University of Idaho
2010-2011
FACULTY SENATE AGENDA

Meeting #3

3:30 p.m.
Tuesday, September 7, 2010
BRINK HALL FACULTY LOUNGE

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2010-11 Faculty Senate Meeting #2, August 31, 2010

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.

VI. Committee Reports.

VII. Special Orders.
   • Senate’s Charge – Brainstorming Issues
   • Disapproved 2009-10 Senate Items:
     o FS-10-033: Dual-Career Accommodation
     o FS-10-042: FSH 3750 – Employee Spouse Educational Fee and Tuition Reduction
     o FS-10-043: FSH 3780 – Dependent Educational Fee Reduction

VIII. Unfinished Business and General Orders.
   • Secretary to the Faculty Senate
   • Election of one Senate Member to the University Budget & Finance Committee

IX. New Business.

X. Adjournment.

Professor Dan Eveleth, Chair 2010-2011, Faculty Senate

Attachments: Minutes of 2010-2011 FS Meeting #2
FS-10-033; FS-10-042; FS-10-043 w/coversheets
A quorum being present, Chair Eveleth called the meeting to order at 3:32 p.m. in the Brink Hall Faculty Lounge. Following introductions of the Senate, the Chair briefly explained the meeting process typically followed and that he would later address the Senate’s charge, role and process. He asked Senators to please feel free to remind him of process, should he digress, and encouraged Senators to raise their hand freely and speak openly.

Minutes: The Chair asked for approval, by raise of hand, of both sets of minutes before Senate. The two sets of minutes were both dated May 4, 2010, the first was the last meeting of the 2009-2010 Senate and the second was for the first meeting of the 2010-2011 Senate. Approved unanimously.

Chair’s Report: This past summer two steering committees were busy working and the chair asked senators to be prepared for the forthcoming results of these committees. The General Education Steering Committee composed of many faculty also included the current chair of University Committee for General Education (UCGE), Steve Chandler. The committee discussed results of a campus wide listening tour related to the core which had been headed up by Kathy Aiken. The proposed changes to the core appear to be well thought out and are being presented to colleges as we speak. The next step in the shared governance process is UCGE then UCC and then to Senate.

The Strategic Planning Steering Committee, formed May 2010, is reviewing the 2005-2010 Strategic Plan. This committee also includes many faculty with Senate Chair Eveleth and Holly Wichman as co-chairs. The charge, the 2011-2015 plan, is reviewing values and goals, prepare new context and vision statements, and create a plan that has clear and concise objectives and strategies that are functional, i.e., that can easily be used to guide the development of unit-level plans. The steering committee is strongly encouraging any and all feedback. When the plan comes forward, the chair strongly emphasized to senators the importance of reviewing the plan carefully and encouraged feedback. He also asked that they inform and encourage their colleagues to do the same.

The chair briefly informed the Senate that ISU Senate had contacted all Senate leaders with regard to an issue they have been faced with. A steering committee was formed by ISU administration to review the structure of their faculty governance process. It is unclear what role, if any, we or the other senate leaders may play at this time. At the meeting of the senate leaders this summer, ISU Senate was encouraged to be proactive by reviewing, preparing and presenting their own faculty governance structure. As such, each senate leader sent ISU the structures and processes followed at their respective institutions with which ISU could use to build their own model to present.

One final note is that a temporary replacement is in the works for the Faculty Secretary. Rod Hill, is currently involved in career development through the American Council for Education (ACE).

Provost Report: The Provost thanked the Strategic Planning Committee for their important work this summer on the university’s future, pointing out we have made a lot of progress and are moving forward, building off of our last four years. He reported that the state economy appears to have bottomed out and is turning around noting that there was a slight surplus. Agriculture is doing well and commodity prices are up which could help lead the state economy out of recession this year. He thanked current senators and their predecessors for helping us through the fiscal storm clouds of years past when the general education budget took a 21% reduction. The tenth day of classes is Friday and early indicators point to an increased enrollment, this reflects not only on recruitment efforts but retention as well. He thanked all those who worked so hard in these areas and noted continued emphasis will be on recruitment and retention through waivers and scholarships. Research dollars and fundraising
efforts are up significantly. New faculty orientation headed by Jeanne Christiansen included 35 outstanding faculty from across the country. New student orientation went well (he and his daughter can attest to this fact) with an outstanding speaker, by Jonathan Mooney the Common Read author of The Short Bus: A Journey beyond normal. We had 500 students volunteer in the local community getting them off to a great start learning about citizenship. Finally, he reminded senators of the first football game this Thursday in the Kibbie Dome against North Dakota.

