defined above in A-1. [rev. 7-99, 7-03]

B-2. As provided in 3970, any faculty member may be laid off in conjunction with a reduction in force approved by the regents and resulting from a declaration of financial exigency.

C. ADMINISTRATIVE LEAVE. A faculty member may be placed on administrative leave with pay pending the procedures set forth in this section. [rev. 7-03]

D. UI PROCEDURES RELATED TO DISMISSAL. In each case, the issue of whether or not adequate cause for termination or dismissal exists is to be determined by an equitable procedure, affording protection to the rights of the faculty member and to the interests of the state of Idaho and its system of higher education. The burden of proof that
adequate cause exists rests with the institution and its administrative officers, and will be satisfied only by clear and convincing evidence in the record considered as a whole. [ed. 7-99, rev. 7-03]

D-1. Departmental, Division, and College Action. When reason arises to question the fitness of a faculty member, the immediate supervisory officer discusses the matter with the employee in a confidential personal conference. It is the duty of the immediate supervisor and the faculty member to make a good faith effort to correct any and all deficiencies in the faculty member’s performance. Departments, divisions, or colleges are to establish policies and procedures for identifying problems, suggesting remedial actions, and assisting the faculty member in becoming a productive member of the university community. These procedures are to include peer input and are to be fully integrated with the annual evaluation process. A good faith effort must be made to identify and resolve performance problems at the lowest administrative level.


a. If remedial performance adjustments do not result, the provost shall determine whether formal dismissal proceedings should be initiated. [rev. 7-99]

b. If the provost determines that formal proceedings should be initiated, he or she should formulate a written statement with reasonable particularity of the grounds proposed for the dismissal. [rev. and ren. 7-99]

c. Nothing in these procedures prevents the provost from withdrawing the fitness complaint from the process, at any time for any reason. However, the provost must either withdraw the complaint or proceed with the dismissal process within a reasonable period of time. [rev. and ren. 7-99]

d. The statement of particularity is communicated, in writing, to the faculty member by the provost and delivered personally or sent first-class mail, postage pre-paid to the employee at the last known address on file for the employee. [rev. and ren. 7-99, rev. 7-03]

D-3. Dismissal Hearings Committee Process. [ren. 7-99]

a. If the faculty member requests a hearing to determine whether the termination is properly based on the grounds stated, one will be conducted by a Dismissal Hearings Committee (DHC) at a specified time and place. See FSH 1640.36 for the function and structure of the DHC. The faculty member must file a written request with the provost for a hearing within seven working days of receipt of the provost’s communication of particulars. If the faculty member has not requested a hearing, the statement of particulars constitutes the dismissal recommendation, which the provost may communicate to the president without further delay. [rev. and ren. 7-99, 7-08]

b. The DHC proceeds by considering the provost’s recommendation and statement of grounds for dismissal already formulated, the evidence supplied to support the dismissal recommendation, and the employee’s response written before the time of the hearing. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the letter of particulars to the faculty member become part of the hearing record. [rev. and ren. 7-99, ren. 7-08]

c. The DHC determines the order of proof, conducts the questioning of witnesses, and, if necessary, secures the presentation of evidence important to the case. [rev. and ren. 7-99, ren. 7-08]

d. The faculty member has the option of assistance by counsel or an advisor; the faculty member, the provost, and their counsels/advisor have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member has the opportunity to confront all adverse witnesses. All evidence is duly recorded. [rev. and ren. 7-99, ren. 7-08]
e. If a question of timeliness arises during these procedures, the DHC will review the action of the delinquent party and determine whether the dismissal procedures will continue, as outlined above. [rev. and ren. 7-99, ren. 7-08]

f. The DHC reaches its decision in conference within five working days of the formal hearing’s close, solely on the basis of the record of the hearing. It makes explicit findings with respect to each of the grounds for removal presented or remedial actions, and renders a reasoned opinion. The provost, the president and faculty member are notified of the decision in writing and given a copy of the record of the hearing; the college and department or division concerned are notified of the recommendation. [rev. and ren. 7-99, 7-03, ren. 7-08]

