University of Idaho
2014-2015 FACULTY SENATE AGENDA

Meeting #3

3:30 p.m. - Tuesday, September 9, 2014
Brink Hall Faculty-Staff Lounge
   IWC Room 210 – Boise
   213 – Coeur d’Alene
   TAB 350a IF1 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2014-15 Faculty Senate Meeting #2, August 26, 2014 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Firearms on Campus (APM 95.12) (Dorschel)
   • Surveillance Systems (APM 95.13) (Dorschel)

VI. Committee Reports.

VII. Special Orders.
   • FS-15-001: FSH 1520 – Constitution of University Faculty (senators’ terms) (Crowley)
   • FS-15-002: FSH 1580 – Bylaws of Faculty Senate (senators’ terms) (Crowley)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Marty Ytreberg, Chair 2014-2015, Faculty Senate

Attachments: Minutes of 2014-2015 FS Meeting #2
   Questions sent to Matt Dorschel
   Minutes of 2013-14 Senate – surveillance camera discussion
   FS-15-001 and 002
Present: Stevenson for Aiken (w/o vote), Brandt, Caplan, Chung, Couture (Boise), Crowley (w/o vote), Earl, Folwell, Frey, Hiromoto, Jeffery, Karsky, Mahoney, Miller, Murphy, Nyavor, Qualls, Safaii, Smith, Stauffer, Stoll, Teal, Wolf, Ytreberg (Chair)

Guests: 2 guests

Absent: Aiken (w/o vote), Boschetti, Foster, Godfrey (Coeur d’Alene), Perret

A quorum being present, the Chair opened the meeting at 3:33 p.m. It was moved and seconded (Stoll/Brandt) to approve the minutes of the 2013-2014 Faculty Senate Meeting #26, May 6th 2014. The minutes were approved with no dissents.

It was moved and seconded (Folwell/Frey) to approve the minutes of meeting #1 of the 2014-2015 Faculty Senate, May 6th, 2014. The minutes were approved with no dissents.

The Chair asked for volunteers to serve on the Classroom Facilities Working Group. Senator Stoll volunteered.

The Chair went over a brief list of rules he asked senators to keep in mind during senate meetings this coming year. Senators must raise their hand and be recognized by the chair before speaking. A Senator may not speak on an issue twice until everyone who wishes to speak has spoken once. Senators should always be courteous in all deliberations. Everything that is said is on the record. Votes will be indicated by raising one’s hand.

Provost Report: Vice Provost Stevenson noted that the semester was off to a calm start with students getting organized and off to classes. She encouraged members of the Senate to attend the President’s Inauguration (September 19th at 1:25) paying attention to emails covering instructions for the Inauguration. Annual safety week is scheduled for the week of September 15th. The program affects faculty, staff and students and there is a nice array of activities listed at URL: http://www.uidaho.edu/studentaffairs/health-education/i-got-your-back/campus-safety-programs

Annual Report: Senators were asked to review the annual report from last year which summarizes the many actions taken by the 2013-14 Faculty Senate. A question was raised about what it means when a policy fails to achieve Board approval. It was noted that in this particular case the Board had not approved because they were waiting for more information relating to the Focus for the Future plan.

The Chair asked for a motion to approve the list of summer graduates. The motion to approve (Wolf/Miller) passed unanimously.

The Chair asked for a motion to approve the appointment of the new Faculty Secretary (Don Crowley) to be Secretary of the Senate per FSH 1520 Article 5, Section 3. He noted that the Faculty Secretary (FSH 1570) and Secretary to the Senate are two separate positions and the motion is to approve Don as the Senate’s secretary. The motion (Smith/Murphy) was approved unanimously.
The Chair asked for volunteers to fill three vacancies on committees. Clinton Jeffrey agreed to serve on the Campus Planning Advisory Committee. Liz Brandt agreed to serve on the University Budget and Finance Committee. Annette Folwell agreed to serve on the President’s Athletic Advisory Committee. Thanks to all three Senators for volunteering to fill these important committee positions.

The rest of the meeting was devoted to trying to prioritize the ideas of what to concentrate on this year. The list of ideas provided to Senators came mainly from the Retreat although the Senate Leadership added a few ideas to the list on issues that had been suggested to them by others in the University community.

It was first suggested that Senators vote for their top three choices from the list. After some discussion it was decided that this was too confining and Senators were encouraged to vote for as many items as they wanted. Also, some items from the original list were combined when it appeared that there was significant overlap. The results of this prioritization were as follows:

Votes in parentheses.

1. Career Ladders and Internal Promotion Policies (23)
2. Enrollment issues (19)
3. Talent Management (partner accommodation, faculty evaluations, faculty/staff turnover, treatment of adjuncts, faculty/staff morale) (19)
4. Distance Learning (14)
5. Tuition Benefits for faculty/staff children (13)
6. Compensation issues (concerns about method of distribution, losing staff to other places, adequate compensation at the lower salary end) (12)
7. Academic Freedom Language (10)
8. Expanding site licenses to emeritus professors/honored staff retirees (8)
9. Facilities (how to make the campus look better) (8)
10. Weapons on Campus (questions about syllabus language, information on how to deal with situations) (7)
11. Improvement of research infrastructure (7)
12. Surveillance Cameras (where-why-how) (6)
13. Tobacco Ban Implementation (5)
14. Removing Term Limits on Senators (2)

Throughout this discussion there were concerns raised about how issues were being categorized and whether lumping some things together would cause certain issues to get lost. The Chair assured everyone that the purpose of the process was to allow Senate leaders to get started on who to invite to future meetings. He also stated that issues receiving relatively low support could still be discussed and brought up in future meetings.

A motion to adjourn (Stoll/Miller) was approved and the Senate adjourned at 4:33.

