University of Idaho
2010-2011
FACULTY SENATE AGENDA

Meeting #23

3:30 p.m.
Tuesday, April 5, 2011
BRINK HALL FACULTY LOUNGE

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2010-11 Faculty Senate Meeting #22, March 29, 2011

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.

VI. Committee Reports.

   Faculty Affairs:
   • FS-11-036: FSH 1460 – University Wide Policy Development
   • FS-11-037: FSH 1540 – Standing Rules of the University Faculty
   • FS-11-038: FSH 1570 – Faculty Secretary
   • FS-11-039: FSH 1580 – Bylaws of Faculty Senate
   • FS-11-040: FSH 1420 – University Administration

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 #22
   FS-11-036 through FS11-040
University of Idaho  
Faculty Senate Meeting Minutes  
2010-11 Meeting #22 Tuesday March 29, 2011


A quorum being present, the Chair called the meeting to order at 3:34 p.m.

Minutes: It was moved (Garrison/Krug) to accept the minutes of meeting #21 as distributed. Unanimously approved.

Chair’s Report: The chair briefed senate on the senate leadership meeting with President Nellis last week. They discussed various topics e.g. HB 222, graduate student recruitment/enrollment, and the furlough policy currently in review with Faculty Affairs and Staff Affairs. The President, who has an open invitation to Senate, hopes to be able to do so before the end of the semester. The chair also noted the next State Board meeting will be here on campus at which student fees will be addressed.

Provost’s Report: The provost briefed Senate on the open forum about the proposed tuition fee given to some 70-80 students last week by Keith Ickes, Executive Director of Planning and Budget. Mr. Ickes provided an overview of the state budget, the University’s state of affairs over the years, and the need for an 8.4% tuition increase e.g. this year’s 4.05% cut brings total cuts over the last several years to ~25%. An analysis he presented, covering the last decade, included state funding plus tuition increases and then normalized same to inflationary dollars. Frustratingly, this analysis showed that per student funding has declined some 20% and although raising tuition is undesirable, it is necessary. Student support for the increase overall was positive especially when put in the context of the reductions in staff and programs over the years; and, when the increase equates to one cup of coffee/day, or an additional $50/mo. The Provost optimistically predicted that if we are successful with the fee increase and enrollment continues to increase, we can turn the corner and begin to rebuild our institution. Mentioning enrollment, initiated discussion of Vandal Friday last week. Given the positive feedback from many parents, the first Vandal Friday for 2011 was a great success. The Provost reminded all that with three more to come we must continue with the smiles and warm welcome to parents and prospective students. We continue to be well ahead of previous years on admitted students and he extended a sincere thanks to all who have worked so hard in this area.

Other announcements included:
- Charles Buck, new associate vice president and center executive officer for north Idaho-Coeur d’Alene is visiting and will attend the President’s Sustainability Symposium later this week. Dr. Buck brings with him extensive research experience from Purdue Research Park to the Post Falls and Coeur d’Alene area e.g. tech transfers, business startups, academic programs, community partnerships, etc.
- The President’s Sustainability Symposium this week features Bill McKibben as guest speaker.
- Cesar Chavez day on Thursday, 3:00 p.m. in the SUB Ballroom with keynote speaker and filmmaker, Roberto “Robin” Romano, who has worked extensively in the area of human trafficking.
• April 6, 2011, President’s Engagement Day, with Priscilla Salant as Coordinator. The focus will be on how we take our teaching and research out and engage our students in the community and across the state. It will include national leaders who will be presenting talks and workshops and should be a great experience.

Announcements and Communications: The Chair reminded Senate that another fast approaching date, April 15th (besides taxes) was submission of new senators to the Faculty Secretary’s Office and the need for colleges to begin elections now for replacement of outgoing senators. It is the outgoing senator’s responsibility to make sure their college follows the by-laws with regard to election of new senators. He also encouraged all senators to spread the word among their constituents for faculty to self-nominate or nominate others for this important elected seat continuing the strong shared governance and faculty voice at this university.

Commencement: Nancy Krogh provided an overview of the planned commencement this year in light of the Kibbie Dome’s current construction. Projecting a positive attitude she announced that commencement will take place under the gorgeous blue skies of the Palouse on the practice field east of the Kibbie Dome. She quietly noted contingent plans have been discussed, but she’s determined to stay positively optimistic. However, Dr. Krogh did place strong emphasis on the need to spread the word to all attendees that they should “dress in layers” heavily emphasizing the word ‘layers’, in preparation for the elements, rain or shine. Special accommodations will include big screens projecting the ceremony set up in the Commons for those unable to be outside and/or those with special needs. The processional walk will be the same as in previous years, although ponchos will be provided for students and faculty if needed. The band will have a cover for protection against inclement weather, the grandstand will be situated on the south end of the field, with students in front, faculty off to the side and then the audience. Bleachers will be set up on the west end and four big screens will be strategically placed to provide everyone with a great view of the ceremony. Parking will be in the Kibbie lot with foot traffic running along the north end of the Dome. Crane operators will be on sight to oversee that the cranes are kept off to the side and assure all equipment is grounded safely. Facilities has been involved and will be overseeing placement/protection of all electrical equipment. Diagrams, parking, shuttles, buses, college information, special needs/accommodations with drop off locations, etc. are all available off the Registrar’s website [http://www.uidaho.edu/commencement](http://www.uidaho.edu/commencement). She encouraged everyone to steer students, family and others to the website for further information. Ms. Krogh welcomed this new commencement with some 1556 graduates, up 38 from last year. She did note one change this year, that of the starting time which will be promptly at 9:30 a.m. as students begin to progress to their seats. Families should be encouraged to arrive by 9:30 a.m. A special note of thanks was sent to the many people who worked tirelessly behind the scenes all year long to make this a success.