D-4. Presidential Decision. [rev. and ren. 7-99, 7-03]

a. The president, after due consideration of the DHC’s recommendation, shall initially determine whether he or she agrees or disagrees with the DHC’s recommendation. In the event of disagreement, the president shall meet with the DHC to discuss the reasons for the president’s disagreement prior to reaching a final decision. Upon reaching a final decision the president forwards his or her decision to the faculty member and to the college and department or division. If the president’s decision differs from the committee’s, the reasons for the disagreement are also communicated to the faculty member, the college and department or division, and to the DHC. [rev. and ren. 7-99, rev. 7-03]

b. The notice from the president must be in writing and will be personally served on the employee or be sent by first-class mail postage pre-paid to the faculty member at the last known address on file for the faculty member. The notice must contain a concise statement of the charges against the employee, the findings of fact that are the basis for the president’s decision for dismissal or continuance, and any conditions imposed on the continuance of employment. If the president’s decision is for dismissal, the faculty member receives a statement of all rights and procedures for appeals of the president’s decision to the Faculty Appeals Hearing Board or directly to the regents. [rev. and ren. 7-99, rev. 7-03]

D-5. Appeal to the Faculty Appeals Hearing Board. The faculty member may appeal a presidential decision to dismiss to the Faculty Appeals Hearing Board (FAHB), see section 3840, or to the regents, see F below. [add. 7-99, 7-03]

a. If the faculty member appeals to the FAHB he or she must notify the president in writing within fifteen (15) calendar days of the receipt of the notice given by the president. [add. 7-99, ed. 7-03]

b. If the charges against the employee, or the contentions of fact on which the charges are based, materially change after the determination of the DHC or appropriate appeals hearing body, the faculty member may obtain an additional review before the president makes a decision. Unless specifically provided by the regents in RGP IIM (see text below), discipline up to and including dismissal may be effective prior to the initiation by the employee of the internal grievance procedure. [ren. 7-99, rev. 7-03]

c. For the purpose of dismissal-for-cause procedures only, the FAHB hearing procedures have an expanded scope. Specifically, in accord with its current procedures, the FAHB may also hear and decide on the regularity and appropriateness of process, procedures, factual basis, and timeliness in the dismissal decision or the decision for continuance of employment, with the stated conditions. [ed. 7-99, rev. 7-03]

d. The president, after due consideration of the FAHB’s recommendation, shall initially determine whether he or she agrees or disagrees with the FAHB’s recommendation. In the event of disagreement, the president shall meet with the FAHB to discuss the reasons for the president’s disagreement prior to reaching a final decision. The president shall give substantial weight to the recommendation of the FAHB. If the president does not follow the recommendation of the FAHB, he or she shall send to the FAHB and to the appellant a written report of the basis for the president’s determination. [add. 7-99, ren. and rev. 7-03]
E. UI PROCEDURES RELATED TO DISCIPLINE OTHER THAN DISMISSAL. [add. 7-03]

E-1. The regents provide the following relative to discipline other than dismissal:

In each case the issue of whether or not adequate cause exists should be determined fairly by the institution, agency, school, or office recognizing and affording protection to the rights of the employee and to the interests of the Board and its institutions, agencies, school, or office.

a. Discipline, up to and including dismissal, of employees before the expiration of the stated period of appointment or employment contract will be only for adequate cause, as determined by the appropriate administrative officers to whom this responsibility is delegated by the chief executive officer of the institution. Each institution, agency, school or office shall have a process that provides employees with written notice of contemplated discipline and an opportunity to be heard. The employee may be placed on administrative leave with pay until he or she has exercised the opportunity to respond, or declined, either affirmatively or through inaction, to do so, and the recommendation has been acted upon by the chief executive officer or designee. The chief executive officer or designee must notify the employee of the recommendation and proceed in the following manner:

(1) The notice must be in writing, and may be personally served upon the employee, or be sent by first-class mail, postage pre-paid, to the employee at the last known address on file for the employee.
(2) The notice must contain a concise statement of the reasons and nature of the discipline.