Respectfully submitted,

Don Crowley, Secretary to Faculty Senate  
Faculty Secretary/Policy Coordinator
Firearm questions sent to Matt Dorschel

Do you have access to information, or knowledge of, how many and who carry Enhanced Concealed Weapon permits?

Are we allowed to discuss this policy in the classroom? If so, can we express an opinion regarding the policy? Academic freedom suggests we should be able to discuss the policy.

Aside from the language on the FAQ what are we allowed / not allowed to say on our syllabi? For example, can we respectfully request that firearms not be brought to our classroom, or can we say that we don't believe having firearms in the classroom is conducive to the learning environment? Some faculty take students to elementary schools, hospitals, etc. where guns are not allowed, is there wording for faculty to use on the syllabi to cover these situations?

Increase awareness of Shots Fired video at:  http://www.uidaho.edu/public-safety-and-security/emergency-management/trainingvideos. Very few people have heard of this video, it is hard to locate, having it password protected decreases accessibility.

We'd like to see the official policy SB1254 linked at the top of the FAQ.

Could we get some advice on best practices? For example, how should a faculty or staff call 911 in settings where they are in an enclosed room with lots of other people? Should they excuse themselves? Wait until the class is over?

We would like to see Q3 re-worded. It states that a briefly visible weapon is not a violation, but then goes on to say that we should call 911 if we see a weapon. I think it would be much clearer to simply state that if we see a weapon (however briefly) that we should call 911. After all, we don't even know if they have the proper permit. The wording could state that the police will make the decision on whether it is a policy violation.

A follow-up to the last point. If we see a weapon are we required to call 911, or is it a judgment call?
Present: Awwad-Rafferty, Bird, Brandt, Cobb, Couture (Boise), Davis, Eckwright (w/o vote), Empey, Flores, Frey, Gunderson, Hartzell (chair), Karsky, Latrell, Manic (Idaho Falls), Morra, Murphy, Pendegraft, Safaii, Stoll, Wolf, Ytreberg

Absent: Aiken, Miller, Ostrom, Perret, Pregitzer, Qualls, Smith, Stuntzner

Guests: 9

A quorum being present, Senate Chair Hartzell called the meeting to order at 3:31pm.

Minutes: It was moved and seconded (Stoll, Awwad-Rafferty) to approve the minutes of meeting #23. Motion carried with abstentions by senators Latrell and Wolf.

Chair’s Report. The Chair reported on the following items:

- After last week’s senate meeting, Greg Walters, executive director for human resources, kindly provided information requested by Chair Hartzell, who forwarded the information to senators. Mr. Walter’s data shows that more than 75% of the approved appeals were in facilities and administration positions. Many of the facilities positions were raised from Grade 1 to Grade 2 in an effort to offer a basic living wage and have no UI employees at the Grade 1 level ($10.89/hour).
- A memorial service for Jane Baillargeon will be held on Wednesday, April 16, at the Nazarene Church. Chair Hartzell will attend the service and hopes that others will be able to attend, as well.
- State Board of Education (SBOE)/Board of Regents will be meeting at UI in Moscow on April 16 and 17. They will be looking at student tuition and fee rates on Wednesday. President Staben will give his progress report to the board on Thursday. Meeting materials are available at: http://www.boardofed.idaho.gov/meetings/board/archive/2014/04_16-17_14/index.asp
- Today is Senator Awwad-Rafferty’s birthday – happy birthday!
- Annual Silver and Gold Celebration will be held April 17 and former interim president Don Burnett will receive an Honorary Alumni Recognition.
- Friday, April 18 is the second Vandal Friday event this spring. This will be “the last of its kind” as the Vandal Friday events are being redone.
- Annual Tutxinmepu Powwow will be held this weekend, April 19 and 20. Faculty senate endorses this event. For more information: http://www.uidaho.edu/nativeamericancenter/tutxinmepupowwow
- UI’s Cultural Literacy & Competency Symposium will be held all day on Monday, April 21. This symposium is co-sponsored by faculty senate. For more information: http://www.uidaho.edu/pdl_portal/calendar#/?i=1
- Daniel Trautvetter is a guest at senate today. Mr. Trautvetter, Brian Mahoney, chair of staff affairs, and Chair Hartzell met with the president’s cabinet earlier today to discuss a proposed APM change regarding tobacco-use that is on senate’s agenda today. Chair Hartzell noted that there have been some erroneous reports in the student newspaper stating that the proposed changes have come from faculty senate. These proposed changes did not originate with faculty senate but senate will vote today on whether to endorse the proposed APM change.

New senators identified to date for the 2014-2015 term include:
- Allan Caplan, College of Agricultural and Life Sciences (CALS), taking over for Matt Morra;
- James Foster, College of Science (CoS), taking over for senate Chair Hartzell;
- Yun Chung, College of Business and Economics (CBE), taking over for Norman Pendegraft;
- Clinton Jeffery, College of Engineering, taking over for Russell Qualls;
- Larry Stauffer, dean representative, replacing Kurt Pregitzer.
Faculty members from the College of Art & Architecture (CAA) have received permission to remove some art from the president’s residence and place it in Brink Lounge for a few years. The art will be gracing these walls in about two weeks.

**Provost’s Report.** Provost Aiken is unavailable today and Vice Provost Stevenson will be joining us later, so there is no provost’s report.

**Legislative session.** Chair Hartzell then invited Joe Stegner, special assistant to the president for state and governmental relations, to provide a legislative update. Mr. Stegner has held this position for two years/three legislative sessions and he is effectively a lobbyist for the president’s office in Boise. Mr. Stegner reported that UI’s focus in legislative sessions is twofold: “playing offense” on financial appropriations issues; and “playing defense” on some policy issues such as the recent concealed guns on campus legislation, which UI and other institutions opposed.