2009-2010 Senate Annual Report. The chair then turned the Senate’s attention to the 2009-10 annual report pointing out various ways one could view the document:

- Good representation of what Senate accomplished last year (noting the multiple pages and items)
- The headings across the top speak to process: the type, where an item originates and final outcome. He asked senators to think about the role it plays in this process, pointing out that many items come from Senate committees but could also be generated at Senate or through a senator’s constituents and sent to committee. He pointed out our role is to trust the committee’s work, not reinvent, but verify that it fits our criteria. If, this year, we find ourselves wordsmithing an item, perhaps it may be better served to send it back to committee rather than spend hours redoing the committee’s work.
- He called special attention to the post date column indicating Senate could become more efficient in this area. Senate reports to the general faculty at the university, technically they are our boss and who have voice in various ways: 1) faculty within colleges voted on us as senators, 2) faculty participate in various Senate committees, and 3) a policy or curricular change once passed by Senate goes one of two routes to receive general faculty approval before final approval levels, Provost/President/Regents. These two routes include a General Policy Report (GP) or General Faculty Meeting (GFM) both affording faculty the chance to speak out. Typically a GP is quicker since there are typically two general faculty meetings a year where business may transpire (typically December and May). The chair stated that he planned to follow policy process (FSH 1540 C) which indicates that “...items passed at Senate will be circulated on a GP...” unless there are objections or a specific request from Senate that an item be reserved for a GFM, e.g. controversial items.

Senate Elections to Committees: The chair then addressed the importance of faculty voice and a reporting mechanism to Senate through the filling of critical spots on three committees: Benefits Advisory Group (BAG), University Budget and Finance Committee (UBFC) and Campus Planning and Advising Committee (CPAC).

- BAG: Discusses benefits and works on an irregular basis. Lou Riesenberg was elected for a three year term.
- UBFC: Dale Graden, Chair of UBFC, spoke to this committee stating that it typically meets every Tuesday from 2-3. It is a very interesting and in depth committee discussing detailed budget analysis of strategic decisions made concerning all aspects of the university’s finances and budget. It is then articulated, as well as we are able, to Senate. The chair asked for senators to seriously consider this position and that he would soon be calling on eligible senators.
- CPAC: Anne Marshall, member on CPAC, noted that although the committee meets infrequently, it discusses various planning projects across campus and is very interesting. John Hasko was elected for a three year term.

In response to a senator’s questions about whether student senators could serve on these committees, it was noted that the UBFC already has student representation, but the other committees the possibility would be explored.

As promised, the chair then discussed Senate meeting processes and responsibilities. He pointed out the student, staff and faculty representation all having vote; two ex officio members, the Provost and Faculty Secretary, having voice but no vote; and third alternates who also have voice but no vote. He emphasized the importance of senators unable to attend a meeting should send an alternate from their respective college. Voting will be done by raise of hand, abstentions will not be recorded unless specifically requested. The leadership team meets weekly, periodically with the Provost and President, and bi-weekly with chairs of Staff Affairs, Faculty Affairs, UBFC, and UCC. Should any senator observe any process that can be enhanced, please let us know.
The chair then asked Senators to think about issues they wished to address this year, guest speakers to invite, process improvements, and to always bring forward any issues as the year progresses. Suggestions today include:

- **Items that did not make it through the process last year (see annual report).**
  - Two items disapproved by the President violated the state constitution. The President supported the policy changes in spirit and encouraged the Senate to pursue other ideas. Perhaps we could return them to committee and get General Counsel involved.
  - The other item did not make it through Senate. It was a very close vote but failed due to a lack of supporting material that addressed cost and factors affecting cost e.g. increased enrollment, cost per student, faculty retention, demand, etc. We didn’t get a real good sense of the cost benefit of all these, had that information been available, it probably would have passed.

