University of Idaho
2010-2011
FACULTY SENATE AGENDA

Meeting #20

3:30 p.m.
Tuesday, March 8, 2011
BRINK HALL FACULTY LOUNGE

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2010-11 Faculty Senate Meeting #19, March 1, 2011

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Weapons on Campus

VI. Committee Reports.

   Committee on Committees
   • FS-11-027: FSH 1640.89 – UCGE
   • FS-11-028: FSH 1640.18 – Borah

VII. Special Orders.

VIII. Unfinished Business and General Orders.

   FS-11-025: FSH 1520 – University Constitution
   FS-11-026: FSH 1565 – Faculty Ranks and Responsibilities
   FS-11-029: FSH 3320 Form 1 – Example Box

IX. New Business.

X. Adjournment.

Professor Dan Eveleth, Chair 2010-2011, Faculty Senate

Attachments:
Minutes of Meeting #19
FS-11-025 through FS-11-029
Present: Baillargeon, Christiansen (w/o vote), Barlow, Bird, Duval (Coeur d'Alene), Edwards, Eveleth (Chair), Fairley, Garrison, Hopper, Huber, Halloran, Hasko, Hill (w/o vote), Hoversten, Joyce, Krug, Marshall, A., Marshall, J., Mosman, Padgham-Albrecht, Riesenberg, Stark (Caldwell), Strawn. Absent: Bathurst, Budwig (Boise), Dakins (Idaho Falls), Limbaugh. Guests: 3

A quorum being present, the Chair opened the meeting at 3:37 p.m.

Minutes: It was moved to accept the minutes of meeting #18 (Krug/Marshall, A.). Approved.

Chair’s Report: The Chair welcomed new senator, Professor Leonard Garrison (Music) and asked to learn about the senator’s background. Senator Garrison has been with the university for five years and was previously with the Tulsa Philharmonic. The Chair also welcomed senator Stark, who was joining the meeting via compressed video link from Caldwell. Senator Stark was unable to return to Moscow because of the heavy snowfall during the previous evening. The Chair made special note to thank those working behind the scenes like Anita Mackey (Ag Communications) who had provided outstanding support in short time making the video connection work for senator Stark. The faculty leadership (Eveleth, Joyce and Hill) had met with President Nellis last week. There was reaffirmation of the strength of the professional relationship between President Nellis and the faculty leadership and our joint commitment to shared governance. This commitment reflected the highly effective culture at the university and was a factor that underpinned the great success we enjoyed. This is an era in which collaboration is an important element of success at multiple levels and so important and particularly well established in our Land Grant university. Faculty leadership and the President also discussed budget and AY12 enrollment issues, and as information becomes more reliable, will then be disseminated to the community.

Provost’s Report: Vice Provost for Academic Affairs, Jeanne Christiansen was sitting in for the Provost. The Vice Provost noted that the Lionel Hampton Jazz Festival had been a great event and provided a wonderful example of many parts of the university cooperating and working together to make the festival an outstanding success.

FS-11-024: Tenure Clock – Faculty Affairs Committee. The Chair noted that there were two revisions of the policy suggested, the version in the agenda and the version suggested by General Counsel Graham, as distributed. The item had come for discussion and not for vote. If senate wished to vote on the matter, it would need to be added to the agenda as an item for vote by unanimous consent.

Professor Crowley (Chair of Faculty Affairs Committee) noted that the proposed change had been discussed informally for a number of years. The change of policy would mean that a faculty would not have to make an argument for extending the tenure clock in the case of child-birth or adoption. Thus, for a case of child-birth or adoption, extension of the tenure clock would now be automatic. Current policy provides examples of cases which could be the basis for extending the tenure clock, but these would not be automatically invoked. Professor Boisen added that the change was an “opt-in” approach and would provide additional protection for women faculty. He acknowledged that the policy change would save the university money, and in the short-term would represent a real cost and reduction of income for the faculty member, but in the longer term would especially provide a benefit to women faculty members who decided to start a family during their pre-tenure years. It is very important to strengthen the ability of women faculty to move into the senior faculty ranks.