Mr. Stegner responded as follows to senators’ questions and comments:

- **Relative to the change in leadership at UI, do you anticipate any issues or opportunities for positioning ourselves better with the state legislature?** The legislature tends to view UI as having a revolving door in our presidency. Frequent presidential changes invite criticism about “inconsistency” but there is no significant apprehension about it within the legislature. The most recent changes have sent a solid message that UI survives these challenges – and the strong performances by President Staben and interim president Don Burnett further reinforce this message. UI is a very vibrant organization.

- **Now that the legislature has adjourned are there any remaining budget matters still pending with SBOE?** All bills passed by the legislature during this session were signed by the governor, there were no vetoes. There are a couple of items that will be settled by SBOE. The budget for UI is included in the general overall budget for colleges and universities. There are some smaller items that are important to UI and that are their own line-items – and SBOE has discretion over these items. The subcommittee for SBOE has already met and made their recommendations which are consistent with the requests – we are not expecting any surprises in this area.

- **Many UI employees are not PERSI (Public Retirement System of Idaho) members and yet UI continues to pay 2% into PERSI on behalf of non-PERSI members, by law, through 2025. Is there any chance that this will be modified?** No, there is no chance at all as IRS code requires this when an institution moves from a defined-benefit plan to a defined-contribution plan. This has to do with the optional retirement programs at colleges and universities that were put into place in the late ‘80s. UI must pay this amount through 2025. When UI and other Idaho institutions adopted the optional retirement plans, there were accrued costs that needed to be paid to PERSI. Actuaries estimated UI’s share of these costs should be paid at the rate of 1.49% for about 38 years, which is about the length of time it takes to get all of the employees out of the process. This is a recovery cost that is paid by UI and it is not deducted from UI employees’ pay. It shows up on employees’ pay stubs as an employer-paid benefit.

- **What should we expect in CEC (change in employee compensation) this year?** UI presidents Burnett and Nellis had CEC as their highest priority for consideration by the legislature. The universities, through the presidents’ council, were able to convince SBOE to also aggressively ask for CEC in the budget they forward to the governor’s office. Governor Otter, however, did not recommend CEC for public employees in his general budget. The legislature then held an independent CEC committee hearing and this joint house-senate committee unanimously supported CEC. The governor then signed the bills providing for CEC to all agencies, including colleges and universities. This is a 2% merit-based raise, but it breaks down into a 1% ongoing and 1% one-time raise. If the legislature does not reinstate the one-time 1% next year, it will
amount to a 1% one-time bonus for this year only and an ongoing 1% raise. Additionally, UI gets approximately 60% of its salary costs from the state’s general fund; the other 40% comes from tuition. The legislature could shift all salaries to the general fund but has chosen not to do so. The result is that this choice almost guarantees a tuition increase in order to provide for the full 2% increase for faculty and staff.

- **Will there be an increase in the number of WWAMI seats this year?** Last year we increased the number of seats in the WWAMI program by five, from 20 to 25. We asked for another five this year but it was not in the governor’s budget. The legislature funded the additional five seats and in 2015 we will increase from 25 to 30 WWAMI seats. We will continue to ask for more seats in the future as the WWAMI program has recommended to SBOE to increase to 40 seats.

**FS-14-049: APM 95.13 – Surveillance Cameras.** Chair Hartzell next invited Matt Dorschel, executive director for public safety and security, to talk about proposed policy governing surveillance systems at UI. There has been no policy regarding how cameras are used and configured at UI and now he is recommending standards and protocols for their use. The policy will protect property and privacy rights and deter crime.

Mr. Dorschel responded as follows to senators’ questions and comments:

- **Will the cameras be actively monitored?** If not, is it wise to tell people that these cameras are not actively monitored? We will collect the data but we do not have the staff to actively monitor the cameras 24/7. General Counsel recommended that we be transparent in the policy with regard to how the cameras are used at UI. This is viewed as more important that deceiving potential law-breakers.

- **How many cameras are there and where are they located?** I did not bring the list with me, but we have about 400 cameras. Most of them are in housing and CALS, with some located in the Kibbie Dome, the greenhouses and a few other places. We do not have campus core cameras. This policy regulates what we already have.

- **Do we still have cameras pointed at various UI buildings with images we can view on a university website?** To my knowledge, we do not have those. There may be non-UI entities with surveillance cameras in public places, such as downtown.

- **In APM 95.13, B-1-f, it states “In general, the University will not permit either the installation or use of cameras as a tool to monitor routine performance or management issues involving University personnel …” Does the term “in general” suggest that there may be cases where this could be done?** I do not recall how we came to use that term, and we could certainly remove that if it causes concern. The cameras are not in front of employees’ work space and it is not considered a reasonable course of action to use these cameras to monitor the performance or comings and goings of employees. That was the intent of that section. The “in general” means that maybe in some cases you could do it — I would think that in those cases you would need prior approval. It seems clear to me that the cameras will not be used for that; and if they are to be used in that way, there will need to be some specific approval.

- **Are these films and digital recordings considered public records? Would they be subject to disclosure?** Yes. We recommend the records be stored for 30 days. The equipment does not have the capability to continuously archive data.

- **What is a “reasonable expectation of privacy” [B-1-i]?** That is another legal term and it applies to your office, restrooms, locker rooms, private areas in dormitory rooms. If you are walking in-and-out of a public access building, campus core or through an academic building, you do not have a reasonable expectation of privacy. We have no plans or resources for installing cameras in classrooms or building an empire of surveillance cameras.

- **Are we violating student privacy?** Public record disclosure is always vetted.
• Does this policy apply only to university units? What is there to prevent non-university organizations from engaging in this behavior? This was not a deliberate omission from the policy. This policy applies to people on campus and we can ask them to leave or remove their camera. There is no other action that we can take that I am aware of.

