University of Idaho
2010-2011
FACULTY SENATE AGENDA

Meeting #10

3:30 p.m.
Tuesday, November 9, 2010
BRINK HALL FACULTY LOUNGE

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2010-11 Faculty Senate Meeting #9, November 2, 2010

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Benefits (McGuire, et al.)

VI. Committee Reports.

   University Curriculum Committee:
   • FS-11-009: (UCC-11-032) Catalog Regulation I (Krogh)
   • FS-11-010: (UCC-11-033) Change option name: Food and Bioprocess Engineering to Bioengineering (Blackketter)

   Faculty Affairs:
   • FS-11-011: Dual Career Accommodation
   • FS-11-012: FSH 3750 Educational Fee & Tuition Deduction

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Dan Eveleth, Chair 2010-2011, Faculty Senate

Attachments:
Minutes of Meeting #9
FS-11-009
FS-11-010
FS-11-011
FS-11-012
University of Idaho  
Faculty Senate Meeting Minutes  
2010-11 Meeting #9  
Tuesday, November 2, 2010

Present: Baillargeon, Baker (w/o vote), Barlow, Bathurst, Edwards, Graden, Haggart (w/o vote), Brandt for Hasko (w/o vote), Hopper, Hoversten, Huber, Joyce (Vice Chair), Lawrence, Limbaugh, Marshall, A., Marshall, J., Mosman, Riesenberg, Stark. Off-Campus Senators: Budwig (Boise), Dakins (Idaho Falls), Duval (Coeur d’Alene) 

Absent: Eveleth, Fairley, Halloran, Strawn

Guests: 7

Call to Order. A quorum being present, Vice Chair Joyce called the meeting to order at 3:33 p.m. in the Brink Hall Faculty Lounge and via video link with the off-campus sites.

Minutes: The minutes of Faculty Senate meeting #8, held on October 26, 2010, were approved as distributed by unanimous vote.

Chair’s Report: Vice Chair Joyce reported on the following items:

- Chair Eveleth is away from the campus working as a part of a higher education evaluation team.
- Chair Eveleth’s concern about not having a quorum at the last meeting. He urged the senators to make an effort to attend every meeting of the senate.
- Thanked Ralph Budwig (Boise) for clarifying a matter that came up at the last meeting concerning medical benefits. If you are on the “H Plan” there are three components to that plan. The premium (which may go up), the match by the university for your health savings plan (which remains unchanged), and “choice dollars” paid by the UI, that could be used to supplement the plan premium. The “choice dollars” are not included in next year’s plans.
- Information about the process of nominating faculty members to serve on the university level promotion committee. Joyce answered senate questions as he outlined the procedure for making the nominations:
  - The Faculty Senate is responsible for nominating 24 faculty members for this committee.
  - The provost will select approximately one-third of the committee from last year’s members and two-thirds from those faculty members nominated by the senate.
  - Selections are made by the provost in consultation with the senate chair and vice chair.
  - The senators nominate two (2) faculty members from each academic college or sub unit that the senator’s represent.
  - These selections are to be made by the members of the senate in consultation with their colleagues. There is no need to consult an academic dean or the provost.
  - Nominees should be contacted and agree to serve on the committee, understanding that they may or may not be selected for committee service.
  - Please consider the broad cross section of academic duties of a professor’s scholarly work in research/creative activity, outreach, and service when making your nominations.
  - Nominate people who are seen by others as leaders.
  - Submission of the nominees’ names should be done by mail, email, or FAX to Brenda Helbling, Executive Assistant to the Provost (brendah@uidaho.edu).
  - Deadline for submission of nominees is November 8, 2010.

