Order of Business

Consent Agenda:
  FS-10-001:  FSH 1800 – Staff Affairs By-Laws

I.  Call to Order.

II.  Minutes.
  • Minutes of the 2008-09 Faculty Council Meeting #28, May 5, 2009
  • Minutes of the 2009-10 Faculty Council Meeting #1, May 5, 2009

III. Chair’s Report.

IV.  Provost’s Report.

V.  Other Announcements and Communications.
  • 2008-09 Annual Report from the Faculty Secretary (Rod Hill)
  • FSH 3750 – Increased flexibility and additional benefits (Jack Miller)
  • Efficiency Cost Reduction Policy Memo (Provost)

VII. Committee Reports.

VII. Special Orders.
  • Confirmation of Professor Rod Hill as Secretary to the Faculty Senate
  • Election of one Senate Member to the University Budget & Finance Committee
  • Election of one Senate Member to the Campus Planning Advisory Committee
  • Confirmation of sabbatical leaves for 2010-11
  • FSH 2450 – Judicial Appeal – four senate members needed

VIII. Unfinished Business and General Orders.

IX.  New Business.

X.  Adjournment.

Professor Jack Miller, Chair 2009-2010, Faculty Senate

Attachments:  Minutes of 2008-2009 FC Meeting #28, May 5, 2009
              Minutes of 2009-2010 FC Meeting #1, May 5, 2009
              FS-10-001 – FSH 1800
              2008-09 Annual Report
              Elections Memo
              Sabbatical Leaves 2010-11
              FSH 2450 & FSH 3750
**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))*

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<tr>
<th>Policy Sponsor</th>
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<tr>
<td><strong>Faculty/Staff Handbook [FSH]</strong></td>
<td>[ ] Addition [ ] Revision* [ ] Deletion* [ ] Emergency</td>
<td>Daniel Noble 8-7-2009</td>
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<td><strong>Chapter &amp; Title:</strong></td>
<td>FSH 1800 – Staff Affairs Bylaws</td>
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<td><strong>Administrative Procedures Manual [APM]</strong></td>
<td>[ ] Addition [ ] Revision* [ ] Deletion* [ ] Emergency</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.”

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<td>(Please see FSH 1460 C)</td>
<td>885-6841</td>
<td>d <a href="mailto:noble@uidaho.edu">noble@uidaho.edu</a></td>
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<tr>
<td>(If different than originator.)</td>
<td>Sharyl Kammerzell, June 25, 2009</td>
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<th>Reviewed by General Counsel</th>
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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.

This update of FSH1800 is a part of Staff Affairs’ regular review of their Bylaws. Over the past few years, with Dan Noble as the Chair of Staff Affairs, and with the leadership group of Staff Affairs, including officers and subcommittee chairs, our committee has gone through some changes and strategic planning. Specifically, we have revised our subcommittee structure to simplify the # of subcommittees and to focus our efforts. Staff Affairs efforts are focused on five strategic emphases: Policy, Appreciation, Communication, Learning and Development and Recognition. Specifically, the Learning and Development emphasis is new as of 2005.

The changes to FSH section 1800 was approved by Staff Affairs committee on March 5, 2009. A University Staff Meeting was held May 19, 2009 and the changes were approved by a voice vote.

Specific Sections and Descriptions of the change(s):

**Article III—Members, Section 1—Constituencies:** Previously, Staff Affairs representation was based on employee classifications. Specifically Exempt, Secretarial / Clerical, Technical / Paraprofessional, Skilled Crafts and Service / Maintenance. In the past, these functional delineations of the representative groups made sense based upon the scope of Staff Affairs and the different issues for each category of employee. As the University of Idaho has evolved, the need for these different categories of representation has become less important. The focus for Staff Affairs overall has been to strategically recruit from our board appointed staff from every college, department, unit and throughout the state with our new off-campus representatives. This section has been revised to specify three broad categories: (1) Exempt, (2) Maintenance / Services / Skilled Craft and (3) Administrative / Technical / Research. These three broad categories continue to encompass the original classification of employees, but also allow flexibility for Staff Affairs in their recruitment of representatives and nomination process each year.
Article IX—Subcommittees, Section 1-Standing Subcommittees: There are a myriad of changes to this section, including the following new subsections:

a. **Election Subcommittee**: Officer nomination (formerly subsection b) has been included in the election subcommittee tasks. They request nominations for Staff Affairs representatives and can also run the nomination process for electing new officers.