Could the provision for child-birth/adoption be used by a faculty member on more than one occasion? Yes, this is the intention.
There was broad discussion of cases in which a faculty took leave for child-birth, was a highly productive faculty member and did not wish to take advantage of the lengthened tenure period. This person would then be considered early for tenure and the culture was to place additional demands on the faculty performance in this case. There were also distinct views on whether the language should contain more prescriptive details including a more precise timing framework to notify the Provost “in a timely fashion”. Another view was that hard and fast rules on timing of notification made the policy more difficult to functionally implement. In addition, including a time-frame would make the policy more restrictive, while the intention was to provide flexibility to allow faculty to be successful. The issue of changing the time-period of leave for child-birth would be considered a separate issue from the present policy that focuses upon the tenure clock. The issue of the relationship between and the relative timing of tenure and promotion was discussed. The present policy language describing the timing of promotion allowed some flexibility in the timing of promotion and could be initiated at the request of the faculty member.

Mr. Graham was asked to provide the argument for changing the policy language as he had proposed. His change allowed the flexibility of the alternative version, but included language that was closer to the Regent’s policy. Professor Crowley then accepted Mr. Graham’s suggested, friendly amendment.

The Chair suggested that senate consider whether the item might be added for vote. There was unanimous consent to vote. Coming as a seconded motion and there being no further discussion, the question was called. Approved, unanimously.

University Budget and Finance Committee Chair’s Report. Senator Edwards (UBFC Chair) noted that the minutes of UBFC meetings were posted on the Faculty Committees website. The “family-friendly” policy that had been approved today (tenure clock) had originated at UBFC. Moving on to health care costs it was noted that the university health care package must be responsive to federal mandates. He anticipated that there would be no further changes to “Health Savings Accounts” policy in the medium term. Children up to age 26 could now be covered under the parent’s policy. Senator Riesenberg, the senate member on the Benefits Advisory Group noted that under proposed federal mandates that are under discussion in Washington, D.C., all part-time employees may soon be covered by health insurance and there would be a substantial additional cost for this coverage to the university scheme members. The normal level of state funding that contributes to the university health insurance packet is $8,440 per FTE. However, with the tight fiscal situation the state would only contribute $7,040 per FTE this year resulting in a $1.6 to $2.0 million short-fall. The university wished to maintain the level of coverage for the community and would provide funds to cover the state short-fall. The university health trust account currently held $4.6 million and was legally only required to hold $1.6 million. Thus, these reserve funds would be used to pay for the short-fall.

Is this cut in state funds in addition to the overall state cuts in university funding? Yes.

Is this a one-time cut or is there a danger that this could become a permanent cut? This is presently unknown.

Senator Riesenberg noted that we are a healthy group and our fund reserves had grown. The state would like to have us join the state health care system due to the great health status of the university community. A review of the university health fund reserves, income and expenditures was due and there may be some additional savings in health care insurance realized by the members. Professor Edwards went on to note that the state budget short-fall still appeared to be difficult to precisely identify and it was difficult to provide a reliable indicator of likely university budget cuts at this time.

Adjournment: It was moved (Marshall A./Fairley) to adjourn at 4:49 p.m. The motion carried unanimously.

Respectfully submitted,
Rodney A. Hill, Faculty Secretary and Secretary to Faculty Senate
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. UCGE is responsible for on-going review and assessment of the Core Curriculum. Within the framework adopted by the faculty, UCGE establishes criteria for the solicitation, initial approval, and assessment of courses to be included in the Core Curriculum. Recommendations for change in the program will be directed to UCC for possible approval by the Senate and faculty.

To establish criteria for, solicit, approve, and assess:
- **a.** Core Discovery courses (1)
- **b.** Integrated Science courses (1)
- **c.** Core Capstone courses (2)
- **d.** Core International courses (2)
- **e.** Core Fine Arts courses (2)
- **f.** Core Cluster themes and courses (2)

(1) UCGE will approve new Core Discovery and Integrated Science courses and report them to the University Curriculum Committee (UCC). UCGE has approval authority for these courses, but must report changes to the UCC, Faculty Senate, and Registrar. [ed. 7-09]

(2) UCGE will recommend to UCC changes to the status of these courses as they relate to the core and to cluster themes.

A-2. Monitor, evaluate, and propose changes to the core curriculum.

