University of Idaho
2010-2011
FACULTY SENATE AGENDA

Meeting #25

3:30 p.m.
Tuesday, April 19, 2011
BRINK HALL FACULTY LOUNGE

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2010-11 Faculty Senate Meeting #24, April 12, 2011

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • International Faculty Assistance (Brown/Graham)

VI. Committee Reports.

   Committee on Committees:
   • FS-11-041: FSH 1640 - Dismissal Hearings & Faculty Appeals
   UCC:
   • FS-11-042: FSH 4130 – Standard Course Numbers (Stone/Krogh)
   • FS-11-043: UCC-11-064: NOI Martin School (Aiken)

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

   FS-11-044: FSH 3450 – Presidential Actions to Manage Expenditures to Respond to Financial Challenges (Nelson)

X. Adjournment.

Professor Dan Eveleth, Chair 2010-2011, Faculty Senate

Attachments:
Minutes of Meeting #24
FS-11-041 through FS-11-044
Present: Baillargeon, Barlow, Bathurst, Edwards, Eveleth, Fairley, Garrison, Halloran, Hasko, Hill (w/o vote), Hopper, Huber, Joyce, Padgham-Albrecht, Stark, Strawn. Absent: Baker (w/o vote), Bird, Budwig (Boise), Dakins (Idaho Falls), Duval (Coeur d'Alene), Hoversten, Krug, Limbaugh, Marshall, A., Marshall, J., Mosman, Riesenber. Guests: 1

A quorum being present, the Chair called the meeting to order at 3:35 p.m.

Minutes: It was moved (Eveleth/Joyce) to accept the minutes of meeting #23 as distributed. It was moved to amend the minutes (Eveleth/Edwards): to delete the following sentence: “The current process seems to work well.” Amendment approved. Amended minutes approved.

Senate Tour of Facilities:
This was an atypical senate meeting in which the Assistant Vice President for Facilities, Brian Johnson and the Director of A and E Service Ray Pankopf hosted a campus tour to provide senators insights into facilities development, recent construction and challenges to maintaining the competitive standards of university facilities.

The Permanent Building Fund Advisory Council, is a gubernatorial group that administers the Permanent Building Fund (PBF) and tours university facilities annually. The group reviews recent projects that they have approved and are shown planned projects that will be proposed for funding to the group. Around $2-3 Million has been funded annually towards projects that are mostly focused on alteration and repair issues at the university. The funds are part of around $18 million that was invested across state facilities in FY12. Planning for building upgrades follows the Campus Master Plan or Long-Range Campus Development Plan. Around $400 million has been invested in university facilities from all fund sources over the past 20 years - $88 million of which was from the Permanent Building Fund. The senate tour would emulate the tour provided fort the gubernatorial group.

Academic buildings on campus that are listed on the National Register of Historic Buildings are: The Administration Building, Memorial Gymnasium, Ridenbaugh Hall and Art and Architecture South. Buildings projects inspected were: Life Sciences South ($1 million over 2 summers) external repairs and replacement of slate roof to retain the historic value of the building; Administration – restoration of the stained glass windows and storm guards on exterior of the stained glass windows; Memorial Gymnasium, gargoyle repairs and brick re-pointing, Kibbie Dome East wall replacement (3rd phase life safety repairs). The latter was not a building fund project but was funded through bonds. The combined cost of the east and west wall replacements was $21 Million (The PBF invested $2 million in fire suppression systems towards life safety). An additional $5.3 Million in seating upgrades had been donor funded and would generate additional revenue through the sale of up-market seating and suites. In addition, a 150-200 person club room that can be used for banquet functions will be constructed in the package.

Energy Savings projects funded under the Energy Services Contract (ESCO) would cut $1.3 Million annually in energy costs (i.e. although energy costs continue to rise, the total would be $1.3 Million less than the cost if ESCO refits had not occurred). Projects included the Chilled Water Storage Tank and plant and dry storage for fuel wood chips.
Paradise Creek Project: Federal Stimulus Funds were awarded to beautify one of the main entry points to campus at Stadium Way. The creek had been rerouted and new bridges and a major alternate access point constructed. Just under 19,000 trees and shrubs that are native riparian species have been planted. The Palouse-Clearwater Environmental Institute (PCEI) had provided assistance and maintenance of the plantings will be achieved by PCEI volunteers.