• A senator then suggested reconsideration of this APM item in order to explicitly extend it to include devices either used on or around UI campus. Other senators suggested that part C and part B-1-g may cover this? The senator suggesting the extension of policy language said those parts do not cover this because part A states that this policy applies to all UI persons and organizations. Others are not explicitly included in this language. Mr. Dorschel offered to review APM 95.13 again with General Counsel and ITS. If this is a concern he will make any recommended changes and bring it back. [N.B.: Mr. Dorschel later reported via email that “Any and all non-approved systems are subject to removal, regardless of ownership or who places them.”]

Gun Task-force. Mr. Dorschel next briefed senators on the Gun Task-force, created by President Staben, to address matters relating to recently passed legislation allowing concealed weapons on college and university campuses. The task-force has broad representation from UI and the community, including faculty, staff, students, administrators, human resources, dean of students’ office, Moscow Police Department and UI centers. The task-force will make recommendations for implementation of this policy and will communicate their efforts widely as they move forward. The task-force has not answered any questions yet about this legislation’s implications for UI. The group wants to develop a series of questions and answers and post those online.

FS-14-050. FSH 3890 – Grievance Procedures for Exempt Employees. Chair Hartzell then invited Kent Nelson, general counsel, to speak about changes to this policy. Mr. Nelson indicated that this policy, like FSH 3840 that was on senate’s agenda last week, requires changes in order to conform to regents’ policy. This item is an FYI and does not require a vote.

Committee on Committees. Approval of 2014-2017 appointments. Vice chair Ytreberg briefly presented the list of committee appointments for senate approval. New appointees will be notified in the next weeks, pending senate approval of the appointments. This item comes as a seconded motion. Motion carried unanimously.

FS-14-045. FSH 1520 – University Constitution. Chair Hartzell next invited Paul McDaniel, chair of Faculty Affairs Committee (FAC), to speak about proposed changes to two policies which come from FAC as seconded motions. Professor McDaniel explained that these two changes are interrelated and the process of making these changes began last year. Nick Gier, UI professor emeritus, requested that we consider adding specific language to FSH 3160 regarding academic freedom. FAC is very supportive of this and worked on it last year and again this year. Chair Hartzell, Secretary Eckwright and Professor McDaniel met with Mr. Nelson several weeks ago and concluded that this language appropriately belongs in FSH 1520, Article IV, University Constitution. FAC recommends adding the following: “…faculty are entitled to speak or write freely without institutional discipline or restraint on matters pertaining to faculty governance and university programs and policies.” This language comes almost directly from the BSU constitution. Chair Hartzell invited Mr. Nelson to comment on the proposed changes. Mr. Nelson said that this section of the constitution is the appropriate place to address the importance of faculty governance and faculty participation in faculty governance. Mr. Nelson’s concern is the “king’s X” in this language – “without institutional discipline or restraint”, which is in the preamble to BSU’s constitution. There is nothing else in the UI constitution, including the widely recognized aspect of academic freedom, which does not come with a corresponding set of responsibilities. There should be
an ability to address poor conduct and without the ability to address poor conduct this language will be used as an excuse to disrupt faculty meetings, promotion and tenure meetings and so on.

Senators made the following observations regarding this proposed language:

- In recent cases at ISU and WSU, faculty members were sanctioned for their participation in faculty governance (ISU) and for expressing an opinion about the governance of a particular unit (WSU). It is the awareness of the potential for institutional retaliation or restraint that has led the local AFT chapter to seek inclusion of this language in FSH. This language is a further guarantee of the right to speak freely in forums like senate and department and college meetings, as well as to express opinions about the nature of university policy.

- Other senators supported this statement and some expressed additional concerns:
  - The proposed language, as written, dangerously narrows faculty academic freedom rights by subordinating them to the president and regents.
  - Boorish, rude and insubordinate behaviors are not “academic freedom”, and yet some faculty may use this new language to grant them the right to behave badly.
  - FSH recognizes “collegiality” as an overarching consideration in promotion and tenure decisions.
  - Freedom to express opinions freely leads to collegiality.
  - The words “civility” and “collegiality” are sometimes used to say “do not dissent.”
  - “Gag order” on academic freedom is offensive; we need to go on record about this.

- In response to a senator’s comments about retaliation, Professor McDaniel said that FAC reviewed FSH 3810, Retaliation, and this policy appears to address only those situations that involve whistleblowers.

Chair Hartzell asked Mr. Nelson if there is another way to state this, without seeming to give carte blanche but still protecting faculty’s ability to speak freely. Mr. Nelson feels there should be although he is unsure of what that language might be. Mr. Nelson understands that participation in faculty governance within the confines of the process needs to be recognized by chairs. A senator asked Mr. Nelson “who polices this” and Mr. Nelson responded that there is not a lot to “police” and it would be a function of the disciplinary process.

It was moved and seconded (Brandt, Bird) to amend the language as follows: “Faculty are entitled to speak or write freely without institutional discipline or restraint on matters pertaining to faculty governance and university programs and policies. Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including but not restricted to: ...” Motion to amend carried unanimously.

Vote to approve changes to FSH 1520, as amended, passed unanimously, 19-0.