A-3. Discuss and make recommendations on issues relating to general education at the university.

A-34. Report periodically (at least once a year) to the Faculty Senate and to the Provost Council on the status of the core curriculum. [ed. 7-06, 7-09].

A-45. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08]

[Information on the University Core Curriculum can be accessed at the core website: http://www.webs.uidaho.edu/core/]
A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace.

B. STRUCTURE. Eight Six faculty members, two staff, four students, and (without vote) the director of the Martin Institute for Peace Studies and Conflict Resolution. To assure that faculty roles are filled as needed, alternates for the faculty positions are appointed by the chair of the Borah Foundation Committee from a list of those who have previously served on the committee. The Borah Foundation Committee meets weekly and elects its own chair. Service on this committee requires a large commitment of time and effort. The Borah Foundation Committee members serve from April 1st of the year of appointment.
POLICY COVER SHEET

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

[3/09]

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

Minor Amendment □

Chapter & Title: FSH 1520 – University Constitution

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): Ann Thompson, Faculty Secretary’s Office

(Please see FSH 1460 C)

Name __ Date __

Telephone & Email: 885-6151 annat@uidaho.edu

Policy Sponsor: (If different than originator.) Rod Hill, Faculty Secretary

Name __ Date __

Reviewed by General Counsel _x__ Yes ____No Name & Date: _______3/7/11____ Hoey Graham

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.

1. To include “clinical” rank under university faculty in 1520 Constitution (FSH 1565 – Clinical Faculty passed Senate unanimously 2/14/11.) Will require SBOE approval.
2. A contradiction to 1520 (Constitution) was created in FSH 1565 (Ranks) when the terms affiliate/adjunct titles were switched. This change is to revise language in the Constitution to clarify associated faculty’s voting and/or participation rights.

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

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

FSH 1565

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.: _____________
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Policy Coordinator Appr. & Date: ____________________________

[Office Use Only]

FSH Appr. __________ FC __________ GFM __________

Pres./Prov. __________

[Office Use Only]

APM F&A Appr.: ____________________________

[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). 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]

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
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1520: Constitution of the University Faculty

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 constituted 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]

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. Members of associated faculties have the privilege of participation without vote in meetings of the university faculty. They have the privilege of participating with vote in meetings of their associated faculties and on faculty committees. When the bylaws of the constituent faculty concerned so provide, members of the associated faculties have the privilege of participation with vote in meetings of their respective constituencies of the university faculty; however, when they are 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]

Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.
**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))

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

Minor Amendment □

**Chapter & Title:** FSH 1565 F –Associated Faculties

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

**Originator(s):**

(Please see FSH 1460 C)

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**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.

1. A contradiction to 1520 (Constitution) was created in FSH 1565 (Ranks) when the terms affiliate/adjunct were switched. The Constitution’s intent is to allow the units/colleges to determine, through their bylaws, how their associated faculty may vote and/or participate among their constituent faculty at meetings and/or on faculty committees.

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

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

FSH 1520

**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.

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[Office Use Only]
ACADEMIC RANKS AND RESPONSIBILITIES

PREAMBLE: This section defines the various academic ranks, both faculty and non-faculty (e.g. graduate student appointees and postdoctoral fellows), and their responsibilities. Subsections A, C, D, E, F, and I should be read in conjunction with the policy and procedures concerning granting of tenure and promotions in rank which are contained in 3520 and 3560 (subsection I only in conjunction with 3560). Most of the material assembled in this section was a part of the original 1979 Handbook. The material in section I was added July, 1987. The definitions of 'postdoctoral fellow' (J-3), 'graduate assistant' (K-3) and 'research fellow' (K-4) were revised in July 1996. Section J-1, voting rights for lecturers, was changed in July 2001. Section A was substantially revised in July 1994, so as to underline better the importance of both teaching and scholarship. At that time the so-called "Voxman Amendment" (the addition of "in the classroom and laboratory" to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance. Section A underwent additional substantial revision in July 1998 and July 2006, always with the hope of creating greater clarity in a complex subject. Extensive revisions along those same lines were made to B (entirely new and in 2008 B was moved to 3570), C, D, and E, in July 1998. Further, less extensive revisions were made to C-1, D-1, and E-1 in July 2000. In July 2008, this section was reorganized to better reflect classifications as stated in FSH 1520 Article II, no substantive changes were made to policy. In 2009 changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy as of January 2010. Ranks for Associated Faculty in F were removed because the promotion process as detailed in 3560 for faculty ranks was deemed excessive for associated faculty. Those currently holding a specific rank in adjunct or affiliate will retain that privilege. In July 2010 the affiliate and adjunct terms were switched to conform to national norms and rank of Distinguished Professor was added. Further information may be obtained from the Provost's Office (208-885-6448). [rev. 7-98, 7-00, 7-01, 7-06, 1-08, 7-08, 1-10, 7-10]