- **Athletics and how we respond to the WAC changes will be important.** When there is a sense of a big decision to be made, it would be appreciated if we were informed in the middle of the process rather than after a decision has been made e.g. athletic funding increase.

- **We could be more productive if we (all senators) looked towards what would better the university as whole rather than a specific college, unit or group.**

- **Process Improvements:**
  - Inefficiencies of hiring temporary help, rules constantly change (governmental and university), lack of communication and clearly defined processes, slow process, etc.
  - The need to be flexible and to adapt quickly yet business practices at the university are set up in the old way and move slow, e.g. the way Banner reads our courses and teaching assignments.

- **Invite President Nellis to Senate to discuss any concerns he is working on or any time a major decision needs to be made.** Would improve transparency and perhaps avoid poor decisions.

- **Lack of knowledge both internally and externally of the quality programs and features at the University of Idaho.** Our focus should be more on speaking loudly and positively about ourselves, brag about our awards and rankings which will in turn attract quality out-of-state students across the country. We should think quality when making decisions, talking internally, externally and nationally.

- **Use committees before making decisions.**

- **How does distance education fit in with what is done on campus.** It appears to lack visibility and is not integrated well into the university. It should be part of our outreach strategy and strategic plan discussions.

- **Cooperation with UI in Boise and BSU with respect to cross-listing courses similar to what is enjoyed with UI and WSU.**

The chair reminded senators of the General Faculty Meeting on Tuesday, September 14th and noted that there will not be a Senate meeting following the GFM. However, he encouraged all to attend the meeting where the President will be welcoming new faculty and answering questions.

The chair ended the meeting with a bit of parental advice to the senators to do their homework, asking that when the work begins coming our way, to be prepared and read the material before each meeting. Answers to many questions can be found in the distributed material. Respect the work of our committees by reading provided summaries which will save the Senate time in terms of rehashing similar discussions. His final note to the Senate was to point out the importance of service and he sincerely thanked the senators for their willingness to participate. A last effort, or warning, was made to the tune of a 2:00 a.m. phone call to eligible members for the vacant slot on UBFC.

**Adjournment:** It was moved and seconded (Horn, Marshall, A.) to adjourn at 4:50 p.m. The motion carried unanimously.

Respectfully submitted,

Anna Thompson
Assistant to the Faculty Secretary
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: Dual-Career Accommodation

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

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

Originator(s): (Please see FSH 1460 C)
Telephone & Email: 

Policy Sponsor: (If different than originator.)
Telephone & Email: 

Reviewed by General Counsel ___Yes ___ No Name & Date: _Sent Feb. 17, 2009. On Feb. 2, 2010 – the 2009-10 Senate decided to move forward.

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

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

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

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

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

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

If not a minor amendment forward to: 

Policy Coordinator Appr. & Date: 

[Office Use Only]

FSH
FC: FC-09-032; FS-10-033 appr. 3/9/10 ret. w/ Staff Aff rev. 5/4/10 appr. GFM 5/12/10
Pres./Prov. 
[Office Use Only]

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

Track # UP-10-049
Date Rec.: 2008
Posted: t-sheet h/c web
Register: 
(Office Use Only)
DUAL CAREER ACCOMMODATION

A. Definitions.

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

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

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

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

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

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

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

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

a. Requirements:

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

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

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

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

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

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

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

Any unused temporary accommodation funds revert to the provost.