The final stop on the tour was the Steam Generation Plant that provides heat and steam to 75% of campus. The preferred fuel is woodchip that is about 25% of the price of natural gas and is renewable and carbon neutral. The plant can also utilize natural gas during times that demand exceeds the limits of the wood-chip system.

In closing, the Chair thanked Brian Johnson and Ray Pankopf for an informative and educational afternoon.

Adjournment: It was moved (Joyce/Baillargeon) to adjourn at 4:45 p.m. Approved, unanimously.

Respectfully submitted,

Rodney A. Hill
Faculty Secretary and
Secretary to Faculty Senate
Dismissal Hearings

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

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

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

Faculty Appeals Hearing Board

A. FUNCTION. This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision, see FSH 3840 B. In each case referred to it, the board has the following responsibilities:

A-1. To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board.

A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant’s academic rights and privileges.

A-3. To make recommendations to the president.

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

C. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board. [add. 7-02]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
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<tr>
<td>Chapter &amp; Title: 4130 Standard Course Numbers</td>
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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.”

Originator(s): University Curriculum Committee, Chair Robert Stone
(Please see FSH 1460 C)

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Policy Sponsor: (If different than originator.)

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Reviewed by General Counsel

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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.

*Updates to the standard course policy to allow greater flexibility and clarification in offering special topics and directed studies*

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.

*None*

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
Appr. & Date: __________________
[Office Use Only]

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

APM
F&A Appr.: _____________
[Office Use Only]
STANDARD COURSE NUMBERS

PREAMBLE: This section describes certain standard course numbers which may be used in any subject field. This section appeared in the 1979 Handbook; in February, 1991, clarification concerning expanded course titles was added and in July, 1994 common internship numbers were specified (as well as the possibility of grading internships on a pass/fail basis) in 2004 the addition of 600-level courses were created specifically for doctoral students, definitions were added under C-3 and a new paragraph was added C-7, the possibilities of cross-listing special topics and directed studies courses were clarified July 2005. Unless otherwise noted, the text is as of July 1996. For further information, contact the Registrar's Office (885-6731). [rev. 7/04, 7-05].

A. STANDARD COURSE NUMBERS. University-wide standard numbers have been established for certain categories of courses. These courses need not be listed in a subject-field section in the catalog. They may be offered and listed in the Class Schedule whenever they are needed. Catalog course numbers are assigned by the Office of the Registrar at the time of approval by the University Curriculum Committee. [rev. 7-09]

B. AUTHORIZED COMBINATIONS OF STANDARD COURSE NUMBERS AND TITLES. The following course numbers and titles are authorized: 200, 400, 501, 601 Seminar; 203, 403, 503, 603 Workshop; 204, 404, 504, 604 Special Topics; 405, 505, 605 Professional Development; 298, 398, 498, 598, 698 Internship; 299, 499, 502, 602 Directed Study; Optional 400s number Practicum in Tutoring; 500 Master's Research and Thesis; 597 Graduate Practicum; 599 Non-thesis Master’s Research; 600 Doctoral Research and Dissertation. (Courses in this group that are appropriate to the College of Law are assigned analogous numbers in the 800s and 900s.) [rev. 7-04, 7-09]

C. CONDITIONS.

C-1. Authorized Fields. With the exception of Practicum in Tutoring, the undergraduate-level standard courses may be offered in any subject field, excluding those approved for graduate degrees only. Practicum in Tutoring may be offered in subject fields in which a bachelor's degree has been approved. Courses 501, 502, 503, 504, 505, may be offered in subject fields in which graduate-level courses or degree have been approved. Courses 597, 598, 599 may be offered in subject fields in which a graduate degree has been approved. Course 500 must be offered in, and only in, those subject fields in which a thesis master's degree has been approved. Course 600 must be offered in, and only in, those subject fields in which doctoral-level programs are offered. [rev. 7-04]