F. ASSOCIATED FACULTY: Associated faculty members (see FSH 1520 II-3) have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit’s discretion. They are not eligible for sabbatical leave. [ed. 1-10]

F-1. AFFILIATE FACULTY: [ren. 7-98, 1-08, rev. 7-10]

a. General. The affiliate faculty consists of professional personnel who serve academic departments in a supporting capacity. Appointment to affiliate-faculty status constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, confers responsibilities and privileges as stated in subsection e below, and authorizes assignment of service functions as described in subsection e-2 below. It is also a means of encouraging greater cooperation between and among academic departments and other units. An affiliate faculty member holds a non-tenure-track faculty status in an appropriate academic discipline. [ed. 7-00, 1-10, rev. 7-10]

b. Employment Status. An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency’s units or programs that is officially associated with the university. [ed. 7-00, 1-10, rev. 7-10]

c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member’s primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment...
responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership. \[\text{ed. 7-00, 1-08, 1-10, rev. 7-10}\]

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom \[\text{see 3160}\] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their university faculty and of constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.) \[\text{ren. 1-10, rev. 7-10}\]

Affiliate faculty members perform administrative, analytical, and research functions that complement UI’s mission in teaching, research, and service. \[\text{rev. 7-10}\]

1. Affiliate faculty members, as such, do not normally have teaching as a primary or major responsibility; however, with the approval of academic departments, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students’ supervisory committees (with approval by the vice president for research and graduate studies), or act as expert advisers to faculty members or groups. \[\text{rev. 7-10}\]

2. The nature and extent of the services to be rendered are determined jointly by the affiliate faculty member, his or her immediate supervisor, and the departmental administrator(s) concerned. \[\text{rev. 7-10}\]

3. Affiliate faculty qualify for the faculty-staff educational privilege \[\text{see 3740}\] \[\text{ed. 1-10, rev. 7-10}\]

e. Qualifications. Assignment to an affiliate faculty position is based on demonstrating knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to what is expected of faculty within that unit. \[\text{ed. 7-00, rev. 1-10, 7-10}\]

f. Appointment.

1. Appointments to the affiliate faculty may be made at any time. They are reviewed by the dean of the college before publication of each issue of the \textit{General Catalog}. No appointment should be continued unless the affiliate faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university. \[\text{rev. 7-10}\]

2. A recommendation for appointment to the affiliate faculty normally originates in the appropriate academic department and requires the concurrence of the nominee’s immediate supervisor and the faculty of the appointing department. The appointment must be approved by the dean of the college, the president, and the regents. \[\text{rev. 7-10}\]

3. An appointment, termination, or other change in affiliate-faculty status is made official by means of a “Personnel Action” form. \[\text{rev. 7-10}\]

F-2. ADJUNCT FACULTY: \[\text{rev. 7-10}\]

a. General. The adjunct faculty includes highly qualified persons who are not employed by UI but are closely associated with its programs. \[\text{For the distinction between the affiliate and the adjunct faculty categories, see 1565 F-1-c.} \] \[\text{ed. 7-00, 1-08, rev. 7-10}\]

b. Responsibilities. Members of the adjunct faculty have the same academic freedom and responsibility as do members of the university faculty; however, their right to vote in meetings of the university faculty and of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. (Except that they do not vote in meetings of the university faculty or of constituent faculties.) Adjunct faculty members may be assigned to advise students on their academic or professional programs at any level; to work in cooperative research projects; to serve on committees, including graduate students’ supervisory committees (with approval by the College of Graduate Studies); to act as expert advisers to faculty members or groups; and to teach courses in their branch of learning. \[\text{rev. \& ren. 1-10, rev. 7-10}\]