Provost Report: In the absence of Provost Baker and Vice Provost Christiansen, who are away from the campus on university business, the provost’s report was presented by senator Mark Hoversten. The following items were brought to the attention of the senate:

- Parking on the Friday of the BSU/Idaho football game will be at a premium that afternoon as the lots close to the stadium will be closed. Faculty and staff are urged to find alternative means of commuting to work on that day. Shuttles from outlying parking lots will be available to the core of the campus.
This month marks the second year of the innovator of the year award to be given to honor entrepreneurship. Jack McIver provided information on the award program. The award is sponsored by the Office of Research and Economic Development and rewards those who have furthered the University of Idaho’s mission as a land-grant institution to improve the lives of Idahoans and Americans by developing innovative technologies. The university will also recognize other faculty, staff and students who have completed steps along the process to patenting a technology and/or announcing disclosures of discovery.

November 5th will be Military Appreciation day with special events that evening to honor the military.

Committee Reports. University Curriculum Committee

- **FS-11-006 New Graduate Level Certificate offered by the College of Engineering.** A request for a new academic certificate whose goal is to combine power engineering and computing skills to enable engineers to invent the future energy distribution grid. It is made up of courses that are part of the existing undergraduate and graduate programs in Electrical and Computer Engineering and in Computer Science. It is aimed at working professionals, particularly mid-career engineers who need to update their skills, but who are not in a position to pursue another degree.

After a brief discussion the motion was approved by unanimous vote.

- **FS-11-007 – Transfer of the MMBB Program and Faculty.** The Department of Microbiology, Molecular Biology and Biochemistry (MMBB), an academic unit within the College of Agricultural and Life Sciences, will be restructured and consolidated with other academic/research units through relocation of faculty within the Department of Biological Sciences in the College of Science, and the School of Food Science, and the Department of Plant, Soil and Entomological Sciences.

The restructuring will involve the relocation of seven (7) MMBB faculty with expertise in human pathogen/disease/specificity to the Department of Biological Sciences; three (3) faculty with expertise in Plant Biochemistry/Molecular Biochemistry to the Department of Plant, Soil and Entomological Sciences; two (2) faculty with expertise in food-borne disease and one (1) faculty with expertise in protein biochemistry to the newly established joint UI/WSU School of Food Science. The MMBB department through relocation/consolidation of faculty and laboratory resources is the consequence of several critical needs. Primarily this action will:

- More effectively utilize personnel and infrastructure resources and increase efficiencies in program funding required to directly achieve large reductions in the University of Idaho and College of Agricultural and Life Sciences base budgets for FY2011, i.e. Agricultural Research and Extension Service Appropriation (~22% combined budget reduction in FY2010 and FY2011),
- Development of core resources for research/teaching in the area of biological and biomedical sciences, and
- Strengthen the Plant Sciences molecular/biochemical areas within PSES and the Food Safety/Food Microbiology areas in the newly established joint WSU/UI School of Food Sciences

The academic programs, currently supported by the MMBB Department, will be relocated to the Department of Biological Sciences in the College of Science. These undergraduate and graduate degree programs at the University of Idaho are academically strong and scientifically rigorous. These programs will continue to be maintained and supported by the MMBB faculty (teaching and advising) relocated to the Department of Biological Sciences, as well as, the existing faculty within Biological Sciences within the College of Science.
Dean John Hammel of the College of Agriculture and Life Sciences, Associate Dean Mark Nielson, representing the College of Science, and Professor Joseph Cloud, representing the Department of Biological Sciences, provided information to the senate about this program transfer and then answered questions.

The representatives informed the senate that this proposal had come about because of dramatic budget cuts. The goal was to maintain a quality program and strengthen certain areas within the colleges. There was a thorough discussion at the department and college level before the proposal was brought forward. All faculty involved in the transfer (those moving and receiving) were in full agreement with the transfers. The monetary savings come from: reductions in personnel; new junior faculty, after three years in CALS, are required to pay lab/research technicians through grants; and not filling vacant positions.

MMBB will remain a strong area and the degree programs will not go away. MMBB had a reputation for getting grants and the representatives saw no problem with that continuing and said that the re-organization would probably end up securing more grants than before. Teaching assignments will continue as they have in the past. There are no plans to change course offerings within the degrees, but obviously there will be a natural evolution in the offerings over time in response to changes in an academic field as is typical.