C-2. Expanded Titles and Descriptions. All of the foregoing titles, except for 500, 600, and Practicum in Tutoring, may be expanded (in the nature of subtitles) to indicate the subject more specifically. This possibility is indicated by the symbol “(s)” between the number and the title in the catalog entry. If more than one such specific topic is to be offered, they will be listed in the Time Schedule as separate sections. Also, special conditions or restrictions may be added to the course description. Illustrative catalog entry: MusH 400 (s) Seminar (cr arr); Illustrative Time Schedule entries: MusH 400 Lec 01 Seminar (cr arr); MusH 400 Lec 02 Seminar in Ethnomusicology (3 cr); MusH 400 Lec 03 Seminar in Medieval Music (1-3 cr). [rev. 7-04]

C-3. Credits. All of these courses, except Practicum in Tutoring, may be offered on a variable-credit basis (cr arr). Practicum in Tutoring is to be offered for one credit and may be repeated once (1 cr, max 2).

Directed Study: One-on-one A method of delivering specially designed content to a student outside of the normal classroom environment. A specific directed study course can be offered only once and is not intended for repetition in subsequent semesters. A student cannot repeat the same directed study. Directed study courses should not duplicate an existing course.
Internship: Supervised practical experience related to a student’s major.

Practicum: Course of study that involves the supervised application of previously studied theory.

Practicum in Tutoring: Tutorial services performed by advanced students under faculty supervision.

Professional Development: A professional activity designed to provide information or skills, which have practical value. Usually developed to meet the needs of a particular group of practitioners.

Research: Supervised collection of information about a particular subject.

Seminar: A course offered to a group of advanced students studying under a professor with each doing in-depth study and discussion of the course material with the professor and other students.

Special Topic: Extended discussion on a topic or subject area not covered in an existing course offering. Topic may not be offered more than twice under this course number. After the second offering appropriate curricular approval paperwork must be filed. [rev. 7-05, 7-09].

Workshop: A usually brief, intensive course for a relatively small group of students that focuses on techniques and skills in a particular field.

C-4. Prerequisites. Prerequisites are not usually listed for courses 500. Courses in the 600-series are intended for doctoral students only and will carry a system-enforced prerequisite of enrollment in a doctoral program (Ph.D., Ed.D.). [rev. 7-04, 7-09]

C-5. Grading. Seminars, workshops, directed studies, Practicum in Tutoring, and internships may be graded on the P/F basis or normal mode.

C-6. Limitations. A separate special-topics course should not be offered under the number 204, 404, 504, or 604 more than twice; after the second offering, it should be assigned its own number, title, and description so that with few exceptions the official descriptions of courses students take will be in the catalog. Use 599 for research not directly related to a thesis or dissertation. A maximum of 10 credits in course 500 may be applied toward the minimum of 30 credits required for a thesis master's degree; nevertheless, the number of credits a student may earn in course 500 is not limited to the number required by the student's department. Credit in course 500 cannot be counted toward the minimum of 30 credits required for a nonthesis master's degree. Credit earned in 405, 505 and 605 will not be accepted toward graduate degree programs. Courses numbered 600-699 may never be conducted jointly and can be cross listed only with 600-level courses in a second department. Standard course numbers may not be cross- or joint-listed with catalog courses [rev. 7-04, 7-05, 7-09].

C-7. Limitations on Directed Study. Directed study is intended as a one-on-one method of delivering specially designed content to the student outside of the normal classroom environment. General classroom space is not available for this purpose and enrollment in any directed study course should not exceed five. A specific directed study course can be offered only once; the directed study course is not intended to be repeated in subsequent semesters. Students cannot repeat the same directed study. Directed study courses cannot duplicate an existing course. [add. 7-04, rev. 7-05, 7-09]
IDAHO STATE BOARD OF EDUCATION

ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION

NOTICE OF INTENT

To initiate a New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit

Institution Submitting Proposal: University of Idaho
Name of College, School, or Division: College of Letters, Arts and Social Sciences
Name of Department(s) or Area(s): Department of Philosophy, Department of Political Science, & Martin School of International Studies

Indicate if this Notice of Intent (NOI) is for an Academic or Professional Technical Program
Academic ______ Professional - Technical ______

A New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program or Administrative/Research Unit (circle one) leading to:

MARTIN SCHOOL consisting of degree programs in
INTERNATIONAL STUDIES, PHILOSOPHY, POLITICAL SCIENCE
(Degree or Certificate)