FS-11-030: Graduate Studies Grade Requirements. This proposal changes the way the GPA is calculated for graduate students. After considerable discussion of all three graduate studies proposals and clarification that this proposal can be considered separate from FS-11-031 and FS-11-032, this proposal was unanimously approved.

FS-11-031 and FS-11-032: These two proposals considered to be linked created quite a discussion that at times seemed clear and other times seemed to create further confusion among many senators. Although discussion seemed focused on graduate students, the current policy at the undergraduate level caused some confusion as well. The current proposal, although addressing inconsistencies, seems to call to light the widespread misuse and misunderstanding by many faculty in the assigning of an IP. An IP reverts to an A, B, or P, and nothing more for graduate students. A Pass/Fail option is considered as a
grade of A, B, or C. The connection of these two proposals and where the discrepancy arises is in the case of an IP that reverts to a P for graduate students. For the graduate student an IP grade cannot revert to a C, yet if an IP reverts to a P, while under current policy a P could represent a C.

Confusion seemed to center around satisfactorily passing a course with a C versus the necessity to maintain a 3.0 GPA in a graduate degree program to avoid probation or disqualification. Some felt that an IP meant “in progress” and they felt that if the student was continuing on satisfactorily the faculty member could assign any letter grade once the student completed the work. Others stated they use an IP as a warning to the student informing them they need to pick up the pace and improve. However, they too want the ability to assign any grade and not be constrained to the current limitation of an IP which is an A, B, or P.

Also affecting the outcome is a grade of P which is not calculated in the overall GPA, thus the ability to take a course outside a student’s field of interest as P/F is a good option. Some senators felt that these proposed changes will discourage students in exploring other areas. Ms. Roberts noted that most students take these courses as audit and there are very few graduate students who take courses as P/F given the set limits e.g. three P/F for a master’s degree.

After considerable debate on IP usage, its definition, implementation (some 26+ years old) and a widespread misconception that an IP can be assigned any grade versus the reverting grade of A, B or P, many senators were insistent that a new process be considered. The current proposal to correct the discrepancy seems to be detrimental to students and the use of an IP should be discouraged. One senator noted that if this passes he felt the need to better inform his constituency about the use of an IP, its disadvantage to students, and he will strongly discourage the use of IPs.

Further discussion continued with various suggestions of using UP, SP, redefining an IP as an A B or C, graduate council’s need to clarify an IP, the benefit this change may have in resolving misuse of an IP, the responsibility of outside members on committees (watchdog, objectivity, different research perspective), etc. Nearing the end of what had become a very intriguing and lengthy discussion it was moved and seconded (Fairley/Bird) to return FS-11-031 and FS-11-032 to committee with the recommendation that they consider the possibility of extending the meaning of IP to cover A, B, and C. Passed by majority vote, with one opposed.

**FS-11-033: Regulation J-3.** Professor Steve Chandler, Chair of UCGE, spoke to this proposal coming as a seconded motion from UCC extending the definition of transfer student to the core. In answer to whether the effective date be changed to Spring 2012 given advising currently in progress, Professor Chandler answered that this had been discussed in UCC and it was determined that it had no practical effect one way or the other. This proposed change did bring about various problems at the off-campus sites where they do not have core discovery courses nor the new integrated seminar. It was noted that this would greatly affect these sites and students/advisors would need to find workarounds e.g. ask for exceptions or petition. This could affect their bachelor degree programs and ability to grow those programs. Discussion seemed to jump around from proposed new wording that could be included such as “all students entering the University of Idaho main Moscow campus” or similar language, students transferring back and forth between Idaho institutes, State Board rules and core requirements, the difficulty in acceptance of credits and assignment of same to UI requirements, to misadvising. The Registrar, Nancy Krogh, noted a word of caution that this requires careful thought and although a solution is possible it needs to be carefully discussed. Another senator noted that perhaps we look at this as a goal for the good of general education – education overall. As such, rather than determine ways
to exempt our centers why not look at ways to offer these courses at our centers. It was moved and seconded (Bird/Fairley) to table this seconded motion for an indefinite period and that we give the Registrar and Vice Provost of Academic Affairs our request that they discuss ways to address both the delivery of integrated seminars off-campus as well as procedures to exempt those who cannot fulfill the requirement. Passed by majority vote, with one opposed.