In conclusion, the representatives felt that when we look back in five years we will conclude that this was a great proposal.

The proposal, coming as a seconded motion from the University Curriculum Committee, was approved by unanimous vote.

- **FS-11-008 – Transfer of Forest Service Operations Minor.** This minor is being moved to the Department of Forest Ecology and Biogeosciences because the Department of Forest Products was dissolved as a result of University of Idaho mandates for the number of faculty FTEs. The Forest Operations minor was intended to be added to the minors in the Department of Forest Resources, which is now the Department of Forest Ecology and Biogeosciences. This was a result of reorganization in the College of Natural Resources in FY10.

  It was inadvertently listed under the Department of Conservation and Social Sciences when the 2010-11 University of Idaho catalog was printed and this NOI will correct that oversight. The B.S. Forest Resources students interested in Forest Operations can supplement their program by adding this minor.

  After a brief discussion and a senator going on record that in her opinion this last NOI appeared to be a waste of faculty time given that it was simply to correct an oversight and should have been handled without the many groups involved, including Senate. The motion was approved by unanimous vote.

**Adjournment:** There being no further business to come before the senate. It was moved and seconded to adjourn. The motion carried unanimously and Vice Chair Joyce adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Peter A. Haggart
Interim Faculty Secretary
Seconded Motion from the University Curriculum Committee – November 1, 2010

Remove I-4 from the UI Catalog Section I – Other Credit Opportunities

Rationale: I-4 was added in 2002, but the regulation is not a policy that is followed by the Office of the Registrar. Therefore, it should be removed from the catalog.

I - Other Credit Opportunities

I-1. Credit opportunities for exams/high school courses taken prior to becoming a degree-seeking undergraduate student at UI. (See regulation I-5-b for credit limitations.)

I-1-a. College Board Advanced Placement Exams (AP). Credit is granted for advanced-placement courses completed in high school in which a rating of 5, 4, or 3 is attained in College Board advanced-placement tests. For details, see Registrar’s website, [www.students.uidaho.edu/default.aspx?pid=19556](http://www.students.uidaho.edu/default.aspx?pid=19556).

I-1-b. College Level Examination Program (CLEP). UI grants credit for the successful completion of tests under the College Level Examination Program, as approved for specific courses by UI departments. For minimum scores needed to earn credit, see Registrar’s website, [www.students.uidaho.edu/default.aspx?pid=19556](http://www.students.uidaho.edu/default.aspx?pid=19556).

I-1-c. Other Exams. UI grants credit for students who achieve specific scores on the ACT, SAT, and COMPASS exams. Credit from these exams for Engl 101 will be granted after the successful completion of Engl 102. For the minimum scores needed to earn credit, see Registrar’s website, [www.students.uidaho.edu/default.aspx?pid=19556](http://www.students.uidaho.edu/default.aspx?pid=19556).

I-2. Credit opportunities while a degree-seeking student at UI. (See regulation I-5-b for credit limitations.)

I-2-a. Challenged Courses (Credit by Examination). Degree-seeking students may challenge UI lecture and associated laboratory courses (earn credit by examination) as follows:

1. Students must receive permission from the course instructor, from the administrator of the department in which the course is offered, and from his/her academic dean to challenge a course. Applications to challenge a course are available on the Registrar’s Website. The application must be signed and the application fee paid to the Student Accounts/Cashiers Office (see Part 2 for special fees for extramural credits). The form is then returned to the Registrar’s Office. The registrar checks the student’s record to confirm if the student is eligible to challenge the course and notifies the instructor or student accordingly.

2. Undergraduates must score C or higher to pass and obtain credit. Graduate students must score A or B to pass and obtain credit. A passing grade is entered as P and is not included in grade-point computations. The student’s account will be charged the appropriate per-credit fee at the time the credits are recorded on the student’s transcript (see Part 2 for special fees for extramural credits). If a student does not meet these standards, no entry is made on their record and no per-credit fee is charged to their account.