**FS-14-046. FSH 3160 – Academic Freedom.** Chair Hartzell then introduced proposed changes to FSH 3160. Initially the focus was on FSH 3160, but then the faculty secretary suggested that this language belongs in the constitution which delineates other faculty responsibilities in relation to faculty governance. We resolved this difference by adding the language to both FSH 1520 and FSH 3160. Professor McDaniel said that FAC felt strongly that this language should be in FSH 3160, since it is titled “Academic Freedom.” Chair Hartzell asked Mr. Nelson if putting this language into FSH 3160 will put UI out of compliance with SBOE policy? Mr. Nelson responded that in his opinion, yes, this language will put UI out of compliance, because FSH 3160 is intended to mirror SBOE policy III-B on academic freedom and responsibility. FSH 1460 A-2 provides the hierarchy for laws, statutes and regulations and regents’ policy takes precedence over UI policy. It is quite clear that adding this language is outside of current
policy and outside the norm. A number of senators spoke in favor of adding this language, stating that it is important to make this aspirational statement of rights. Mr. Nelson suggested that if this is intended to be aspirational, perhaps it would be better to go to the board and ask them to change their policy on academic freedom.

Like the previous item, this comes as a seconded motion from the Faculty Affairs Committee. Motion carried, 12-6.

FS-14-048 (UCC-14-057). Online programs. Chair Hartzell next invited Jeanne Stevenson, vice provost for academic affairs, to introduce a proposed catalog change. Vice provost Stevenson said that these proposed changes are intended to make it clear which degrees and certificate programs are fully available online through UI. Also, UCC amended the list to include an M.A.T. in art, which was mistakenly omitted from the list. This comes as a seconded motion from UCC. Motion carried, 19-0.

FS-14-047: APM 35.28 – Smoking policy. Chair Hartzell then invited Daniel Trautvetter, head of UI’s tobacco task-force, to respond to any questions or comments from senators regarding the proposed changes to UI’s smoking policy. Chair Hartzell also asked senators to consider endorsing this proposed change to the APM and she noted that Provost Aiken has requested the following change to the proposed language: end the language at “product” and remove the last sentence beginning with “The intent ... “ and ending with “visitors.” A senator suggested removing the word “non-combustible” that precedes “tobacco product.”

Chair Hartzell reported that the new policy would become effective in August 2015 and will coincide with the effective date of a similar policy at WSU. In response to senators’ questions Chair Hartzell observed that it was her impression that the president generally favors the change in policy and that if we receive approval to proceed with it, we will work to refine the policy over the next 15 months to address matters such as tail-gate parties during sporting events, international students’ use of tobacco and so on. Ceremonial procedures will be exempt from this policy.

It was moved and seconded (Brandt, Wolf) to accept the amended language and endorse these proposed changes. Motion carried, 15-2.

Adjournment: It was moved and seconded (Brandt, Bird) to adjourn at 5:09pm. Motion carried.

Respectfully submitted,

Gail Z. Eckwright
Secretary to Faculty Senate and Faculty Secretary
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 1520 – University Constitution

Minor Amendment □
Chapter & Title: ________________________________

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

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

Originator(s): (Please see FSH 1460 C)
Telephone & Email:
Policy Sponsor: (If different than originator.)
Telephone & Email:

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.

Eliminate the inability for faculty to serve a consecutive term on senate or to continue after serving more than half of another faculty senate member’s term. If a college’s faculty vote them in, there should be no problem with them serving another term. This language comes from early years when senate was a heavily sought after position.

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

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

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

If not a minor amendment forward to: ____________________________________________
Track # _______________
Date Rec.: _____________
Posted: t-sheet ______
h/c ___________
web ___________
Register:  ______________

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

FSH
Appr. _____________
FC ______________
GFM ______________
Pres./Prov. ___________
[Office Use Only]

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

Faculty Secretary, Don Crowley  9/3/14
Name Date
crowley@uidaho.edu

[Office Use Only]
NOTE: When the university was young, the faculty’s business could be transacted quite satisfactorily in general meetings and through presidential committees. After the mid-20th century, however, the need for a representative form of government became obvious. Shortly after assuming the presidency in 1965, Ernest W. Hartung expressed great confidence in the faculty and urged it to assume the responsibilities entrusted to it by the territorial legislature and the state constitution [see 1120 A-3]. Accordingly, the Interim Committee of the Faculty, a body that performed limited academic functions for a time, recommended the establishment of a council having responsibilities and authority essentially as set forth in this constitution. The university faculty adopted the Interim Committee’s recommendation on October 20, 1966, the regents approved it on November 18, 1966, and elections were held in the several colleges. The first Faculty Council assembled on February 23, 1967, with Professor Thomas R. Walenta (law) as chair; during the ensuing year, the council developed a proposed constitution of the university faculty. The document was amended and approved by the university faculty on March 20, 1968, and, with President Hartung’s support, was ratified with minor amendments by the regents on September 5, 1968. The last major revision took place in 1986. In 2009 the Faculty Council changed its name to Faculty Senate a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d’Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A). In 2011 Clinical faculty rank was added and language with respect to associated faculty voting was clarified. In 2012 Faculty Senate Center Senator’s role/responsibility was clarified, staff membership increased to two and the required annual venue determination removed. In July 2013 the Faculty Senate’s membership was increased again by one member to represent the Student Bar Association. The text printed here includes all amendments to date (see also 1420 A-1-c). Unless otherwise noted, the text is of 1996. For more information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-09, 7-11, 7-12, 7-13]

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Article VI. Rules of Order
Article VII. Amendments

PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I--GENERAL PROVISIONS.

Section 1. Regents. The regents are vested by article IX, section 10, of the constitution of the state of Idaho with all powers necessary or convenient to govern the university in all its aspects. The regents are the authority for actions of the university faculty, and policy actions taken by the university faculty are subject to review and approval by the president and by the regents. [See 1120 A-2 and 1220 A-1.]

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university. [See also 1420 A.] [ed. 7-00]
Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate. [See III-3, V, and 1420 A-1-c.] [ed. 7-00, 7-09]

Section 4. Constituent Faculties. The university faculty is composed of various constituent faculties, including the faculties of the several colleges and other units of the university.