Proposed Starting Date: Fall 2011

For New Programs:

Program (i.e., degree) Title & CIP 2000

For Other Activity:

☐ Program Component (major/minor/option/emphasis)
☐ Off-Campus Activity/Resident Center
☒ Instructional/Research Unit
☐ Addition/Expansion
☐ Discontinuance/consolidation
☐ Contract Program
☐ Other

Dean approved 4/6/11 mds
College Dean (Institution) Date
Chief Fiscal Officer (Institution) Date
Chief Academic Officer (Institution) Date

VP Research & Graduate Studies Date
State Administrator, SDPTE Date
Chief Academic Officer, OSBE Date

Revised 2011.01.28.dl
Before completing this form, refer to Board Policy Section III.G. Program Approval and Discontinuance.

1. Briefly describe the nature of the request e.g., is this a new program (degree, program, or certificate) or program component (e.g., new, discontinued, modified, addition to an existing program or option).

   This NOI reorganizes three existing degree programs (International Studies, Philosophy, and Political Science) under the auspices of the Martin School, housed within the College of Letters, Arts and Social Sciences (CLASS). Currently, International Studies, Philosophy, and Political Science operate as wholly separate units within CLASS. This proposal would streamline their administrative structures, facilitate curricular collaboration, and generate a number of operational efficiencies. Schematically, the Martin School will take the following form:

   ![Diagram of the Martin School structure]

   In addition to these curricular units, the Martin Institute and the McClure Center will be associated, respectively, with the International Studies and the Department of Political Science. They will be answerable directly to the Dean of CLASS.

   Program-by-program, the Martin School will house the following curricular programs:

   **International Studies**
   - Major (B.A.) in International Studies
   - Minor in International Studies

   **Department of Philosophy**
   - Major (B.A./B.S.) in Philosophy
   - Master of Arts (M.A.) in Philosophy
   - Minor in Bioethics (cooperative with Biological Sciences)
   - Minor in Philosophy
   - Certificate in Global Justice (cooperative with Sociology/Anthropology)
   - Certificate in Professional Ethics
Department of Political Science

Major (B.A./B.S.) in Political Science
Master of Arts (M.A.) in Political Science
Master in Public Administration (M.P.A.)
Doctor of Philosophy (Ph.D.) in Political Science
Minor in American Government/Public Law
Minor in Comparative/International Politics
Minor in International Political Economy
Minor in Political Science
Minor in Public Administration & Policy

The justification for this proposal centers on the administrative efficiencies the Martin School will provide. The efficiencies will not save significant costs, but will allow the three departments to serve their increased enrollments without additional staff. International Studies alone is experiencing a 10% increase in students each year. It goes beyond such considerations, however. The Martin School will enhance learning opportunities for students by bringing together into a single administrative unit three disciplines critical for training students for the workplaces and societies of tomorrow.

International Studies (IS) offers a major custom-made for preparing students to address one of the most challenging phenomena of our age, globalization. No one discipline can tackle the range of issues globalization presents, making the interdisciplinary structure of the University of Idaho’s IS major a good design for tomorrow’s students. Likewise, Political Science provides a major fashioned for the future. Politics pervades human life from the most local of interactions to the complex myriad of multicultural puzzles that confound our increasingly globalized world. Philosophy represents human cognitive efforts to respond to the enduring questions of human life as well as the fundamental structures of knowledge, reason, and reality. Philosophy offers structured inquiry into the methods of ethics and critical thinking that universities nationwide recognize as presenting some of our greatest educational priorities.

Administratively, the Martin School will house these three separate academic disciplines, International Studies, Political Science and Philosophy, under the leadership of one Director. The Director will exercise general administrative responsibility and oversight over the School, its faculty, and disciplinary sub-units. The Director will come from one of the three entities, either Political Science, Philosophy, or International Studies. The other two entities will have a coordinator to retain autonomy in five critical areas: (1) disciplinary identity; (2) promotion and tenure; (3) faculty lines and hiring, including administrative positions with teaching responsibilities; (4) curricula; and (5) budgets. Each coordinator will receive one course release to allow for his or her administrative responsibilities. The three departments will share one administrative assistant. Because International Studies does not have faculty, they will have one person to assist the director in advising their 250 plus majors. The precise roles and break-down of responsibilities between the School Director and the discipline coordinators, as well as the responsibilities of autonomy at the discipline level, will be detailed in the School and program or department by-laws.