3. Results of the challenged courses must be forwarded to the registrar no later than the beginning of the last week of the semester.

4. No examinations under this regulation may be conducted during the last two weeks of any academic session.

5. Students are not permitted to challenge a prerequisite course after having completed the advanced course.
Credit in courses offered by the College of Law may not be obtained by this procedure.

I-2-b. Experiential Learning Credit. With the approval of an ad hoc committee consisting of representatives from the colleges and departments involved (convened by the registrar) and payment of the applicable fees (see Part 2 for special fees for extramural credits), an undergraduate may be awarded lower-division and/or upper-division (100-499 series) credit in recognition of university-level knowledge or competence gained in work and life situations outside of UI's jurisdiction, mass media, and independent reading and study. Examples of work and life situations outside UI's jurisdiction include knowledge or competence gained in business, industry, government, or community agencies; or through travel or private study; or while studying at a proprietary or non-accredited institution. Petitions for such credit must be approved by the student's departmental administrator and academic dean, and must be supported by such evidence as is needed to provide a sound basis for evaluating the student's achievements. Credits granted under this regulation are recorded as experiential learning and a grade of P is assigned. The department through which the degree is to be granted will determine the applicability of credits earned through experiential learning toward the satisfaction of specific degree requirements. (See I-5.) Petition forms for experiential learning credit are available on the Registrar's website, www.registrar.uidaho.edu.

I-2-c. Technical Competency Credit. Technical competency credits may be gained from experience in areas of concentration related to bachelors degrees in professional-technical education or technology training and development. Grades of P for the successful completion of CTE 470 and CTE 490, are normally recorded on a student's transcript during their last semester or upon completion of all degree requirements. A maximum of 32 credits may be earned in a combination of CTE 470 or CTE 490. Applications and instructions for technical competency credits are available at the Department of Curriculum and Instruction. See Part 2 for special fees for extramural credits.

I-2-d. Vertically Related Course Credit. Undergraduate degree-seeking students may bypass an elementary course and enroll in a higher vertically related course. Student with a C or better in the advanced course are eligible to receive credit and a grade of P for the lower vertically related courses in the same subject matter. Vertically related courses are listed at the beginning of each subject in Part 6. Applications to receive credit for vertically related courses are available on the Registrar's website, www.registrar.uidaho.edu. See Part 2 for special fees for extramural credits. Advisors should make sure that students are aware of this opportunity for obtaining credit.

I-3. Students who have completed courses at other institutions after bypassing lower vertically related courses, but have not been awarded credit for those bypassed courses, will be granted such credit on completion of a yet higher vertically related course at UI.

I-4. With the exception of experiential learning credit, other credit opportunities (such as those listed in I-2 and I-2) granted by other accredited institutions will be honored on transfer to UI. Students with similar credits from non-accredited educational sources may submit a petition to have the credit reviewed for transfer to UI.
Seconded Motion from the University Curriculum Committee
Approved November 1, 2010

TO: University Curriculum Committee
FROM: College of Engineering
RE: Change of name for an existing academic option [Summer 2011]
DATE: October 25, 2010

The College of Engineering is requesting that the academic option Food and Bioprocess Engineering be changed to Bioenergy Engineering. This academic option appears in the Biological and Agricultural Engineering major (B.S.B.A.E.).
The Faculty Affairs Committee is sending two proposed policies back to the Faculty Senate with the troublesome word “partner” removed. It is the view of the Faculty Affairs Committee that the wording of the proposals sent in last year was the proper wording. We feel the University of Idaho should make the benefits it provides eligible to all our employee’s on an equal basis. However, the Committee does not wish to continue to have worthwhile policies sent back while we engage in a quest for the magic words to allow us to avoid a potential conflict.