b. **Staff Awards**: new subsection has been renamed to Staff Awards. The Staff Awards subcommittee has more activities than just those specific to the reception. The Staff Educational Awards (formerly subsection c) has been added to the Staff Awards subcommittee. They coordinate the nomination and selection of Staff Educational Awards along with the other Staff Awards responsibilities.

d. **Policy Review Subcommittee**: a combination of the Benefits and Compensation Subcommittee (formerly subsection g) and the Bylaws subcommittee (formerly subsection h). The Policy Review Subcommittee aligns Staff Affairs with their strategic emphases, and these two subcommittees had a similar purpose of Policy Review, either specific to Benefits & Compensation or to FSH1800 bylaws.

e. **Communications Subcommittee**: the Staff Forum subcommittee (formerly subsection f) has been combined into the communications subcommittee. As another strategic emphasis for Staff Affairs, communications with staff is very important. This communication includes the periodic scheduling of the Staff Forum and Staff Meetings. In addition, text was added to emphasize the need to “enhance reciprocal communication between UI staff, Leadership and Staff Affairs.”

f. **Learning and Development Subcommittee**: A new strategic emphasis for Staff Affairs, this subcommittee is given the focus of improvement and delivery of learning and development programs and working to identify and expand professional development opportunities for UI staff.

g. **Officers’ Subcommittee**: simply a change in the subsection to the letter g.

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 that have been identified. However, if anywhere in the Faculty-Staff Handbook, there is a reference to one of the subcommittees, those references would need to be updated.

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
Appr. ______________
FC ______________
GFM ______________
Pres./Prov. __________
[Office Use Only]

Track # ______________
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Register: ______________
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BYLAWS OF THE STAFF AFFAIRS COMMITTEE

PREAMBLE: The Staff Affairs Committee was created on the recommendation of the Faculty Council and the director of personnel services and with the approval of President Ernest Hartung in the summer of 1971. The current version of the Staff Affairs Committee’s bylaws were amended in September 2002, January 2007 and again in July 2008 in addition to replacing SAC with Staff Affairs.

CONTENTS:

Article I. Name
Article II. Purpose
Article III. Members
Article IV. Elections
Article V. Officers
Article VI. Annual Reports
Article VII. Staff Affairs Committee Meetings
Article VIII. Meetings of the University Staff
Article IX. Subcommittees
Article X. Parliamentary Authority
Article XI. Amendments

ARTICLE I--NAME. The organization shall be named the University of Idaho Staff Affairs Committee. [ed. 7-08]

ARTICLE II--PURPOSE.

Section 1. General. Staff Affairs represents the staff of the University of Idaho. The staff is defined as board-appointed employees at the University of Idaho who do not have faculty status.

Staff Affairs members shall be released from normal work duties for the purpose of attending Staff Affairs meetings, and performing related Staff Affairs responsibilities. This release time shall not be charged against their accrued leave.

Section 2. Specific. Specific purposes of Staff Affairs are:

a. To study issues, problems, welfare, and working conditions of staff;
b. To call to the attention of the president matters concerning staff affairs in any division or department that Staff Affairs believes should receive special attention;
c. To work with the university administration in the development and/or revision of university policies, employment benefits, and other matters where staff are directly affected;
d. To cooperate with the Faculty Affairs Committee and Faculty Council and participate in the formulation of joint recommendations concerning issues common to the staff and the faculty;
e. To advise on salary and promotion matters pertaining to staff;
f. To form subcommittees, as required, to study special or continuing issues;
g. To serve as a communication link between university administration and staff;
h. To work with the president’s designee, who will serve as a liaison with university administration.

ARTICLE III--MEMBERS.

Section 1. Constituencies. For the purpose of selecting Staff Affairs members, the UI staff is divided into the following groups:

a. Exempt; [ed. 7-08]

b. Maintenance / Services / Skilled Craft – this category includes employees in the skilled crafts and service/maintenance classifications
Section 2. Representation.

a. On-Campus. Each group listed in Article III, Section 1 is represented on Staff Affairs by one member for every 50 employees or any fraction thereof in the group, provided that each group has at least one representative member on Staff Affairs. [ed. 7-08]

b. Off-Campus. Permanent positions will represent the campus sites and surrounding extension sites. The five permanent positions would be for (1) Coeur d'Alene/Post Falls/Sandpoint; (2) Boise; (3) Idaho Falls/Tetonia/Dubois/Aberdeen; (4) Twin Falls/Kimberly/Hagerman; and (5) at large (Parma, Caldwell, Caine Center, McCall/Taylor Ranch, Salmon, etc.). These positions would be permanent members of the On-Off Campus Committee, which currently exists as an ad-hoc standing subcommittee. Their roles would be: [add. 7-08]