The IS, Political Science, and Philosophy faculty and staff within the School will retain full identity with their disciplines and departments. Evaluation of their work performance, including third-year review, promotion, and tenure consideration, will proceed according to the standards and criteria appropriate for their discipline and according to their departmental bylaws. All faculty evaluation committees, including for third-year review, promotion, and tenure, will accord with the UI Faculty-Staff Handbook with the disciplinary/departmental faculty considered as the unit faculty. The School Director will act as the unit representative, for Faculty-Staff Handbook purposes, in all such matters.
related to faculty evaluation, review, promotion, and tenure, regardless of his or her disciplinary identity. Likewise, under the leadership of the School Director, the IS, Political Science, and Philosophy faculties and staff will remain separate in all matters related to faculty lines, hiring, curricula, and budgets.

2. Provide a statement of need for program or a program modification. Include student and state need, demand, and employment potential. **Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests.** (Use additional sheets if necessary.).

**Need within the framework of the UI Strategic Action Plan**

Goal 1 of the 2011 Strategic Action Plan identifies the enhancement of teaching and learning as the first priority of the University of Idaho. The proposed Martin School follows the spirit of Goal 1 by reorganizing the separate disciplines of IS, Political Science, and Philosophy into a combined academic unit. The new Martin School will streamline the administrative structure of the current programs, allowing for efficiencies of scale.

The Martin School will continue the currently strong undergraduate majors in IS, Political Science, and Philosophy. At the graduate level, the new Martin School will retain the graduate programs currently offered by Political Science and Philosophy.

**Student Need** today for coursework and programs of study in the areas of political science, international studies, philosophy, ethics, and critical thinking is high, as it always has been. This is reflected in the high number of IS, Political Science, and Philosophy majors at the UI, as well as in the abundant cross-over enrollment in IS, Political Science, and Philosophy courses by students across the UI campus. Courses in all three disciplines remain popular among students in the university’s many vibrant professional and pre-professional programs, e.g., business, agriculture, engineering, natural resources, and education, as well as students preparing for law school, medical school, or for careers in new and expanding fields such as biomedical research.

Evidence of the student need for strengthening the University of Idaho’s programs in the areas of international studies, politics, and philosophy comes from the UI’s 2007 Graduating Senior Survey. The survey indicated that 41% of seniors responded “not at all” or “a little” to the question of whether their university undergraduate experience contributed to their ability to “relate well to people of different races, nations, cultures, and religions,” while 42% responded “not at all” or only “a little” to the question of whether their undergraduate education contributed to their ability to “develop a sense of values and ethical standards.” The new Martin School should address these deficiencies so widely recognized by our graduates. Moreover, it will better prepare students for graduate and profession exams and for the highly competitive process of admission to law or other professional schools, or for graduate study.

There is both a national need and a state need for college students to be educated about ethical issues as well as the political and legal implications of our rapidly globalizing nation and world. Organizations such as the American Association of Colleges and Universities (AAC&U) have highlighted this need by establishing initiatives and programs focused on ethics, justice, and social responsibility.
3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

There are no accreditation agencies, professional societies, or licensing boards for a school such as the proposed Martin School. The academic units that comprise this internal UI reorganization have long histories as quality programs.

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.

The overall structure of the Martin School, clustering in a single administrative unit the disciplines of International Studies, Philosophy, and Political Science, represents an academic structure unique to Idaho and the region. Most comprehensive institutions in the state and region offer degree programs in IS, Political Science, and Philosophy. The programs typically take the form of independent, self-standing departments. Boise State University has undergraduate majors in self-standing departments of Philosophy and Political Science. Idaho State University offers B.A. degrees in IS, Philosophy, and Political Science. The ISU Philosophy major is consolidated with English. No institution in the state or region offers the combination of disciplines presented here by the Martin School.

Enrollment and Graduates (i.e., number of majors or other relevant data)
By Institution for the Proposed Program
Last three years beginning with the current year and the 2 previous years

The enrollment data for the Martin School requested below is not applicable because we are not requesting a modification to the existing programs. This request only addresses an administrative reorganization.