**FS-11-034: Department of Foreign Languages and Literatures change to Department of Modern Languages & Cultures Name Change.** A question arose as to whether it was appropriate to use ‘Modern’ when we still offered Latin courses and if so, should these courses dictate the name of the department? Following a short discussion with no true answer at hand and there being no further questions, the question on this seconded motion was called. Approved by a majority vote with one opposed.

**FS-11-035: Juris Doctorate Law – Litigation and Alternative Dispute Resolution Emphasis.** Senator Hasko provided a little background on this item coming as a seconded motion from UCC. Alternative dispute resolution and mediation has become very popular and important in the practice of law. Maureen Laflin has been running the Northwest Institute for Dispute Resolution where practicing attorneys and students are trained in alternative dispute litigation but up until now there has been no focus or emphasis of same in the law curriculum. Alternative dispute resolution cuts down on the current backlog in our court systems, reduces litigation costs and several law schools in the northwest currently offer dispute resolution. Senator Hasko then provided three arguments in support of this proposal: 1) adheres to the new strategic plan in meeting the needs of our students as graduates – proficiency in litigation and alternative dispute resolution; 2) outreach and engagement focus – exposes students to those in the Bench and the Bar; 3) consistent with goal 4 – exposing students to the outside and to the art of managing and resolving conflict. There are no extra costs or courses associated with this proposal and it will provide additional value to our students in a competitive workforce. It will also increase our competitiveness regionally. In answer to a senator’s question this will be Law’s 4th certificate, if approved. The proposal coming as a seconded motion was approved unanimously.

**Adjournment:** It was moved (Joyce/Stark) to adjourn at 5:12 p.m. Approved, unanimously.

Ann Thompson, Assistant to Faculty Secretary
POLICY COVER SHEET

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

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition ☑ Revision* □ Deletion* □ Emergency</th>
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<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 1460 – University Wide Policy Development Process</td>
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</table>

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>Rod Hill, to Faculty Secretary</th>
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<tr>
<td>Name</td>
<td>885-6151</td>
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Policy Sponsor: (If different than originator.)

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<tr>
<th>Policy Sponsor:</th>
<th>Don Crowley, Chair Faculty Affairs</th>
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<tbody>
<tr>
<td>Name</td>
<td><a href="mailto:Crowley@uidaho.edu">Crowley@uidaho.edu</a></td>
</tr>
<tr>
<td>Date</td>
<td>3/30/11</td>
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Reviewed by General Counsel: X Yes No Name & Date: 3/30/11, 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.

Update processes and clarify language.

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.

1540, 1570, 1580

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 | ________________ |
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(Office Use Only)
UNIVERSITY-WIDE POLICY DEVELOPMENT STATEMENT AND PROCESS

PREAMBLE: To promote consistency in the development, modification, and presentation of university-wide policies, this section was adopted in the fall of 2005. This section establishes a process for the creation and change of all university-wide policies; there is a policy coordinator in the person of the faculty secretary, a web-based tracking system for new and changing policies, and a web-based tool for offering comments on policies as they are developed at [http://www webs.uidaho.edu/uipolicy/](http://www webs.uidaho.edu/uipolicy/).

A. General: This section contains the process applicable to the adoption of new or amended university-wide policies and procedures. The university anticipates that the development and amendment of unit level policies will follow similar review processes for notice and coordination, as appropriate in each case.

A-1. Adopting Policies: All university-wide policies are adopted in a common format and in the manner described below, in order to promote consistency amongst university-wide policies. This process also ensures that there is general knowledge within the campus community of how to adopt a concept into policy and how to access the policy-making and policy-amending process.

A-2. Context of University Policies: All university policies fall within a greater hierarchy of laws, statutes and regulations. University policies are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Regents/State Board of Education policies and procedures
4. University-wide policies and procedures
5. Divisional/College policies and procedures (including centers/institutes)
6. Departmental/Unit policies and procedures

B. Definitions:

B-1. Draft policy format: the form in which all proposed new and amended university policies shall be submitted for review and approval. The draft format is set out at the end of this chapter.

B-2. Minor amendment: any change to an existing policy that is limited to making the policy or policies consistent with controlling legal authority, including Board policy, or that is a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the policy.

B-3. Originator: a person(s) or group of person(s) with a proposed new or amended policy. [add. 7-07]

B-4. Policy: a governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any general procedures necessary for implementation. [ren. 7-07]

B-5. Policy Coordinator: the Faculty Secretary; he or she is responsible for coordinating, assisting with, and tracking all university-wide policies. The faculty secretary may delegate policy coordinator duties as necessary within the office of faculty secretary. [ren. 7-07]

B-6. Policy Sponsor: the responsible unit administrator having responsibility with the subject area of a proposed new or amended policy. [add. 7-07]

B-7. Procedure: a statement(s) that prescribes specific actions to be taken to implement established policies. [ren. 7-07]
B-8. Responsible unit: an office within the university with primary responsibility for a specific area of focus. An example of a responsible unit is the office of Human Resources, which has primary responsibility for employment, benefits, and training and development issues. [ren. 7-07]

B. 9. Reviewing Body: typically a university standing committee or ad hoc task force created to review a proposed new or amended policy. [add. 7-07]