\[\text{Comment [a1]}: \text{This sentence contradicts the Constitution (FSH 1520) which supersedes all FSH policies. Adjunct can be allowed to vote in their constituent faculties if the unit’s by-laws so permit. Language here is deleted and reference to revised 1520 II-3b is more appropriate.}\]
c. **Qualifications.** Adjunct faculty members must be highly qualified in their fields of specialization and should have exhibited positive interest in UI programs in the field of their appointment. Their qualifications should ordinarily be equivalent to those required of regular members of the faculty in the area and at the level of the adjunct faculty member’s responsibility. [rev. 1-10, rev. 7-10]

d. Adjunct faculty do not qualify for the faculty-staff educational privilege. (see 3740) [add. 1-10, rev. 7-10]

e. **Appointment.**

   1. Appointments to the adjunct faculty may be made at any time. b. Appointments are for an indefinite period, but are to be reviewed by the dean of the college before publication of each issue of the General Catalog. No appointments should be continued unless the adjunct faculty member is actively engaged in the responsibilities for which he or she was appointed. [rev. 7-10]

   2. Recommendations for appointment to the adjunct faculty are normally developed at the departmental level and have the concurrence of the departmental faculty. For interdisciplinary degree programs, adjunct faculty may also be assigned responsibilities with respect to the degree programs with approval of the program faculty and of the program director. Appointments must be approved by the dean of the college, the provost, the president, and the regents. [rev. 7-10]

   3. Before formal appointment procedures are begun, the prospective adjunct faculty member must agree to serve under the provisions herein described. When necessary, the consent of the nominee’s employer, if any, will be requested and recorded. [rev. 7-10]

   4. Appointment information is recorded on the regular “Personnel Action” form.

   5. The appointment of adjunct faculty members to graduate students’ supervisory committees requires approval by the dean of the College of Graduate Studies. [rev. 7-10]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: [wwwwebs.uidaho.edu/uipolicy](http://wwwwebs.uidaho.edu/uipolicy) [3/09]

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

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

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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.”

<table>
<thead>
<tr>
<th>Originator(s):</th>
<th>Provost Office</th>
<th>Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>(Please see FSH 1460 C)</td>
<td><strong><a href="mailto:brendah@uidaho.edu">brendah@uidaho.edu</a></strong></td>
<td>5-6448</td>
<td></td>
</tr>
</tbody>
</table>

| Policy Sponsor: | n/a |
| (If different than originator.) | Name | Date |
| Telephone & Email: | **brendah@uidaho.edu** | 5-6448 |

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**Reviewed by General Counsel**
- _X_ Yes  ____ No  Name & Date: Graham 11/10/10

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I. **Policy/Procedure Statement:**

Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The example box provided on form 1 has caused confusion, however the note about rounding is helpful and will remain with a minor edit.

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.

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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.

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If not a minor amendment forward to: __________________________________________

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**Track # ____________ Date Rec.: _____________**

**Posted: t-sheet ____________ h/c ____________ web ____________**

**Register: ______________ (Office Use Only)**

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**Policy Coordinator**

Appr. & Date: [Office Use Only]

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**FSH**

Appr.  ____________

FC  ____________

GFM  ____________

Pres./Prov.  ____________

[Office Use Only]

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**APM**

F&A Appr.:  ______

[Office Use Only]
(FSH 3320)
ANNUAL PERFORMANCE EVALUATION FORM 1: EVALUATION OF FACULTY
(INCLUDES DISCLOSURE OF CONFLICTS FSH 6240)
(Confidential) [ed. 11-10]
For Period of Review: January thru December __

Name: ___________________________ Evaluator(s): ___________________________
Unit(s): __________________________ Administrative Title (if applicable): ___________________________

NOTE: Faculty and administrator(s) are to review and address the objectives as stated on the previous year's position description.