Thanks

Don Crowley
Chair, Faculty Affairs Committee
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: Dual-Career Accommodation

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): Faculty Senate 2008-09 Fall 2008
(If please see FSH 1460 C)

Telephone & Email:

Policy Sponsor: Don Crowley, Chair Faculty Affairs

(If different than originator.)

Telephone & Email: Crowley@uidaho.edu 5-7290

Reviewed by General Counsel Yes ☐ No ☑ Name & Date: Sent Feb. 17, 2009. On Feb. 2, 2010 – the 2009-10 Senate decided to move forward. Disapp. President 7/8/10; revisited Senate Fall 2010 returned to FAC; revised/appr. 10/27/10 with removal of “partner” language.

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.

Units reported that the lack of a written spousal accommodation policy had complicated or even completely halted searches. It is hoped that this will help with recruitment and retention.

At the May 4, 2010 Senate meeting, Staff Affairs requested an additional revision to this policy which passed at Senate on March 9, 2010. The revision is to add a reporting mechanism, thus “e” under C-2 was added. The data will be reported in the aggregate and handled confidentially through the Office of Human Rights and Inclusion so as not to divulge individual items of information that may be protected from public examination.

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

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: ___________________________________________

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

Policy Coordinator Appr. & Date: __________________________

APM F&A Appr. __________________________
[Office Use Only]

FSH FC: FC-09-012; FS-10-033 appr. 3/9/10 ret. w/ Staff Aff rev. 5/4/10 appr. GF M __5/12/10__

Pres./Prov. __disa. 7/8/10 [Office Use Only]

FS-11-011 Track #: UP-11-007

[Office Use Only]

Register:

[Office Use Only]

[Office Use Only]
A. Definitions.

A-1. Partner. For purposes of this policy partner shall include a married spouse or a person who is neither married nor related by blood to the employee but is the employee’s sole domestic partner, lives together with the employee in the same residence and intends to do so indefinitely, and is financially responsible with the employee for the other’s welfare. The university reserves the right to request documentation establishing financial responsibility or qualifying status.

B. Policy. In recognition that professional employment opportunities for partners—a spouse can enhance faculty and staff recruitment and retention, the University of Idaho may aid in the employment of an employee’s partner spouse. Any such help will be consistent with the principles of affirmative action and fairness and available to both new recruits and established employees. Dual career accommodation is a non-mandated program available to the university to assist units in recruiting and retaining employees. No unit is required to participate in this program. Prospective employees are not to view dual career accommodation as an entitlement.

NOTE: It is illegal to ask a job candidate if he or she needs dual career accommodation. However, the appointing authority or employing official may provide the information included in this section and the candidate may then request consideration for such support.

B. Process. Human Resources shall assign a staff member who will be responsible for providing reasonable assistance to a staff or faculty member’s partner spouse, including partners—a spouse of those prospective staff or faculty who have received a position offer, in finding local employment. This person shall maintain an information base and support network pertaining to local employers, both on and off campus and will actively coordinate with other educational institutions in the area. This person will contact and offer service to all new hires, will be available at the time of interview, and will be available to existing employees.

B-1. Existing Vacancy. Initially, the university may attempt to find accommodation in existing vacancies, including jobs listed as “open only to current UI employees.” However, the candidate’s qualifications, as determined by the search committee, must be competitive with other applicants in the pool.

B-2. Temporary Position. If there are no appropriate existing vacancies and if a partner spouse’s qualifications meet a demonstrated need at the university, a one to three year temporary position may be created to provide appropriate employment opportunity. In order to safeguard individuals, departments, and other units, any offer of employment under these circumstances must be approved by the unit’s
administrator or hiring committee, and following approved HR and/or affirmative action hiring procedures. The Office of the Provost & Executive Vice President (Provost) may, but is not required to, assist with the funding of created positions for the purpose of temporary dual career accommodation. These temporary accommodations may be supported in part by limited funds set aside by the provost for this purpose.