- Information Distribution. The Staff Affairs representative for each Center would collect information, report, and attend Staff Affairs meetings via teleconference.
- Staff Appreciation Fair. Each Center (in collaboration with Staff Affairs) would hold a Staff Appreciation Fair at their location during Staff Appreciation month.
- Information Liaison. For any information items that are needed, the representative would be the contact for his/her location. Examples of responsibilities could include: information gathering and dissemination, Human Resources visit coordination (for benefits-related purposes, training, etc.), communication about Staff Affairs activities (Staff Appreciation Fair, War on Hunger, policy issues, etc.), and communication/efforts in other areas.

c. The Assistant Vice President of Human Resources serves on Staff Affairs in an advisory capacity, without vote.

Section 3. Term. Staff Affairs members are elected to serve a term of three years. No member may be elected to more than two consecutive terms.

Section 4. Eligibility. All staff, as defined in Article II, Section 1, are eligible for membership on Staff Affairs.

Section 5. Vacancies.

a. The Chair of Staff Affairs must declare a position vacant if a member is absent from four (4) consecutive meetings unless the member has informed the Chair and the absence is considered excused. Excused absences include approval of accrued leave and professional obligations. Staff Affairs will fill the vacancy in the method described in Article III, Section 5, Paragraph b.

b. Vacancies are filled as quickly as possible by appointment of the candidate who, at the most recent election for the position vacated, had the next highest number of votes. If the vacancy cannot be filled in this way, the Staff Affairs media coordinator gives notice of the vacancy as soon as possible in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website), as well as via Staff Affairs email listservs, giving staff an opportunity to volunteer for Staff Affairs service. The chair will appoint a person from the same group to complete the unexpired term from those responding to the vacancy notice; the appointment is subject to Staff Affairs approval. A person appointed is eligible for election to the succeeding term.

Section 6. Change of Constituency. A Staff Affairs member who changes job classifications, which then results in a change of constituency, may finish the remaining portion of that year of the term of office. Any remaining portion of the term will be filled by election at the next election of Staff Affairs members; a Staff Affairs member so elected is eligible for election to the succeeding term.
The member, whose new job classification puts them in a different category, should run for election on the next regular election ballot if a vacancy exists for the new classification. If a vacancy exists after a regular election, this person may be appointed to the new classification term.

ARTICLE IV--ELECTIONS.

Section 1. Continuity. To provide continuity of membership on Staff Affairs, approximately one-third of the member positions are filled by election each year. As far as possible, terms of members representing the same group are staggered.

Section 2. Election Date. Elections of Staff Affairs members are held such that the election results are presented at the April regular Staff Affairs meeting. The election date is announced in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website), as soon as possible.

Section 3. Nominations. Appropriate procedures for nominations and elections are developed by the Elections Subcommittee and approved by Staff Affairs (see Article IX).

Section 4. Seating of Members. Those elected are seated as Staff Affairs members at the first regular meeting in June.

ARTICLE V--OFFICERS.

Section 1. Election and Appointment of Officers. At the May regular meeting, Staff Affairs elects a chair and a vice chair to serve for the year beginning with the first meeting in June. The new chair appoints a secretary, treasurer, off-campus representative, and media coordinator to serve the same term; these appointments are subject to the approval of Staff Affairs.

Only seated Staff Affairs members are eligible to vote in the election. Only those persons who have been seated on Staff Affairs are eligible for the office of chair. [rev. 1-07]

Staff Affairs members who know they are going to be absent from officer and new member elections may cast an absentee vote in writing or email. The member’s absentee vote must be received by the Staff Affairs chair prior to the election. [add. 1-07]

Section 2. Chair. The chair:

a. Presides at all meetings of Staff Affairs;
b. In consultation with Staff Affairs, appoints required subcommittee chairs;
c. Maintains lines of communication between Staff Affairs and the president, the Faculty Affairs Committee, the Faculty Council, and staff;
d. Performs all other duties pertaining to the office of chair.