B-10. University-wide Policy: a policy that has application across the institution. [ren. 7-07]

C. Creation or Amendment of University-wide Policy

C-1. Initial Policy Development or Amendment

i) A person(s) or group of persons (originator) with a new policy or policy amendment concept or proposal develops the concept into a draft policy format and discusses the policy with the responsible unit administrator, as applicable, having responsibility within the subject area of the proposed policy. This unit administrator becomes the policy sponsor with responsibility to work with the originator(s) to evaluate the concept or proposal, and to facilitate appropriate and timely action. [ed. 7-07]

ii) The policy originator in coordination with the sponsor is responsible for drafting the proposed policy. The Office of Faculty Secretary and General Counsel’s Office are available at any time for advice in the initial drafting of a new policy and/or if the amendments are extensive or substantive. Upon its completion in approved format, the policy sponsor then coordinates with the policy coordinator.

C-2. Policy Review, Comment, and Approval

i) Policy Coordinator: Upon receipt of a proposed new or amended policy, the policy coordinator reviews the policy and decides whether (1) the necessary broad review has been completed, (2) the policy is in the proper format and, (3) if an amendment, to determine whether the amendment is a minor amendment. As needed, the policy coordinator will confer with the senate leadership, general counsel and/or the provost to decide on appropriate review steps.

a) All proposed new policies and amendments, other than minor amendments, are referred to the appropriate reviewing bodies as identified by the policy sponsor and the policy coordinator. Policies within matters of faculty governance are referred to the Faculty Senate. Once near final form and/or submitted to the Faculty Senate a university policy number will be assigned by the Office of the Faculty Secretary and the proposed policy posted to the university policy website. The review status of all proposed new policies and amendments is also posted and kept current on the policy website. [ed. 7-09]

b) All minor amendments are approved by the policy coordinator once in final form and posted on the policy website.

ii) At a minimum, the review process includes general notice of the policy, and an opportunity for those interested in the policy to comment on the policy. The policy sponsor seeks to inform and solicit comments from the appropriate individuals or groups/committees of the university community, including the groups and individuals most affected by the proposed policy within the faculty, staff, students and administration. A list of all changes is prepared, as needed (a minimum of once a semester), published on the policy website, announced in the UI Register and sent out by mass email through Today@Idaho.

iii) The policy sponsor and any designated review committee reviews the comments, makes recommendations on the policy based on the review and the comments received, and incorporates any revisions into the draft policy.
iv) The final revised policy is made generally available and, if within the purview of faculty governance, submitted to the Faculty Senate for review and recommendation through the General Faculty to the president. All other policies shall be submitted by the policy sponsor to the president for approval and signature. The President’s Office forwards policies to the State Board of Education/Regents of the University of Idaho for notification and approval, as necessary.

v) Once the president takes final action on a university-wide policy or the policy coordinator takes final action on a minor amendment other than a permissible clerical or grammatical change, the policy coordinator places the results of the final action in an information item on the next available agenda of the Faculty Senate, the Staff Affairs Committee, and the Associated Student University of Idaho (ASUI). The results of the final action are published and posted on the policy website tracking sheet and in the Senate Annual Report presented each fall to incoming Senate of Policy actions taken in the previous year. (See FSH 1420 for time periods for presidential action on Faculty Senate items). [ed. 7-09]

C-3. Temporary Emergency Policy

i) Notwithstanding subsections C-1 and C-2, the president may adopt, amend or suspend a policy without prior notice and comment, or upon any abbreviated notice and comment that is practicable, if it is established that a failure to act promptly will result in serious prejudice to the interests of the university or of the parties concerned.

ii) A policy adopted, amended or suspended under this subsection is temporary and may be effective for a period of not longer than 180 days. Action under this subsection does not preclude the subsequent adoption, amendment or suspension of an identical policy under subsections C-1 and C-2. [ed. 7-06]

D. Policy Implementation: All new and amended policies go into effect on July 1, or January 1, whichever arrives first after final approval, unless otherwise specified in the policy. The policy coordinator tracks all new and amended policies approved by the president and makes the new policy available on the web by the effective date.
POLICY COVER SHEET

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

Minor Amendment □

Chapter & Title: FSH 1540 – Standing Rules of the University Faculty

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): Rod Hill, Faculty Secretary

(Please see FSH 1460 C)

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

Policy Sponsor: (If different than originator.) Don Crowley, Chair Faculty Affairs 3/30/11

Telephone & Email: Crowley@uidaho.edu

Reviewed by General Counsel _X__Yes ____No Name & Date: Graham 3/31/11

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.

Given today’s technology policy processes needed to be clarified and updated.

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.