Hiring units must advise candidates of the time limits for temporary dual career accommodation support. Support beyond the initial temporary accommodation period of one to three years may be available if the candidate has completed a successful performance evaluation rating of “meets expectations” or above each year and if:

1) The position becomes permanent and funding is available outside of the Office of the Provost, or
2) The hiring unit has planned for future permanent funding.

a. Requirements:

1) There must be an appropriate fit between the qualifications of the candidate and the proposed position, and
2) The university must benefit if the accommodation is provided.

b. Written Proposal. Units requesting temporary dual career accommodation must submit a written proposal through the responsible dean (or equivalent administrator) to the Provost. Units are to provide the following:

1) An explanation of the situation,
2) An explanation of how the university will benefit from the accommodation,
3) The vita of the partner/spouse,
4) A list of possible positions for consideration,
5) The proposed time period of the temporary accommodation,
6) The proposed salary,
7) An explanation indicating why permanent funds are not available if there is a need for the position in an area,
8) A statement indicating that the requesting unit will provide the required matching funds or an indication of the source of such matching funds, and
9) Information about potential future funding. NOTE: The goal is to move employees from temporary funds to permanent funds whenever feasible and appropriate.

c. Funding. After approval of the proposal, the Provost commits funding for temporary dual career accommodation as follows:

1) One year for .50 FTE (matched by funds from the hiring or receiving unit),
2) Two years for .50 FTE (matched by funds from the hiring or receiving unit), or
3) Three years for .33 FTE (.67 FTE matched by funds from the hiring or receiving unit).

If the position is less than full-time, the funding support is prorated based on the formula described above. Either the hiring unit or the receiving unit may provide the funds to make the position full-time. A unit interested in pursuing a dual career accommodation may provide funds to enable the temporary hire to take place in a different unit.

In general units are to view dual career accommodations as a university priority. A unit with available funds and a need for temporary assistance should be willing to participate in a temporary accommodation.

Any unused temporary accommodation funds revert to the provost.

d. Approval. Approval by the provost is contingent upon the availability of funds and the evaluation of the temporary accommodation proposal.

e. Report. The Office of Human Rights and Inclusion shall collect and store the following data and periodically report to the Faculty Senate an analysis of the use and the effectiveness of the policy including the following:

1) Number of accommodations processed as related to sections C-1 and C-2;
2) Types of positions filled and/or created (administrative, faculty, exempt, classified) for those accommodations;
3) Types of positions for which the accommodations were made (administrative, faculty, exempt, classified);
4) The reasons for the accommodations (recruitment, retention); and
5) Salary amounts provided.

B-3. Office of Human Rights, Access and Inclusion Review. The Provost must submit copies of all dual career accommodation requests to the Office of Human Rights, Access and Inclusion for review to ensure that requests conform to EEO policies and regulations.

B-4. Contact Information. TBD
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

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

**Chapter & Title:** FSH 3750 – Educational Fee & Tuition Deduction

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):**
Ken Locke, Chair Faculty Affairs 3/31/10
Don Crowley, Chair Faculty Affairs 11/1/10

(Please see FSH 1460 C)

**Telephone & Email:**
885-4453

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

Telephone & Email:

Reviewed by General Counsel  □ Yes □ No  Name & Date: Hoey Graham, 4/2/2010
Disappr. President 7/8/10; revisited Senate Fall 2010 returned to FAC; revised/appr. 10/27/10 with removal of “partner” language.

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

To promote employee recruitment and retention, and improve culture and climate at the university, by means of a modest expansion of an existing employee benefit. We also sought to clarify some of the policy language.

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

The fiscal impact is difficult to predict, but the costs associated with increased course enrollment in the absence of increased revenue are likely to be minimal compared to the fiscal benefits associated with enhanced recruitment, retention, and morale.

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:

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

FSH
Aprr. __4/13/10__
FS _FS-10-042_ FS-11-012
GFM __5/12/10__
Pres./Prov. 7/8/10 disappr.