Section 3. Vice Chair. The vice chair:

a. Assumes the duties and responsibilities of the chair in the absence or disability of the chair;
b. Works closely with, and attends Staff Affairs related meetings with the Chair; prepares reports of recommendations on policy actions for presentation to the president;
c. Is Chair of committees, convening meetings of standing and ad hoc committees, assuring procedures are followed and that specific charges of each committee are carried out;
d. Performs such other duties as may be assigned by the chair or by Staff Affairs.

Section 4. Past Chair. The past chair is:

a. A valuable resource and is thus considered an ex officio member of Staff Affairs (with vote).
Section 5. Secretary. The secretary:

a. Maintains an accurate record of all meetings of Staff Affairs;
b. Submits a summary of the minutes to the media coordinator for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website) as soon as possible after each meeting;
c. Maintains a notebook for the official record for the year. This notebook shall be turned in to the notebook library located in the Staff Affairs office each year. The notebook shall include, but is not limited to:
   1) Approved minutes of all meetings;
   2) All handouts from all meetings;
   3) Letters of resignation or requests to serve on the committee;
   4) All committee election results;
   5) Annual Reports;
d. Performs such other duties as may be assigned by the chair or by Staff Affairs.
e. Shall send all annual reports and minutes of meetings to the UI library for official archiving
f. Maintains responsibility for the Staff Affairs website.

Section 6. Treasurer. The treasurer:

a. Maintains an accurate record of all the budgets and monetary transactions of Staff Affairs;
b. Reports to Staff Affairs at all regular meetings;
c. Performs such other duties as may be assigned by the chair or by Staff Affairs.

Section 7. Communications On/Off Campus. The Communications representative:

a. Helps promote better, consistent, and increased communication with the University of Idaho’s on/off-campus staff;
b. Finds a contact person for each off campus site;
c. Mails all Staff Affairs materials meeting handouts to off-campus locations;
d. Creates an e-mail distribution list for all off-campus contact people and sends “staff” e-mail to them for distribution;
e. Addresses issues and concerns that on/off-campus staff may have, including bringing the information to Staff Affairs Committee meetings;
f. Performs such other communications duties as may be assigned by the chair or by Staff Affairs.

Section 8. Media Coordinator. The media coordinator:

a. Serves as a consistent contact person for information to be published or released to various media sources;
b. Gathers information from the chair, vice chair, secretary, and subcommittee chairs to be distributed for publication;
c. Ensures all articles or releases are approved by the chair;
d. Distributes information to the appropriate media organizations, such as The Register, KUID TV, local newspapers and radio stations, in a timely manner;
e. Reports to Staff Affairs at all regular meetings;
f. Maintains a record of all releases;
g. Performs such other duties as may be assigned by the chair or by Staff Affairs.

Section 9. Filling Officer Vacancies.

a. In the case of the position of Staff Affairs Committee chair being vacant, the vice chair shall become the acting chair until the next regular meeting of Staff Affairs, at which time any unexpired portion of the term
shall be filled by a special election. If the vice chair becomes the chair at the special election, a new vice chair will also be elected at this meeting.

b. In the case of the position of Staff Affairs Committee vice chair being vacant, at the next regular meeting of Staff Affairs a special election will be held to fill any unexpired portion of the term of vice chair.

c. In the case of the positions of secretary, treasurer, off-campus representative, or media coordinator being vacant, at the next regular meeting of Staff Affairs the chair will appoint a secretary, treasurer, off-campus representative, or media coordinator to fill any unexpired portion of the term of that office. The appointment will be subject to the approval of Staff Affairs.

ARTICLE VI--ANNUAL REPORTS.

Section 1. Annual Reports. Staff Affairs will compile an annual report. A preliminary report is to be presented at the June meeting of every year. The final copy of the Annual Report shall be submitted to the membership at the September meeting. Copies of the report will be sent to the President’s Office, Provost’s Office, Faculty Secretary’s Office, and UI library archives.

Section 2. Contributors. The report will be composed of year-end summaries from each of the following members:

a. the chair;
b. the vice chair;
c. the secretary;
d. the treasurer;
e. the on/off-campus communications representative;
f. the media coordinator;
g. the chairs of all standing subcommittees;
h. the chairs of all ad hoc subcommittees;

Section 3. The Official Record. The annual report will constitute the official record for the year for Staff Affairs. The final copy will be kept in the yearly Official Record Notebook maintained by the secretary.

ARTICLE VII--STAFF AFFAIRS COMMITTEE MEETINGS.