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<th>Institution</th>
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Degrees offered by school/college or program(s) within disciplinary area under review

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<th>Institution and Degree name</th>
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<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
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</tr>
<tr>
<td>UI</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

5. Describe how this request is consistent with the State Board of Education’s policy or role and mission of the institution. (i.e., centrality).

The vision of the Idaho State Board of Education (SBOE) is to produce “an intelligent and well-informed citizenry capable of active participation in the process of a democratic government [that] enables all individuals to … become contributing members of society” (SBOE 8-Year Plan, p. 5). This vision parallels the curriculum objectives of the proposed Martin School with respect to societal issues and literacy in politics, international studies, ethics, and critical thinking. The School is consistent with the University of Idaho’s statewide mission, in that it will support International Studies, Philosophy and Political Science, all of which are listed in the “program inventory list” of the SBOE 8-Year Plan. The cost sharing and collaboration the School fosters is consistent with the SBOE’s goal to “optimize the delivery of academic programs while allowing institutions to grow and develop consistent with an appropriate alignment of strengths and sharing of resources.”

Neither the School nor any of its component faculties or degree/certificate programs conflict with the state-wide missions of any of the University of Idaho’s sister state institutions.

6. Is the proposed program in the 8-year Plan? Indicate below.

Yes ____  No XXX

If not on 8-year plan, provide a justification for adding the program.

The proposed Martin School involves an internal UI reorganization of academic units and hence it is not within the purview of the 8-year plan.
Budget Narrative:

Reorganizing the current Martin School of International Studies with the Departments of Political Science and Philosophy will result in some administrative savings. Costs for course releases for departmental coordinators should be minimal. The explanation below aids the budget on the following page and is relevant to this organization not the operation of the entire unit.

Administrative costs
As noted previously, reorganizing the current Martin School of International Studies with the Departments of Political Science and Philosophy will result in some administrative savings. The elimination of one Department Chair will save $10,437. The course release for the department coordinator will cost approximate $4,000, creating a savings of $6,437.

Additional curriculum funding
This proposal does not require any curricular changes.

Impact on existing coursework
The new Martin School is fundamentally an internal UI reorganization. No change in courses offered by the School’s currently existing disciplines will be required as a result of this reorganization.

Impact on Facilities
The new Martin School and its three academic disciplines will utilize existing facilities and allotted space.
10. This section requires institutions to reference all cost savings and/or additional resources needed. (Use additional sheets if necessary.):

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recurring</td>
<td>Non-Recurring</td>
<td>Recurring</td>
<td>Non-Recurring</td>
</tr>
<tr>
<td>A. Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Personnel</td>
<td>-$10,437</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Operating</td>
<td>$4000</td>
<td>$4000</td>
<td>$4000</td>
<td>$12,000</td>
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<tr>
<td>3. Equipment</td>
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<td>4. Facilities</td>
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<tr>
<td>Total Expenditures</td>
<td>$4000</td>
<td>-$10,437</td>
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B. Source of Funds

<table>
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<tr>
<th></th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appropriated</td>
<td>$0</td>
</tr>
<tr>
<td>- Reallocation</td>
<td>$0</td>
</tr>
<tr>
<td>2. Appropriated</td>
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</tr>
<tr>
<td>- New</td>
<td>$0</td>
</tr>
<tr>
<td>3. Federal</td>
<td>$0</td>
</tr>
<tr>
<td>4. Other (Specify)</td>
<td>$0</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$0</td>
</tr>
</tbody>
</table>
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: Chapter 3 – New section 3450 and deletion of 3710.R

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): Kent E. Nelson, General Counsel

(Please see FSH 1460 C)

Name Date

885-6125 kentnelson@uidaho.edu

Policy Sponsor: (If different than originator.)

Name Date

Reviewed by General Counsel

_x__Yes ___No Name & Date: Kent E. Nelson April 13, 2011

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 proposed policy addresses University policies and procedures for employment actions that can be taken by the President to respond to university financial challenges and to maintain sound fiscal management without a financial exigency declaration by the Regents. The proposed policy complies with the Regents’ instructions to the University in Regents’ policy II.B.2.c to adopt internal policies and procedures consistent with Regents Policy II.B.2.