1460, 1570, 1580

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

If not a minor amendment forward to: ___________________________________________

Track # ____________ Date Rec.: _____________

Posted: t-sheet ______ h/c ___________ web ___________

Register:  ______________ (Office Use Only)

Policy Coordinator

APM

FSH

Appr. _________

FC _________

GFM _________

Pres./Prov. _________

[Office Use Only]
PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, rev. 7-09]

CONTENTS:
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B. Referral of Catalog-Change Proposals
C. Circulation of Curricular and Policy Proposals
D. Admission of Nonmembers to Faculty Meetings
E. Procedures for First Fall Meeting
F. Minutes
G. Identification of Speakers

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See 1520 II-1 and II-3.] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See 1520 IV-8.] Emeritus, adjunct, and affiliate faculty members, staff members, students, and others may be permitted to participate in meetings in an advisory capacity only, and they may serve as voting members of committees.

A-1. Venue Determination. The approved sites remote from the Moscow campus for General University Faculty Meetings will be determined annually. At the first faculty senate meeting in the fall, with other committee elections, the remote sites for the year will be approved (see also 1520, III-1-A). [add. 7-09]

B. REFERRAL OF CATALOG-CHANGE PROPOSALS. When substantive catalog changes of a curricular nature that have not been considered by the University Curriculum Committee are presented directly to the university faculty, such proposals are referred automatically to the University Curriculum Committee for study and recommendation.

C. CIRCULATION OF CURRICULAR AND POLICY PROPOSALS.

C-1. Routine Catalog-Change Proposals. Additions, deletions, and changes of courses and changes in existing curricula may, after approval by the University Curriculum Committee, be circulated in a general curriculum-policy report (GCR) to the resident faculty for consideration and published at an appropriate UI web-site. [The report is published at an appropriate UI web-site and its publication date announced in the University Register. Fed. 7-02]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460 or General university requirements and academic procedures, e.g., those in part 3 of the catalog, or that concern the addition or expansion of instructional programs may, after approval by the Faculty Senate, be circulated in a general curriculum-policy report (GPR) to the resident faculty for consideration. The report is also published on the Faculty Senate at an appropriate UI web-site and its publication date announced through electronic means to the resident faculty in the University Register. [Fed. 7-02, 7-09]

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 & C-2) see above are considered to have the necessary faculty approvals unless a petition requesting further consideration of specific items is signed by five faculty members and submitted to the chair of the Faculty Senate within 14 calendar days after the date of circulation. If no petition is received within 14 days, the entire report is submitted to the president for approval and transmittal to the regents, if regents' action is required. [ed. 7-09]
C-4. If a petition is received, the items in the report for which further consideration is requested will be referred to the Faculty Senate, and the remainder of the report will move forward. On items referred to it, the Senate may (a) affirm the action and report it to a meeting of the university faculty, (b) amend the action and report it to a meeting of the university faculty, or (c) rescind the action. [NOTE: If a petition concerns courses or curricula in the College of Letters and Science or in the College of Agriculture, and is signed by five faculty members of the respective college, those items will be returned to the college concerned for further consideration.] [ed. 7-09]

C-5. Faculty Approval. Any policy item approved by Senate and not circulated on a general policy report will be included in the agenda of the next appropriate university faculty meeting for faculty approval. Items approved at a university faculty meeting are forwarded to the president for approval and transmitted to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items.

C-6. Interim Approval. If there is insufficient opportunity for the faculty to act on a routine catalog-change proposal [see C-1] between the time of its approval by the University Curriculum Committee and the date that it is to be effective, it may be reported directly to the president. Upon approval by the president, the change will be considered temporarily approved for implementation. Such interim approval is valid only until the end of the succeeding semester. Actions thus approved will be reported to the faculty at the earliest possible time, either in the agenda for a faculty meeting or in a general curriculum-policy report. Continuing approval of the change is subject to ratification at a faculty meeting or by the procedures described in C-3 and C-4. (To illustrate: Late in the spring semester, the University Curriculum Committee approves a routine catalog change that is to be effective during the next fall semester. That action is reported to the president and, if approved by the president, the change can be put into effect. If it is included in a curriculum-policy report that is circulated to the resident faculty early in the fall semester, the approval of the change may, by means of the steps outlined in C-3 and C-4, become permanent or it may be terminated at the end of that semester. Alternatively, the faculty may take either of these actions in a meeting if the change is included in the agenda.)

D. ADMISSION OF NONMEMBERS TO FACULTY MEETINGS. Nonmembers may be admitted to meetings of the university faculty under the following conditions:

D-1. Student government leaders, specifically the ASUI president, vice president, attorney general, and members of the ASUI Senate, may attend meetings of the university faculty. The presiding officer must be informed of the names of four of their number who may speak for the group at any particular meeting.

D-2. Two representatives from each campus or other news medium, designated to the presiding officer by the editor or manager, as applicable, may attend meetings of the university faculty as auditors.

D-3. Members of the Faculty Senate or of university-level committees who are not members of the university faculty may attend meetings of the university faculty at which proposals of the Senate or of their committees are being considered. They may speak only on issues presented by the body on which they serve. [ed. 7-09]

D-4. Under unusual circumstances any nonmember may submit a request to the Faculty Senate for admission to meetings of the university faculty for the purpose of discussing a particular issue that is stipulated in the request. [ed. 7-09]

E. PROCEDURES FOR FIRST FALL MEETING.

E-1. Substantive policy matters are not included in the agenda for the first fall meeting of the university faculty unless emergency action is needed on particular items.