E-2. UI Process. The provost has authority to determine if adequate cause has been established and if discipline other than dismissal should be taken. The provost may place the faculty member on administrative leave pending the final decision by the provost. Before final decision, the provost will provide the faculty member with a written statement setting forth with particularity the basis for the contemplated discipline and any information or material used to formulate the determination of adequate cause. The faculty member must be notified that he or she has fifteen (15) calendar days, or more in the discretion of the provost, in which to respond or decline to respond affirmatively or through inaction. After the period to respond expires the provost must notify the faculty member of his or her decision as required in the regents’ policy quoted above.

E-3. Following the imposition of discipline, the faculty member may use the FAHB (FSH 3840) to appeal the decision.

F. APPEALS TO THE REGENTS. Upon receipt of the final findings and recommendations, including those resulting from an internal grievance, a faculty member may file an appeal with the regents as set forth in RGP IIM (see below). The regents may if they choose to hear an appeal, by a majority of the total membership, approve, reject, or amend such findings, recommendations, or suggestions, if any, or may remand the matter for additional evidence, recommendations, or suggestions, if any. Reasons for suggestions will be stated in writing and communicated to the employee. The Board may employ a hearing officer for carrying out the Board’s duties under this paragraph. (RGP L4) [rev. 7-03, ed. 7-08]

RGP IIM provides: A nonclassified employee may elect to petition the Board to review any final personnel related decision of the chief executive officer. Any written petition must be filed in the Office of the State Board of Education within fifteen (15) calendar days after the employee receives written notice of final action under the internal procedures of the institution, agency, school, or office. The Board may agree to review the final action, setting out whatever procedure and conditions for review it deems appropriate, or it may choose not to review the final action. The fact that a written petition has been filed does not stay the effectiveness of the final decision nor does it grant a petition for review unless specifically provided by the Board. Board review is not a matter of right. An employee need not petition the Board for review in order to have exhausted administrative remedies for the purposes of judicial review. [rev. 7-03]
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.

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;
   (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).

To ensure adequate time for any review or approval required under Section B-1(a), all required information and materials should be submitted not later than thirty (30) days prior to departure. Units under this Section may be unable to timely complete the necessary reviews and approvals when information or materials is supplied less than thirty (30) days prior to departure; the University does not, in these circumstances, guarantee completion of such approvals or reviews.

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 preliminary proposal for such travel through its online international travel system available at: http://www.uidaho.edu/international/ui-faculty-staff-opportunities/taking-students-abroad.

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<tr>
<th>Term Abroad</th>
<th>Deadline</th>
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<tr>
<td>Fall, Fall Break</td>
<td>December 1 of prior year</td>
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<td>Winter Intersession</td>
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<td>Spring, Spring Break,</td>
<td>August 1 of prior year</td>
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<td>Summer</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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<tr>
<th>Term Abroad</th>
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<tbody>
<tr>
<td>Fall</td>
<td>April 1</td>
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<td>Fall Break</td>
<td>May 1</td>
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<td>Academic Year</td>
<td>April 1</td>
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<td>Winter Intersession</td>
<td>October 15</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</td>
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<tr>
<td>(Ex. Conferences, meetings, short-term research activities)</td>
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</tbody>
</table>

(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 and submission of required information for review under Section B-1 (a), (b) or (c) does not guarantee that the University will-can approve travel by the anticipated travel date (see e.g. 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)
Campus Suicide Prevention
Training Opportunities

Question, Persuade and Refer (QPR)
www.uidaho.edu/qpr
1-1.5 hour training, registration is free
QPR teaches three simple steps that anyone can learn to help save a life from suicide. Just as people trained in CPR help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. Faculty, staff, and students on campus will learn how to talk to someone who may be thinking about suicide and know where they can get help on campus.