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

There is no direct fiscal impact of the policy.

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

FSH 3710 R – will be removed from policy once this policy takes effect.

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)
PRESIDENTIAL ACTIONS TO MANAGE EXPENDITURES TO RESPOND TO FINANCIAL CHALLENGES

PREAMBLE: This section outlines policy and procedures required by Regents policy II.B.2 with respect to implementation of employment actions such as temporary furloughs or similar short term work hour reductions. Except as specifically set forth in the body of the section, this section does not alter existing faculty-staff policies and procedures related to employment.

CONTENTS:

A. Authority for Management of University Expenditures
B. Consultation with Faculty and Staff
C. Implementation of Employment Actions

A. Authority for Management of University Expenditures. The President has the duty to respond to university financial challenges, and to maintain sound fiscal management. As set out in Regents’ policy II.B.2., this includes the authority to take certain actions such as temporary furloughs or other short term employment actions in response to financial challenges.

B. Consultation with Faculty and Staff. In considering employment actions outlined in Regents’ policy II.B.2, the President shall seek input from the Faculty Senate and from the Staff Affairs Committee. The chairs of the Faculty Senate and the Staff Affairs Committee shall be given written notice from the President of the need for a reduction in university expenditures (including a description of any other cost reductions or additional ways to increase income that have been considered) and of the nature of any proposed employment action to accomplish the reduction. Each group shall have not less than 21 days to consider the President’s proposed action and to give such guidance or recommendations (including recommendations for other cost reductions or additional ways to increase income to be considered) as each group sees fit. No action shall be implemented until the President has considered any such guidance or recommendation timely given.

C. Implementation of Employment Actions. After consultation with the Faculty and Staff as described in paragraph B above, and consideration by the President of any guidance or recommendations timely given, temporary wage adjustments such as furloughs or similar short term employment actions may be implemented. Implementation of such temporary wage adjustments by the President will comply with Regents’ policies under Section II.B.2, including:

a) uniform application of the employment action across the University or affected budgetary unit;
b) 30 days written notice to affected employees (which may be accomplished via e-mail); and
c) an opportunity for affected employees to be heard regarding application of the furlough to the affected employee.
LEAVE POLICIES FOR ALL EMPLOYEES

PREAMBLE: This section describes the various kinds of leaves that are available for all UI employees. (See section 3720 for Sabbatical Leaves limited to faculty members.) This section and the following one were original parts of the 1979 Handbook. The most substantive changes since that time have been the addition (under Governor Andrus) and subsequent deletion (under Governor Batt) of service leave for children at school and changes to subsection L that reflect changes in federal regulations. In 2002 extensive changes were made to subsection K that reflected Regent policy and current practice. In 2008 extensive changes to this policy were approved following many years of committee work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change. In March 2010 an emergency section R was added to address implementation of furloughs through the end of FY2010. Unless explicitly noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-05, rev. 7-98, 7-02, 1-08, 2-08]

CONTENTS:

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N. Personal Leave
O. Extended Family Medical Leave
P. Leave for Professional Improvement
Q. Exceptions
R. Furlough - Fiscal Year 2010 [add. 7-10]

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R. FURLOUGH - Fiscal Year 2010. [add. 3-10]

R-1. Furlough is a mechanism used to create salary/benefit savings, which can be applied across an organization to alleviate budget shortfalls. Furlough is leave without pay, but with all benefits other than leave accrual and retirement contributions.

R-2. The general delegation of authority granted the President by the Regents includes the discretion to institute furloughs to respond to financial challenges. The President has consulted with and received input from faculty and staff representatives regarding the need for furloughs as well as the mechanism for implementing furloughs for fiscal year 2010. The President has determined that furloughs are necessary to assist the institution in addressing the funding shortfalls caused by the holdbacks in its appropriated funds for fiscal year 2010.

R-3. Furloughs implemented by the President for fiscal year 2010 will comply with Regents’ policies under Section II.B.2, including uniform application of the furlough across the University, 30 days notice to affected employees and an opportunity for affected employees to be heard regarding application of the furlough to the affected employee.

R-4. This temporary emergency policy shall be effective immediately and remain in effect though the end of fiscal year 2010.