E-2. To expedite the proceedings, each new member of the resident faculty is introduced by name and department only. The person's name, degrees, past experience, new assignment, campus telephone number, and the location of his or her office are supplied by each dean or division head to the president's office well ahead of the meeting. The president's office compiles the information by colleges or similar units and distributes it at the meeting. [7-02]
F. MINUTES. Minutes of the meetings of the university faculty, constituent faculties, and committees are to be sent on a regular basis to the Department of Special Collections and Archives in the University Library.

G. IDENTIFICATION OF SPEAKERS. Those who are recognized by the chair for the purpose of speaking at meetings of the university faculty are to identify themselves by name and discipline or position.
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 1570 – Faculty Secretary

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): Rod Hill, Faculty Secretary

(Please see FSH 1460 C)

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

Policy Sponsor: (If different than originator.) Don Crowley, Chair Faculty Affairs

Telephone & Email: Crowley@uidaho.edu 3/30/11

Reviewed by General Counsel  _X__Yes ___No  Name & Date: ___Graham 3/31/11

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.

Update policy.

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.  ____________

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APM

F&A Appr.:  ________

[Office Use Only]

Office Use Only)
SECRETARY OF THE FACULTY

PREAMBLE: This section outlines the appointment, responsibilities, and duties of the Secretary of the Faculty. The faculty secretaryship is a position of long standing in the university and this section appeared first in the 1979 edition of the Handbook. The first substantial revision was that of November, 1991, where the faculty secretaryship was redefined as a half-time position (allowing for the creation of a half-time ombudsman position) and the responsibilities of the office were substantially changed. The second substantial revision was done in 2003 to reflect current practice and responsibilities. Except where noted, the text remains as it was in 1996. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-03]

CONTENTS:
A. Appointment
B. Responsibilities and Duties
C. Nomination Process for Secretary of the Faculty

A. APPOINTMENT.

A-1. The secretary of the faculty (aka faculty secretary, policy coordinator see FSH 1460) is appointed on a fiscal-year basis by the president from among the tenured members of the university faculty or faculty emeriti [see 1520 II-1 and III-2]. The president appoints the secretary of the faculty from a list of candidates recommended by a nominating committee and ratified by the Faculty Senate [see C below]. [rev. 7-02, ed. 7-09]

A-2. Release time for the faculty secretary will be at least one-half time and may be greater, at the discretion of the president, depending on the circumstances, the needs of the Faculty Senate, and the needs of the faculty member appointed. [ed. 7-09]

A-3. The term of service is three years and is renewable. [rev. 7-02]

A-4. The faculty secretary serves at the pleasure of the president and reports to the chair of the Faculty Senate and to the provost. The provost, in consultation with the chair and vice chair of the Faculty Senate, conducts an annual review of the faculty secretary. Early in the third year of service, an in-depth evaluation is conducted by the provost and the chair of the Faculty Senate. Included are evaluations by the senate as a whole, by other appropriate administrators and faculty, and by the incumbent. A confidential evaluation report is given to the president for review and discussion with the incumbent by the first week in October in the third year of service. [rev. 7-02, ed. 7-09]

B. RESPONSIBILITIES AND DUTIES. The Secretary of the Faculty shall: [rev. 7-02]

B-1. Prepare, with the president’s approval, the agenda and supporting documents for each meeting of the university faculty; record and publish the minutes of meetings; forward reports of actions of the university faculty to the president; provide the Department of Special Collections and Archives in the University Library, and other interested parties with copies of the minutes of the university faculty meetings; and serve as a channel of communication to the members of the university faculty concerning administrative and regents’ actions. [rev. 7-02]

B-2. Serve as webmaster and/or supervisor for the Faculty Senate and Faculty Secretary websites. Oversee the placement of material on those websites. [add. 7-02, ed. 7-09]

B-3. Oversee the placement of Faculty-Staff Handbook sections and keywords on the UI policy and regulations website. [add. 7-02]

B-4. Serve as an ex-officio nonvoting member of the Faculty Senate and, as his or her primary responsibility, provide services on request for the Faculty Senate and other faculty bodies. [ren. 7-02, ed. 7-09]
B-5. Serve as secretary to the Committee on Committees. Oversee the process for solicitation of faculty members to serve on university-wide standing committees and the publication of committee function statements and membership lists. [ren. and rev. 7-02]

B-6. Cooperate with UI officials to ensure the accuracy of all published academic information. [ren. and rev. 7-02]

B-7. Oversee the preparation and data processing of faculty curricula vitae by personnel in the Faculty Secretary’s Office using the official format approved by the provost. Oversee distribution of curricula vitae to the faculty member, departmental administrator, dean, provost, and University Communications. [renumbered and rev. 7-02]

B-7. Serve as chair of the University Multi-campus Communications Committee. 1640.94. [add. 1-10]

B-8. Serve as the editor of the Faculty-Staff Handbook. Serve as a major resource to the faculty and administrators with respect to the contents of the handbook and participate in keeping it up-to-date. Serve as a liaison with the President’s Office to ensure proper maintenance and publication of the handbook. Inform Faculty Senate of any additions or changes to the handbook. [renumbered and rev. 7-02, ed. 7-09]