ONLINE Question, Persuade and Refer (QPR)
http://www.qprtraining.com/setup.php
1 hour training, registration is free
Similar to in-person QPR, online QPR is a 1-hour training where participants will learn to recognize the signs of suicide, how to offer hope, and how to get help and save a life. Once you get to the website http://www.qprtraining.com/setup.php, please enter UIFACULTY as the organizational code and on the next page, enter your name and e-mail address to begin.

Don’t Cancel Your Class
www.uidaho.edu/dontcancelyourclass
1-1.5 hour training, registration is free
Are you attending a conference? Do you have a family obligation? Invite Campus Suicide Prevention to conduct "QPR" suicide prevention training with your students while you are away. Participants of a QPR (Question, Persuade and Refer) training will leave with practical knowledge for helping others who might be at risk for suicide by knowing how to recognize the warning signs of suicide, ask someone about their suicidal thoughts, and get someone the help they need. Faculty do not need to be away to schedule a presentation.

Mental Health First Aid (MHFA)
www.uidaho.edu/mentalhealthfirstaid
8 hour training, $25 registration fee (free for students)
Mental Health First Aid teaches skills to assist someone experiencing a mental health related crisis. In the interactive MHFA course, faculty, staff, and students will learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help. Registration fee includes textbook and can be paid by individuals or departments.

To learn more contact:
Kayla Burke, Campus Suicide Prevention Coordinator, kburke@uidaho.edu, 885-6716
Sharon Fritz, Ph.D., Campus Suicide Prevention Director, sfritz@uidaho.edu, 885-6716
University of Idaho’s Diversity and Inclusion Statement

28 April 2015

The University of Idaho acknowledges and supports the principle that everyone is a unique person who possesses diverse qualities and traits, and who interacts with diverse others within a larger inclusive civil society.

At its core, the University of Idaho embraces the complementary principles and behaviors of diversity and inclusion. We seek to protect and promote a respectful and civil learning environment for the discussion of the concepts and the development of practical skills associated with diversity and inclusion.

As a place of learning and training, the University adheres to the standards of ethical and civil diversity and of inclusive discourse and action within our classrooms, offices, hallways, student organizations, and gathering places.

The University community values people of diverse cultures, classes, races, ethnicities, sexes, gender identities, mental and/or physical abilities, citizenship, nationalities, sexual orientations, religious backgrounds, ages, epistemologies, academic disciplines, veteran status, life experiences, and identities. As a living document this list is intended to be additive as we become a more inclusive learning community.

The University community welcomes and respects all people.

This statement has been reviewed and is supported by the following:

Associated Students University of Idaho (ASUI)
Graduate and Professional Student Association (GPSA)
UNITY
President’s Diversity Council Steering Committee
Student Bar Association (SBA)

Initiated by the President’s Diversity Council: Committee on Multicultural Curriculum and Co-Curriculum Development.
**DRAFT: Strategic Enrollment Management Plan (SEMP), 2015 – 2020, University of Idaho (April.2015), Rev.8**

**Strategic Goal:** To increase the overall enrollment of the UI by 50% (from 11,534 to 17,301) by 2025

I. Planning principles:

A. We will use the Fall 2015 enrollment numbers as our baseline and update goal #’s after Oct. 15, 2015.

B. We will plan for the University of Idaho’s residential enrollment growth to occur primarily at the Moscow campus. Additionally, we will plan for enrollment growth in distance and online education, graduate programs as well as the university centers in Boise, Coeur d’Alene, and Idaho Falls.

C. We will set enrollment target goals, measure and monitor these enrollment elements (e.g., HC, college, major, UG, GR, international, students of color, etc.) based on location (Moscow, Idaho Falls, Boise, CDA) and by distance learning. Enrollment by locations should be non-duplicated.