Track # _UP-10-061_ UP-11-008
Date Rec.: __4/6/10__ 11/2/10 __
Posted: t-sheet ______
h/c ________
web ________
Register: ________
(Office Use Only)
EMPLOYEE SPOUSE EDUCATIONAL FEE AND TUITION REDUCTION

PREAMBLE: This section outlines the policy by which spouses of employees may enroll in the university for reduced fees. See 3740 for historical background. Further information is available from Human Resources (208-885-3609). [ed. 7-97]

CONTENTS:

A. Policy
B. Spouses of Student Employees Excluded
C. Limitation of Spouse’s Eligibility
D. Spouse Registration Data Form
E. Registration for Other Than Regular Credit
F. Termination of Employment
G. Limitation to Regular Programs and Terms
H. Limitation to Academic Services

A. POLICY. Under the Educational Fee and Tuition Reduction Program, enrollment in the university for reduced fees ($20 registration fee plus $5 a credit) is extended to the spouses of board-appointed UI employees on regular appointment who work at least half-time (including those on official leave). The Educational Fee and Tuition Reduction Program is a qualified tuition reduction plan under Section 117 of the Internal Revenue Code. Under this program, fees waived for enrollment in undergraduate courses are exempt from federal, state and social security taxes; fees waived for graduate level courses (above 500) are subject to tax; tax is payable by the employee. Provisions of federal or state law may, however, change at any time. Participation in the Educational Fee and Tuition Reduction Program is subject to the provisions, interpretations, and limitations contained in the following subsections. [ed. 7-02]

B. SPOUSES OF STUDENT EMPLOYEES EXCLUDED. Spouses of employees who are full-time students, including spouses of instructional assistants and graduate assistants, are not covered by this policy, except as provided in C-2, and are required to pay full fees and applicable tuition. [Consult the Graduate Bulletin for information concerning assistantships.] [ed. 7-02]

C. LIMITATION OF SPOUSE’S ELIGIBILITY.

C-1. The spouse of an eligible employee having less than four continuous years of employment may register under this policy for only two courses (not to exceed nine credits) in a semester, for only one course (not to exceed four credits) in the summer session, and for three intersession credits per year. If these limits are exceeded, full fees and applicable tuition are charged for those credits that exceed the specified limit.

C-2. A spouse who is also an eligible employee cannot register for more academic credits than other employees are entitled to under Section 3740.

D. SPOUSE REGISTRATION DATA FORM. A Spouse Registration Data Form needs to be completed by the employee and attached to the registration form. Spouse Registration Data Forms are available from the Student Accounts/Cashiers Office. [ed. 7-02]

E. REGISTRATION FOR OTHER THAN REGULAR CREDIT. In applying the credit limitations in B, courses taken for audit, zero-credit, or CEUs are counted as if they were taken for regular credit.

F. TERMINATION OF EMPLOYMENT. If an employee’s appointment is terminated during an academic period for which the employee’s spouse is registered for academic work under this policy, the academic work must be
terminated unless the applicable fees are paid, except that if employment is terminated due to disability or death, the
spouse or surviving spouse is not required to pay full fees for the remainder of the academic period during which the
spouse was enrolled at the time of disability or death of the employee.

G. LIMITATION TO REGULAR PROGRAMS AND TERMS. This tuition reduction program does not apply to
continuing education courses or courses offered through Independent Study in Idaho. Applies only to courses that are
offered as a part of the regular program on the Moscow campus during a regular academic session or intersession
period. Specifically, courses offered through correspondence or continuing education are excluded from this
program.

H. LIMITATION TO ACADEMIC SERVICES. A person who is registered under this policy is entitled only to
academic services (e.g., instruction and use of the library). Other services covered by regular fees, such as student
health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included.
Special fees imposed for certain aspects of instruction, such as for special courses and programs, web-based courses,
individual instruction in music, and course-related field trips, must be paid.