B-9. Prepare for publication General Policy Reports for distribution to the general university faculty for review and approval. [add 7-02]

B-10. Serve as a source of information for UI personnel and students concerning policies, regulations, and procedures. [ren. 7-02]

B-11. Perform such other duties related to faculty governance as may be assigned by the president or the president’s designee or the university faculty. [ren. 7-02]

C. NOMINATION PROCESS FOR SECRETARY OF THE FACULTY.

C-1. The chair of the Faculty Senate appoints a five-member nominating committee, with the concurrence of the Faculty Senate. The committee is composed of the provost and four other members of the senate. [ed. 7-09]

C-2. The nomination committee should seek out and give preference to nominees who have the following qualifications; (1) attained the rank of full professor or are faculty emeriti, (2) print and electronic publication editing skills, (3) supervisory experience, (4) have had extensive experience in university service, and (5) have a good understanding and commitment to the role and mission of the University of Idaho. [add. 7-02]

C-3. The committee advertises the position, solicits and accepts applications and nominations, and screens candidates. The committee functions in a confidential manner. [ren. 7-02]

C-4. The committee recommends a list of candidates for ratification by the Faculty Senate. The senate may meet in executive session to discuss candidates recommended by the nominating committee. The senate may not add names to those recommended by the nominating committee but may choose to delete any of the candidates nominated by the committee. [ren. and rev. 7-02]

C-5. The Faculty Senate forwards the names of nominees ratified by the Faculty Senate to the president. The president selects the faculty secretary from that list or requests that a new group of nominees be selected following the procedures outlined in C-1 through C-4. [ren. 7-02, ed. 7-09]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Chapter & Title: FSH 1580 – Bylaws of Faculty Senate

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: 885-6151, annat@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email: Crowley@uidaho.edu 3/30/11

Reviewed by General Counsel Yes No Name & Date: Graham 3/31/11

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.

Given today’s technology, policy and publication processes needed to be clarified and updated. e.g. Faculty Secretary’s Report no longer published, Register publication is electronic, agendas/minutes are now distributed electronically and published on Senate website.

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

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

FSH
Appr. ________
FC ________
GFM ________
Pres./Prov. ________
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[Office Use Only]
UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

BYLAWS OF FACULTY SENATE

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 July 2009 the Faculty Council changed its name to Faculty Senate. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-10]

CONTENTS:

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; submit the minutes or a summary thereof on the Faculty Senate website for publication in the Idaho Register (and the Faculty Secretary’s Report), as soon as possible after they are approved; file official copies of the minutes, together with appropriate exhibits, with the registrar 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 the bylaws of the constituent and other faculties of the university; and perform such other duties as may be assigned by the chair or by the senate. [ed. 7-97, 7-10]

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 Idaho Register, and the Faculty Secretary’s Report. The website shall notice will include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy, and also include a link to the proposed redline document. [ed. 7-10] together with the following statement: “The complete text of numbered items in the agenda may be obtained from the Office of the Faculty Secretary.” 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). The Faculty Secretary’s Report, 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]

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 the Idaho Register (and the Faculty Secretary’s Report). [ed. 7-97, 7-10]

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 students to serve on the senate is entrusted to the ASUI Senate. [ed. 7-10]

Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI Senate.

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. 7-10, 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.
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 1420 – University Administration


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): Ann Thompson, Asst. to Faculty Secretary

(Please see FSH 1460 C)

Telephone & Email:  annat@uidaho.edu

Policy Sponsor: (If different than originator.) Don Crowley, Chair of Faculty Affairs

Telephone & Email:  Crowley@uidaho.edu

Reviewed by General Counsel  _X_ Yes  ____No  Name & Date:  _Graham, 4/1/11 _________

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.

Provide a formal procedure for communicating to faculty presidential action taken on policy issues forwarded for his approval via a University Faculty Meeting and/or General Policy Report.

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

No.

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

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

If not a minor amendment forward to: ________________________________

Policy Coordinator

Appr. & Date:  

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FSH

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Pres./Prov.  ____________

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F&A Appr.:  ________

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(Office Use Only)
PREAMBLE: This section describes the major administrative officers of the university down to the level of the provost and vice presidents and, further, the academic administration down to the level of the head of a school, division, or department. A fuller display of the university’s administration is to be found, in graphic form, in 1440. This section is original to the 1979 edition of the Handbook. It has been updated frequently since that time as titles and administrative organization have evolved. Notable substantive additions include that of the ombuds (C-4) in July 1992, material concerning the presidential veto (A-1-c) in July 1995, and substantial revisions to the subsections dealing with the selection and tenure of departmental administrators (E) in July 1998. Section E was substantially revised again in July 1999. Major revisions in subsections A, B, and C also appeared in July 1999 and again in July 2006 to reflect reorganizations of the senior administration. In July 2010 section E-6 was moved to FSH 3320 to consolidate the evaluation process into one policy. Further information on the university’s administrative structure is available from the President’s Office (208-885-6365), the Office of the Faculty Secretary (208-885-6151), or from the offices of the provost and executive vice president, vice presidents, or deans. [rev. 7-98, 7-99, 7-06, 7-10, ed. 7-00]