D. We will achieve enrollment target goals through both recruitment and retention activities.

E. In the near-term, we will target areas of growth where we have both capacity and demand.

F. We will consider innovative, high risk ideas to increase recruitment and capacity.

G. We will hold ourselves accountable for achieving the objectives and the undergraduate college deans accountable for achieving their college’s enrollment targets, to develop a system of models to achieve their retention and recruitment objectives while attending to issues like capacity, segmentation of student markets, and deploying appropriate economic model. Some of the objectives in this plan would pertain to all models, while others will be applicable to only specific locations.

H. We will identify resource needs to achieve our objectives and consider developing an incentive plan.

I. We will solicit input from stakeholders in developing specific action plans to implement this SEMP: Moscow Community, alumni, students, families.
II. Reference points:

Moscow campus: AY 2014-15 undergraduate enrollment = 7,731, graduate enrollment = 1,287, total Moscow enrollment = 8,833. Spring term 2015 international undergraduate = 358, international graduate = 185, total international enrollment = 543 or 6% of total enrollment. Fall 2014 UG students of color enrollment: Native American = 57, Asian American = 98, Black or African American = 100, Hispanic/Latino = 720, Native Hawaiian/Pacific Islanders = 21, Two or more races = 284; total UG students of color enrollment = 1,280 or 17%.

AY2013-14 First to second year retention: Campus = 77%; CALS = 76%; CAA = 81%; CBE = 80%; CoEd = 77%; COE = 81%; CLASS = 75%; CNR = 73%; COS = 75% (college retention rates include transfers to other colleges within the university)

III. Strategic Objectives:

Objective 1: Improve recruitment of new fulltime undergraduate students (first year & transfer) annually by 5%

Objective 2: Strengthen the University of Idaho brand

Objective 3: Leverage undergraduate scholarships for recruitment and retention

Objective 4: Improve retention of undergraduate students annually by 5% (290 students, approximately 2 students per major based on 140 majors)

Objective 5: Improve four-year graduation rate of undergraduate students

Objective 6: Increase the percentage of undergraduate students of color

Objective 7: Increase the percentage of undergraduate international students

Objective 8: Support graduate programs and research to enhance the university’s academic reputation

Objective 9: In addition to college specific enrollment (R & R) target goals, set specific enrollment goals by Regional Centers and Distance education
MEMORANDUM

TO:       Marty Ytreberg, Chair, Faculty Senate
          Randall Teal, Vice Chair, Faculty Senate

FROM:    Katherine G. Aiken
          Interim Provost and Executive Vice President

DATE:     April 21, 2015

SUBJECT: Items for Faculty Senate

This is a request for approval by Faculty Senate. The following members of the faculty have been recommended for sabbatical leave for 2016-17:

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
<th>TERM</th>
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<tbody>
<tr>
<td>James Alves-Foss</td>
<td>Computer Science</td>
<td>AY 2016-17</td>
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<tr>
<td>Leah Bergman</td>
<td>Physics</td>
<td>F 2016</td>
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<tr>
<td>Barry Bilderback</td>
<td>Lionel Hampton School of Music</td>
<td>S 2017</td>
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<tr>
<td>Xiao Hu</td>
<td>Architecture and Interior Design</td>
<td>AY 2016-17</td>
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<td>Anne Kern</td>
<td>Curriculum and Instruction</td>
<td>S 2017</td>
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<td>Jennifer Ladino</td>
<td>English</td>
<td>AY 2016-17</td>
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<td>Michael Lowry</td>
<td>Civil Engineering</td>
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<td>Scott Nusimer</td>
<td>Biological Sciences</td>
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<td>You Qiang</td>
<td>Physics</td>
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<tr>
<td>Manoj Shrestha</td>
<td>Political Science</td>
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<tr>
<td>Ling-Ling Tsao</td>
<td>Family and Consumer Sciences</td>
<td>S 2016</td>
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</tbody>
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CC:       Don Crowley, Faculty Secretary
          Ann Thompson, Faculty Secretary Office
          Mary Stout, Provost's Office
          Jill Robertson, Budget Office
          Anne Marshall, Chair, Sabbatical Leave