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

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

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

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

C-4. Contact Information. TBD
POLICY COVER SHEET

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

[3/09]

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<td>Name: Ken Locke, Date: 3/31/10</td>
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<tr>
<td>Policy Sponsor:</td>
<td>Mike Jolly</td>
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Reviewed by General Counsel: X Yes ___No Name & Date: Hoey Graham, 4/2/2010

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

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

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

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

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

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

If not a minor amendment forward to: ___________________________________________

Track # ___UP-10-061___
Date Rec.: ___4/6/10______
Posted: t-sheet _____________
Web _____________________
Register: ________________
(Office Use Only)

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

APM
F&DA Appr.: ____________
[Office Use Only]

FSH
Appr. ___4/13/10______
FC ___FS-10-042____
GFM __5/12/10______
Pres./Prov. ____________
EMPLOYEE SPousePARTNER EDUCATIONAL FEE AND TUITION REDUCTION

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

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

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

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

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

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

C-2. A spousapartner who is also an eligible employee cannot register for more academic credits than other employees are entitled to under Section 3740.
ED. SPOUSE/PARTNER REGISTRATION DATA FORM. A Spouse/Partner Registration Data Form needs to be completed by the employee and attached to the registration form. Spouse/Partner Registration Data Forms are available from the Student Accounts/Cashiers Office. [ed. 7-02]

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

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

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

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

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

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**Reviewed by General Counsel**  

| X Yes | Name & Date: Hoey Graham, 4/2/2010 |

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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.

To promote employee recruitment and retention, and improve culture and climate at the university, by means of expanding employee benefits.

---

II. **Fiscal Impact:**  

What fiscal impact, if any, will this addition, revision, or deletion have?

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

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III. **Related Policies/Procedures:**  

Describe other policies or procedures existing that are related or similar to this proposed change.

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IV. **Effective Date:**  

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

If not a minor amendment forward to: ___________________________________________  

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**Policy Coordinator**  

Appr. & Date:  

[Office Use Only]

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**FSH**  

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FC  

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Pres./Prov.  

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**APM**  

F&A Appr.:  

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**Track #**  

Date Rec.:  

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(Office Use Only)
DEPENDENT EDUCATIONAL FEE REDUCTION

Preamble: This policy was created in 2010 with employee recruitment and retention purposes in mind as well as improving the culture and climate at the university.

A. General: The dependent educational fee reduction benefit (benefit) is a 50% reduction in residential (in-state) student fees (including costs of matriculation) for University of Idaho undergraduate or graduate academic credit courses. No other fees are waived; for example, the benefit does not include additional fees associated with specific courses (e.g., web-based courses), specific academic programs (e.g., professional fees), or specific services (e.g., insurance or student activities). The benefit does not apply to noncredit courses, intersession or summer session courses, continuing education courses, or courses offered through Independent Study in Idaho, the College of Law, the Executive MBA Program, or the WWAMI Medical Program. There is no limitation on the number of credits that may be taken per semester.

A-1. Students who are eligible for other tuition or fee waivers or scholarships awarded by the university are only eligible to receive the dependent fee reduction at the discretion of the university. In general, the dependent education fee reduction will not be awarded in amounts that cause the total fee reduction provided by University of Idaho sources to exceed 50%. Scholarships awarded by outside entities are not included in this calculation.

B. Employee: An eligible employee is board-appointed and employed 50% or more for at least 6 months prior to the academic term in question without a greater than 2-week break in service. Dependents may receive the benefit when the eligible employee has met the aforementioned requirements by the first day of the academic term.

C. Dependent: An eligible dependent is a dependent as defined by the Federal income tax code. The university reserves the right to request copies of tax returns or other supporting documentation.

C-1. An eligible dependent:

(a) must be an admitted student who has met all normal academic requirements for the course(s) taken.

(b) may receive only one 50% dependent educational fee reduction per semester, and may use the fee reduction benefit for a maximum of eight semesters.

(c) of an employee whose employment terminates due to death or permanent disability shall continue to be eligible for this program until the dependent child meets one of the below, whichever comes first:

- completes a degree
- reaches the maximum age for eligibility
- reaches the maximum number of semesters

D. Application: Applications require approvals/signatures of the employee, the dependent, and Human Resources. The benefit is not automatically renewed; it must be applied for each term. Fraudulent certification of dependent eligibility is grounds for discharge and the employee shall be required to repay all costs associated with the benefit.