CONTENTS:

A. The President and Provost and Executive Vice President
B. Vice Presidents and Vice Provosts
C. Other Officers Reporting Directly to the President
D. College Deans
E. Administrators of Schools, Divisions, and Departments

A. THE PRESIDENT AND PROVOST AND EXECUTIVE VICE PRESIDENT. The president is the chief executive officer of the university. The provost and executive vice president supports and assists the president in providing leadership to and coordination of the activities of the central administration and the executive functions of the university. [rev. 7-99, 7-06]

A-1. The President.

a. The president is appointed by the regents and serves at their pleasure. The president is the chief executive officer of the university and functions as the representative of and an adviser to the regents and as the general agent through whom representations to them by UI personnel and students are regularly made. [See also 1900.] The Idaho Constitution, statutes and university policies declare the president a member and the president of the university faculty and also as the president of the other faculties referred to in 1520 I-4 and II [See 1520 I-2.] and a professor of a branch of learning in which UI regularly offers instruction.

b. The president exercises the power and authority delegated by the regents by issuing and enforcing such executive orders and invoking such measures as are reasonable and necessary for the performance of the functions and the discharge of the responsibilities and duties appurtenant to the presidency. The president exercises such rights, prerogatives, and responsibilities as normally accrue to the president and chief executive officer of an institution of higher education and discharging such other responsibilities and performing such other duties as may be assigned by the regents or required by law. The president may delegate his authority to other officers of the university as necessary. The president serves as a member ex officio of all councils, committees, boards, or similar bodies necessary to the operation of UI, regardless of how these bodies may have been established or appointed. [See 1620 B-3 and B-8.]

c. The president receives recommendations from the faculty on policy issues.

1. When the faculty, whether in a meeting or via a general policy report, approves an item which requires the president’s action, the president will approve or disapprove it within sixty days of the faculty’s action. The
president will provide written notification of his or her action to Faculty Senate via the faculty secretary. Any item not approved by the president within this time will be deemed to be disapproved. [rev. 7-06, ed. 7-09]

2. Once the president takes final action on any item passed at a university faculty meeting or via a general policy report, notification of this action shall be sent to faculty within two weeks.

32. When an item has not been approved by the president:

a. The Faculty Senate may reconsider; and/or [ed. 7-09]
b. A referendum may be held on the item. Such referenda will be held on the petition to the Faculty Secretary signed by fifty members of the university faculty and submitted within sixty days of the first full semester after the item has been disapproved. Such referenda will be by written ballot and conducted by the Faculty Secretary’s Office. Upon two-thirds vote of the total voting membership of the university faculty, the item will be presented by the president to the regents for their consideration.

A-2. The Provost and Executive Vice President.

a. The Provost and Executive Vice President [hereinafter “the provost”] serves as the chief academic officer of the UI, is a member of the president’s cabinet, and serves as the chief executive officer of the University of Idaho when the president is unavailable. The provost has the major responsibility for the promotion of academic freedom and tenure. The provost is the president’s representative to the Faculty Senate and works closely with the vice president for finance and administration, Faculty Senate and deans in budget planning, fiscal accountability, general policy development and human resources. Acting for the president and within delegated authority and responsibility, the provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. [rev. 7-06, ed. 7-09]

b. The provost is directly responsible for the general direction of the academic programs, endeavors, and instructional services in the several colleges, schools, departments, and other academic units on the Moscow campus and to the UI’s academic efforts throughout the state. To this end, the provost coordinates the activities of the vice presidents and other members of the senior administration to support the mission of the university. The college deans report to and work closely with the provost in these responsibilities. Among the specific duties of the provost are: general direction of curricular planning, student recruitment and retention; general direction of academic support programs and services; fostering academic excellence in UI departments and divisions; appointment, training, and review of academic administrators; oversight of the faculty personnel system and the faculty development program; general direction of UI’s research and outreach efforts; and coordination among the faculty, administration, and staff.

c. The provost also provides leadership to the dean of library services, the center deans in Boise, Coeur d’Alene, and Idaho Falls, the WWAMI medical education program, and institutional research and assessment. [add. 7-06]

B. THE VICE PRESIDENTS AND VICE PROVOSTS [See 1440, Administrative Organization] [rev. 7-99, 7-06]

B-1. Vice President for Finance and Administration.

a. The vice president for finance and administration also serves as treasurer for the regents and performs the functions of UI bursar, as specified in the Idaho Code. The vice president works to determine UI’s requirements for funds, obtain such funds, and ensure their effective and proper use. The vice president develops and prepares operating and capital budgets and operating plans in concert with academic and staff departments. The vice president is the institutional officer designated by law and by the regents to execute contracts or agreements that, if made, would commit UI to any obligation to provide services or facilities, expend funds, or convey property. Acting for the president and within delegated authority and responsibility, the vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. The vice president for finance and administration is a member.