Clause A. College Faculties. The constituent faculty of each college or similar unit, meeting regularly and in accordance with bylaws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

Clause B. Faculties of Subdivisions. If there are schools, intracollege divisions, departments, or separate disciplines within a college or similar unit, the constituent faculty of each such subdivision participates in decisions concerning its educational objectives, including matters of student admission and curriculum, the selection of its executive officers, and its faculty appointments, subject only to the general rules and regulations of the college faculty and the university faculty and the authority of the president and the regents.

Clause C. Interim Government. The Faculty Senate will provide for the establishment of bylaws for any college or similar unit that has not adopted its own bylaws. [ed. 7-09]

Clause D. Matters of Mutual Concern. The Faculty Senate has the responsibility for resolving academic matters that concern more than one college or similar unit. [ed. 7-09]

ARTICLE II--FACULTY CLASSIFICATIONS.

Section 1. University Faculty. The university faculty is comprised of the president, provost, vice presidents, deans, professors, associate professors, assistant professors, senior instructors, instructors (including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, clinical or visiting designations, e.g., “assistant research professor”, “assistant clinical professor” and “visiting associate professor”), and lecturers who have served at least four semesters on more than half-time appointment [see 1565 G-1]. Those who qualify under this section have the privilege of participation with vote in meetings of the university faculty and the appropriate constituent faculties. [ed. 7-99, 7-09, rev. 7-01, 7-11]

Section 2. Emeriti. Faculty members emeriti have the privilege of participation without vote in meetings of the university faculty and the appropriate constituent and associated faculties. Also, they may be appointed to serve with vote on UI committees. [See also 1565 E.] [ed. 7-00, 7-09]

Section 3. Associated Faculties.

Clause A. The adjunct faculty [see 1565 F-1] and the affiliate faculty [see 1565 F-2] are associated faculties. Other associated faculties may be established as needed with the approval of the university faculty, president, and regents. [ed. 7-00, 7-09]

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote, they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty’s representation on the Faculty Senate. [ed. 7-09, rev. 7-11]
Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.

ARTICLE III--FACULTY MEETINGS.

Section 1. Meetings. The university faculty meets at least once each semester. Meetings of the university faculty may be called at any time, with due notice, by the president. Meetings of the university faculty must be called with due notice by the president on the request of the Faculty Senate or on the written petition of 25 members of the university faculty. The president, or a member of the university faculty designated by the president, presides at meetings of the university faculty. [ed. 7-09]

Clause A. Venue. University faculty may participate and vote in faculty meetings by being physically present at the designated venue on the Moscow campus, or by being physically present at another designated venue (see FSH 1540 A-1) in the state that is connected via electronic video and audio link as outlined in Clause B. [add. 7-09, rev. 7-12]

Clause B. Participation. To be eligible for meeting participation, venues remote from the Moscow campus must be linked to the Moscow venue via compressed video link or other electronic means that conveys audio and visual signals in both directions between Moscow and the remote venue. In addition, an authorized delegate of the Secretary of the Faculty must be present at each site to facilitate meeting participation and counting and reporting of votes (see Section 3, Clause C, Secretary’s delegates at remote sites). [add. 7-09, ed. 7-12]

Section 2. Secretary. The president appoints the secretary of the faculty from among the tenured members of the university faculty [see 1570]. The secretary is responsible for recording and distributing the minutes, tallying and recording of votes, and performs such other duties as may be assigned by the president or the university faculty. [rev. 7-09]

Section 3.

Clause A. Quorum, Recognition of Speakers, Recording of Votes and Delegates. A quorum consists of one-eighth of the membership of the university faculty, as defined in article II, section 1. If there is not a quorum at a faculty meeting, Faculty Senate actions reported in the agenda for that meeting have faculty approval and are forwarded to the president and regents. [rev. 7-97, 7-09]

Clause B. Recognition of Speakers. Participants wishing to speak at the Moscow site or at remote sites will be recognized by the presiding officer in Moscow and may obtain the floor with his/her approval. [add. 7-09]

Clause C. Recording of Votes. In determining the outcome of motions, the secretary will determine the number of votes for or against. The Secretary’s delegate at each electronically linked site will convey votes for and against to the Secretary (see FSH 1540 A). [add. 7-09, ed. 7-12]

Clause D. Secretary’s Delegates. Delegates at remote sites shall be members of the University Multi-Campus Communications Committee appointed by the Committee on Committees as outlined in 1640.94. [add. 7-09]

Section 4. Agenda. An agenda listing all subjects to be voted on, other than routine matters, must be issued to all members of the university faculty at least one week in advance of each meeting of the university faculty, except as provided in clause E. Faculty Senate actions that require approval by the university faculty must be published in full in the agenda. [See also 1420 A-1-c.] [ed. 7-00, 7-09]

Clause A. Responsibility. The president is responsible for the agenda and it is issued under the president’s direction.
Clause B. Agenda Items from Individual Members. Individual members who wish to suggest items for the agenda are to submit them to the president. No items may be considered under this clause that are presented to the president less than 12 calendar days before the meeting.

Clause C. Resolutions Requiring Action. Ten or more members of the university faculty desiring to submit a resolution that requires action at the next meeting are to submit the signed resolution to the president at least twelve calendar days before the meeting. Such resolutions must be published in full with, and included in, the agenda. [But see 1540 B.] [ed. 7-00]

Clause D. Proposed Changes of Written Policies or Regulations. Any proposed change in a written policy or regulation of the university to be voted on by the university faculty must be published in full in the agenda, or final action on the proposal must be delayed until the next meeting. This provision can be waived only by unanimous consent.

Clause E. Agenda for Emergency Meetings. If circumstances require an emergency meeting of the university faculty, the president declares the emergency and calls the meeting. In such circumstances the agenda may be limited to items approved by the president and must be published not less than three calendar days before the meeting. Policy actions taken at emergency meetings require an approving vote of two-thirds of the members of the university faculty in attendance at the meeting, a quorum being present. This constitution cannot be amended at an emergency meeting.