Section 1. Regular Meetings. Staff Affairs will hold at least six regular meetings each calendar year. Staff Affairs designates the time and place for regular meetings.

a. Quorum. A quorum of Staff Affairs consists of half of the voting members of Staff Affairs.
b. Agenda. The chair is responsible for the preparation of the agenda and distributes it to the members of Staff Affairs (and all staff, if electronic mail permits) at least one week before each regular meeting.
c. Record of Attendance. The minutes of each meeting will show the names of the members present and of those absent.

Section 2. Executive Committee Meetings. The function of the Executive Committee meetings is to act for Staff Affairs on emergency matters when Staff Affairs will not have a regular meeting for a period of two weeks or more, and an issue pertinent to Staff Affairs requires an immediate response. The Executive Committee reports to Staff Affairs, and Staff Affairs retains the authority to review actions of the Executive Committee.

a. Structure and Quorum. The Executive Committee is made of such members of Staff Affairs as are present at a meeting called upon 24 hours written, electronic, or oral notice. Five voting members of Staff Affairs constitute a quorum for the meetings of the Executive Committee.
b. Officers. The officers of Staff Affairs 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 Executive Committee meeting will designate a chair pro tempore. Minutes of Executive Committee meetings will be kept and presented in written form at the next regular meeting of Staff Affairs.
c. Call of Meetings. Executive Committee meetings may be called on 24 hours’ notice by the chair or vice chair or by the president of the university or the president’s designee.

ARTICLE VIII – MEETINGS OF THE UNIVERSITY STAFF.

Section 1. Meetings. A meeting of the UI staff will be called when requested by four or more members of Staff Affairs or upon the written petition of at least 20 staff members. Notice of such a meeting must be given to the staff at large two weeks before the proposed meeting via official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website). Notice will also be given via the Staff Affairs email list serves. The president or the president's designee may call a meeting at any time. The chair of Staff Affairs presides at meetings of the staff.

Section 2. Quorum. Those staff members present at a meeting properly called in accordance with this article constitute a quorum.

Section 3. Agenda. An agenda listing all substantive items to be acted upon must be published in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website), and sent via Staff Affairs email listservs, at least one week before the meeting.

ARTICLE IX–SUBCOMMITTEES.

Section 1. Standing Subcommittees. The standing subcommittees will be appointed at the first regular meeting of Staff Affairs in June. Each subcommittee is responsible for maintaining a list of standing rules, policies and procedures which must be approved by Staff Affairs. The Staff Affairs chair will appoint a chair of each standing subcommittee. The chair shall be an ex officio (with vote) member of all standing subcommittees, except the Officer Nomination Subcommittee. The standing subcommittees of Staff Affairs are:

a. Election Subcommittee. The Election Subcommittee manages two-three tasks:
   1. The Election Subcommittee manages the nomination and election process for new members of Staff Affairs by:
      (a) Submitting a statement to the Media Coordinator stating which member positions are to be filled by election, for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website), during the month of February. Notice will also be sent via Staff Affairs email listservs. Nominations must be in writing and signed by the nominator.
      (b) Confirming the eligibility and availability of each nominee;
      (c) Preparing and distributing ballots, ensuring that each eligible staff employee has an opportunity to vote;
      (d) Collecting and counting the ballots;
      (e) Reporting the election results to Staff Affairs at the April regular meeting. The election results are validated and the winning candidates named. The Staff Affairs secretary records the order in which all candidates finished in the election. In the event the number of candidates and vacancies are equal in any category – the election shall be considered non-contested. These positions shall be elected by voice vote at the April Staff Affairs meeting.

2. The Election Subcommittee monitors the vacancies and filling of staff positions on all UI standing committees.

2-3. The Election Subcommittee manages the process for electing new officers for Staff Affairs in May. Nominations for new officers may be made from the floor or submitted to the chair of the subcommittee.

b. Officer Nomination Subcommittee. The Officer Nomination Subcommittee manages the process for electing new officers for Staff Affairs in May. Nominations for new officers may be made from the floor or submitted to the chair of the subcommittee.

c. Staff Educational Awards Subcommittee. The Staff Educational Awards Subcommittee solicits contributions to the Staff Educational Endowment Fund, invites nominations for awards, ensures that information is provided to all staff and faculty regarding donations to the scholarship fund, and conducts the selection process. The nomination process is governed by these bylaws and states that a name shall be
entered into nomination only once each year. The selection process is governed by the Endowment Fund criteria. The chair of the subcommittee must present the final number of awards and award amounts for the year to Staff Affairs for approval. The results are presented at the annual Staff Awards Reception.