<table>
<thead>
<tr>
<th>Position Description (PD) Responsibilities</th>
<th>PD %</th>
<th>Numeric Score*</th>
<th>PD% x score = total</th>
<th>COMMENTS INCLUDING ACCOMPLISHMENTS and IMPACTS WHEN APPLICABLE (Use back if necessary)</th>
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<tbody>
<tr>
<td>TEACHING AND ADVISING</td>
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<td>(FSH 1565 C-1; Strategic Action Plan Goal 1)</td>
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<td>SCHOLARSHIP and CREATIVE ACTIVITIES</td>
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<td>(FSH 1565 C-2; Strategic Action Plan Goal 2)</td>
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<td>OUTREACH and EXTENSION</td>
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<td>(FSH 1565 C-3; Strategic Action Plan Goal 3)</td>
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<td>UNIVERSITY SERVICE &amp; LEADERSHIP</td>
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<td>(FSH 1565 C-4, 1420E, Strategic Action Plan Goal 4)</td>
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*Scoring Key
5 = Exceptional performance
4 = Above expectations
3 = Meets expectations
2 = Below expectations
1 = Unacceptable performance

Scoring Example:

- Teaching and Advising 50% 5
  - PD%: 50
  - Numeric Score: 4
  - PD% x score = total: 20

- Scholarship 30%
  - PD%: 30
  - Numeric Score: 2
  - PD% x score = total: 6

- Outreach & Extension 10%
  - PD%: 10
  - Numeric Score: 3
  - PD% x score = total: 3

- Univ Service & Leadership 5%
  - PD%: 5
  - Numeric Score: 2
  - PD% x score = total: 1

Unit Admin. Score (_transfer total to box below): 3.2

Rounding: above .5 and above round up, below .5 and below round down, at .5 leave score.

Comment [a1]: The examples created confusion however the decimal language is helpful.

(Continued on next page)
Interdisciplinary/Center Activities: The unit administrator is responsible to solicit, discuss and consider evaluative comments from those interdisciplinary/center administrators listed in the faculty narrative attached to the position description used for this evaluation. All solicited comments are to be attached to this form. (FSH 3050 B-2, 3320 A-1 d, 3520 E-1, G-3, G-4c, and 3560 C,E-2d).

Unit Administrator’s Attachment: A narrative on progress towards tenure, promotion, and/or continued satisfactory performance is to be completed by all evaluators for all faculty using separate pages and attach to this form (if there is a disagreement, see FSH 3320 A-1 e&f). Include the following areas, as appropriate: advancement, interdisciplinary activity, activity at centers, professional development and professional service (FSH 1565 B). If the narrative(s) is/are not attached the form will be returned to the unit by the college.

Unit Administrator Signature/DATE

Unit Administrator (joint appointments if applicable)/DATE

Dean Signature/DATE

Dean’s Attachment: If there are any differences in any category of scoring between the department chair and college dean, a narrative shall be attached stating the reasons for these differences. The form with attachments must be returned to the faculty member for a second signature (if there is a disagreement, see FSH 3320 A-1 f). If the narrative is not attached the form will be returned to the College by the provost.

Second Faculty Signature (if applicable)/DATE

FSH 6240 Required Disclosure of Conflicts

You must complete this disclosure annually with your performance evaluation. If you have a conflict to disclose then you also will need to complete Form FSH 6240A. Likewise, if there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change. University of Idaho FSH Policy 6240 Conflicts of Interest or Commitment is available at http://www.webs.uidaho.edu/fsh/6240.html. If you have any questions about the form or about specific potential or actual conflicts of interest, please contact your unit administrator or the Chair of the university’s Ethical Guidance and Oversight Committee. Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240 B – Disclosure of Outside Employment or Consulting for Compensation.

☐ I have reviewed FSH 6240 and DO NOT have any conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date below.

☐ I have reviewed FSH 6240 and DO have conflicts of interest, conflicts of commitment or apparent conflicts to report. Please, sign below, and fill out form FSH 6240A. Submit completed FSH 6240A to your unit administrator along with separate pages describing a plan to manage each conflict or apparent conflict.

Your signature below certifies that you have reviewed FSH 6240 regarding disclosure of conflicts, and that the information that you provide regarding disclosure of any conflict is accurate to the best of your knowledge as of the date of this document, and you commit to providing an update if a material change occurs in the information you have provided.

Faculty Signature/DATE Unit Administrator/DATE