ARTICLE IV--RESPONSIBILITIES OF THE UNIVERSITY FACULTY. Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including, but not restricted to:

Section 1. Standards for Admission. The university faculty establishes minimum standards for admission to the university. Supplementary standards for admission to individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty.

Section 2. Academic Standards. The university faculty establishes minimum academic standards to be maintained by all students in the university. Supplementary academic standards to be maintained by students in individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty. [See I-4-D.]

Section 3. Courses, Curricula, Graduation Requirements, and Degrees. Courses of instruction, curricula, and degrees to be offered in, and the requirements for graduation from, the individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty. [See I-4-D.]

Section 4. Scholarships, Honors, Awards, and Financial Aid. The university faculty recommends general principles in accordance with which privileges such as scholarships, honors, awards, and financial aid are accepted and allocated. The university faculty may review the standards recommended by the individual constituent faculties for the acceptance and allocation of such privileges at the college or departmental levels.

Section 5. Conduct of Students. The faculty’s responsibility for approving student disciplinary regulations and the rights guaranteed to students during disciplinary hearings and proceedings are as provided in the “Statement of Student Rights,” the “Student Code of Conduct,” and the “University Disciplinary Process for Alleged Violations of Student Code of Conduct.” [See 2200, 2300, and 2400.] [ed. 7-14]

Section 6. Student Participation. The university faculty provides an opportunity for students of the university to be heard in all matters pertaining to their welfare as students. To this end, the students are entrusted with their own student government organization and are represented on the Faculty Senate. If students so desire, they are represented on faculty committees that deal with matters affecting them. [ed. 7-09]
Section 7. Selection of Officers. The university faculty assists the regents in the selection of the president and assists the president in the selection of the provost, vice presidents and other administrative officers of the university.

Section 8. Governance of Colleges and Subdivisions. The university faculty promulgates general standards to guarantee the right of faculty members to participate in the meetings of the appropriate constituent faculties and in the governance of their colleges, schools, intracollege divisions, departments, and other units of the university. [See 1540 A.] [ed. 7-06, 7-09]

Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.

Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.] [ed. 7-05]

Section 11. Committee Structure. The university faculty, through the medium of its Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies. This section does not apply to ad hoc advisory committees appointed by the president or committees made up primarily of administrators. [See 1620 and 1640] [ed. 7-97, 7-09]

Section 12. Organization of the University. The university faculty advises and assists the president and the regents in establishing, reorganizing, or discontinuing major academic and administrative units of the university, such as colleges, schools, intracollege divisions, departments, and similar functional organizations.

Section 13. Bylaws of the Faculty Senate. The bylaws under which the Faculty Senate discharges its responsibilities as the representative body of the university faculty are subject to review and approval by the university faculty. [See 1580.] [ed. 7-09]

ARTICLE V--FACULTY SENATE.

Section 1. Function. The Faculty Senate functions as provided in this constitution and in accordance with its bylaws as approved by the university faculty. [See I-3 and 1580.] [ed. 7-09]

Section 2. Structure. The senate is constituted as follows: [ed. 7-09]

Clause A. Elected Members. [ed. 7-00]

(1) College Faculties. The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If, because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college’s representation in the senate, the reduction does not take place until the expiration of the term of office of an elected senator from the college. [ed. 7-09]

(2) University Centers. The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific. [add. 7-09, rev. 7-12]
(3) **Faculty-at-Large.** Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for college faculties. [See 1566.] [ed. & ren. 7-09]

(4) **Dean.** The academic deans elect one of their number to serve with vote in the senate. [ed. & ren. 7-09]

(5) **Staff.** The representative body (Staff Affairs) of the university staff elects two employees who do not have faculty status to serve with vote in the senate. [ed. & ren. 7-09, rev. 7-12]

(6) **Students.** Two undergraduate students, one graduate student, and one law student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.] [ed. & ren. 7-09, rev. 7-13]

**Clause B. Members Ex Officiis.** The president or the president’s designated representative and the secretary of the faculty are members *ex officiis* of the senate, with voice but without vote. [ed. 7-09]

**Section 3. Officers.** Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate. [ed. 7-09]

**Section 4. Terms of Office.** Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan.

When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. *No elected faculty member of the senate may serve an immediately ensuing term [but see 1580 III-3].* [ed. 7-09, rev. 7-12, ?-14]

**Section 5. Eligibility.** Every member of the university faculty is eligible to vote for members of the senate representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate. [ed. 7-09]

**Section 6. Elections.** Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit. [ed. 7-09]

**Section 7. Vacancies.**

**Clause A.** If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.] [ed. 7-09]

**Clause B.** The chair of the Faculty Senate must declare a position vacant if a member is absent from three
consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned. [ed. 7-09]

Section 8. Recall. The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented. The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote. [ed. 7-09]

ARTICLE VI--RULES OF ORDER. The rules contained in Robert’s Rules of Order Newly Revised govern all meetings of the university faculty, other faculties, the Faculty Senate, and faculty committees in all cases to which they are applicable and in which they are not in conflict with this constitution, regents’ policies, or any bylaws or rules adopted by any of those bodies for the conduct of their respective meetings. An action taken by the university faculty, a constituent or associated faculty, the Faculty Senate, or a faculty committee that conflicts with a previous action by that body takes precedence and, in effect, amends, in part or in full, the previous action. [ed. 7-09]

ARTICLE VII--AMENDMENTS. This constitution may be amended by a two-thirds affirmative vote of the members of the university faculty, as defined in article II, section 1, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting previous to the one at which the vote is to be taken. Amendments to this constitution are subject to review and approval by the president and by the regents.
### POLICY COVER SHEET

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

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

**Chapter & Title:**  FSH 1580 – Faculty Senate Bylaws

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

**Chapter & Title:**

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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.”

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**Originator(s):**
(Please see FSH 1460 C)

**Telephone & Email:**

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

**Telephone & Email:**

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Reviewed by General Counsel  ____Yes ____No  Name & Date: ____________________________

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1. **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.

 Eliminate the inability for faculty to serve a consecutive term on senate or to continue after serving more than half of another faculty senate member’s term. If a college’s faculty vote them in, there should be no problem with them serving another term. This language comes from early years when senate was a heavily sought after position.

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

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

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

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If not a minor amendment forward to: ___________________________________________

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Policy Coordinator

Appr. & Date: __________________________

[Office Use Only]

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APM

F&A Appr.: __________________________

[Office Use Only]

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FSH

Appr. __________________

FC __________________

GFM __________________

Pres./Prov. _____________

[Office Use Only]

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Track # ___________________

Date Rec.: ________________

Posted: t-sheet ____________

h/c ______________

web ______________

Register: ________________

(Office Use Only)
PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution (1520). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In January 2010 the Faculty Council changed its name to Faculty Senate. In 2011 the requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university. In July 2012 the election process for the graduate student representative on Senate was clarified. In July 2013 the Faculty Senate's membership was increased again by one member to represent the Student Bar Association. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-10, 7-11, 7-12, 7-13]

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Article I. Function and Membership
Article II. Duties of Officers
Article III. Terms of Office
Article IV. Election of Officers
Article V. Meetings
Article VI. Student Members
Article VII. Executive Committee
Article VIII. Other Committees

ARTICLE I--FUNCTION AND MEMBERSHIP. The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. [See 1520 I-3 and V.] [ed. 7-10]

ARTICLE II--DUTIES OF OFFICERS.

Section 1. Chair. The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or ad hoc committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent. [ed. 7-10]

Section 2. Vice Chair. The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate. [ed. 7-10]

Section 3. Secretary. The secretary shall: maintain an accurate record of all meetings of the senate; publish the minutes or a summary thereof on the Faculty Senate website as soon as possible after they are approved; file official copies of the minutes, together with appropriate exhibits, and in the Department of Special Collections and Archives in the University Library for safekeeping; prepare reports of policy actions taken by the senate for review by the university faculty, president, and regents; maintain a file of the minutes of university-level standing committees; maintain a file of the current bylaws of the senate and of its standing committees; and perform such other duties as may be assigned by the chair or by the senate. [ed. 7-97, 7-10, rev. 7-11]
ARTICLE III--TERMS OF OFFICE.

Section 1. Members. The terms of office for members of the senate are as provided in the constitution of the university faculty [1520 V-4] and in accordance with these bylaws. [ed. 7-10]

Section 2. Officers. The term of office for officers of the senate is one year, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. [ed. 7-10]

Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that member’s normal term of office is ineligible for membership on the senate until one year has elapsed. [ed. 7-10]

ARTICLE IV--ELECTION OF OFFICERS.

Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president’s designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. [ed. 7-10]

Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president’s designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). [ed. 7-97, 7-10]

ARTICLE V--MEETINGS.

Section 1. Regular Meetings. The senate determines the time and place for its regular meetings. [ed. 7-10]

Section 2. Special Meetings. Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president’s designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members. [ed. 7-10]

Section 3. Quorum. A quorum is half of the voting members of the senate, including half of the elected membership. [ed. 7-10]

Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.
Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

Section 6. Communications. Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary. [ed. 7-10]

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. [ed. 7-10]

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also a link to the proposed redline document. Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above); this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present. [ed. 7-97, 7-10, rev. 7-11]

Section 9. Motions. Motions involving the formulation or change of policy should be in writing and handed to the secretary. The minutes are to show the names of the person making a motion and of the seconder.

Section 10. Record of Attendance. The minutes are to show the names of members attending and of those absent from meetings.

Section 11. Voting. Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.) [ed. 7-10]

Section 12. Open Meetings. The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in FSH 1620. [ed. 7-10]

Section 13. Publication of Minutes. The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent electronically to senate members at least one day before the meeting at which they will be ratified. [ed. 7-97, 7-10, rev. 7-11]

ARTICLE VI--STUDENT MEMBERS.

Section 1. Qualifications. The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

Section 2. Terms of Office. Student members are elected for one-year terms and are eligible for reelection for a second term.

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association. [ed. 7-10, rev. 7-12, 7-13]

Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate.
ARTICLE VII--EXECUTIVE COMMITTEE.

Section 1. Function. The function of the Executive Committee is to act for the senate on emergency matters when the senate will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened. The Executive Committee reports to and is subject to the orders of the senate, and the senate retains the authority to review actions of the Executive Committee. [ed. 7-10]

Section 2. Structure and Quorum. The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours’ written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee. [ed. 7-10]

Section 3. Officers. The officers of the senate also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the meeting designate a chair pro tempore. [ed. 7-10]

Section 4. Call of Meetings. Meetings of the Executive Committee may be called on 36 hours’ notice by the chair or vice chair or by the president of the university or the president’s designee.

ARTICLE VIII--OTHER COMMITTEES.

Section 1. Authority of the Faculty Senate. Under the authority of the constitution of the university faculty, the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. [See 1420 A-1-c and 1520 IV-11.] [ed. 7-00, 7-10]

Section 2. General Regulations. The general regulations governing committees, as adopted by the senate and the university faculty, are contained in 1620. [ed. 7-10]

ARTICLE IX--RULES OF ORDER. [See 1520 VI.]

ARTICLE X--AMENDMENTS. These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty [see 1520 II-1], in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents’ policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.