\[b\] Staff Awards Reception Subcommittee. The Staff Awards Reception Subcommittee coordinates the annual Outstanding Employee Award nominations, selection, and award process and plans the annual Staff Awards Reception. The Awards Subcommittee works closely with the President’s office and other administrators to coordinate the awarding of the awards. The Staff Awards Subcommittee also solicits contributions to the Staff Educational Endowment Fund (Endowment Fund), invites nominations for awards, ensures that information is provided to all staff and faculty regarding donations to the scholarship fund, and conducts the selection process. The nomination process is governed by these bylaws and states that a name shall be entered into nomination only once each year. The selection process is governed by the criteria set out in the Endowment Fund criteria Agreement. The chair of the subcommittee must present the final number of awards and award amounts for the year to Staff Affairs for approval. The results are presented at the annual Staff Awards Reception.

d.\[c\] Staff Appreciation Fair Subcommittee. The Staff Appreciation Fair Subcommittee plans and produces the annual Staff Appreciation Fair.

e. [Staff Forum Subcommittee. The Staff Forum Subcommittee plans the annual Staff Forum.

\[fd\] Policy Review Subcommittee. The Policy Review Subcommittee addresses issues directly related to benefits and compensation for staff as well as overseeing the bylaws to make sure they are up to date and accurate for the times. They Bylaws Subcommittee shall review and initiate revisions to the bylaws and facilitate presentation of amendments to Staff Affairs and UI Staff for recommendation of approval by vote as required. The chair of the Bylaws Policy Review Subcommittee will also serve as parliamentarian during Staff Affairs meetings. [rev. 1-07] The Subcommittee is responsible for reviewing University policies (including amendments thereto and proposed new policies in either the Faculty Staff Handbook or the Administrative Procedures Manual) on behalf of Staff Affairs within the process established in Faculty Staff Handbook section 1460. The Subcommittee shall focus on policies that affect staff, and shall make a formal recommendation on policies it has reviewed on behalf of Staff Affairs, will also review all as requested policy revisions, additions and deletions to the Faculty—Staff Handbook that affect staff provided by Faculty Council, Faculty Affairs, Human Resources, General Counsel and other related committees for a formal recommendation from Staff Affairs.

\[g\] Bylaws Review and Revision Subcommittee. The Bylaws Subcommittee oversees the bylaws to make sure they are up to date and accurate for the times. The Bylaws Subcommittee shall review and initiate revisions to the bylaws and facilitate presentation of amendments to Staff Affairs and UI Staff for recommendation of approval by vote as required. The chair of the Bylaws Subcommittee will also serve as parliamentarian during Staff Affairs meetings. [rev. 1-07] The Subcommittee will facilitate periodic scheduling of Staff Forum and Staff Meetings to enhance reciprocal communication between UI staff, Leadership and Staff Affairs.

\[h\] Communications Subcommittee. The Communication Subcommittee is responsible for maintaining and updating the Staff Affairs website, assisting with the creation of print material for other committees, distribution of a “Welcome to Staff Affairs letter” to new members, distributing information to UI staff members via the Staff Affairs listserv, and serving as a communication bridge between staff and administration; researching issues/ideas and presenting this information to the committee to include those items that are submitted via the website, at committee meetings or by email inquiries. [add 1-07] The Communications Subcommittee will facilitate periodic scheduling of Staff Forum and Staff Meetings to enhance reciprocal communication between UI staff, Leadership and Staff Affairs.

\[if\] Learning and Development Subcommittee. The Learning and Development Subcommittee oversees the continued improvement and delivery of the Skillsoft learning and development programs, such as SkillSoft, an online learning program and works to identify and expand professional development opportunities for UI staff.

\[g\] Officers’ Subcommittee. The Officer’s Subcommittee is responsible for setting agenda items for the monthly Staff Affairs meetings. Members of this committee are the chair, past chair, vice chair, secretary, treasurer, on-off campus communications representative, media coordinator, chairs of all standing subcommittees, and chairs of all ad hoc subcommittees. [add 1-07]
Section 2. Ad Hoc Subcommittees. Ad Hoc Committees will be appointed as needed. The Staff Affairs chair will appoint a chair of each ad hoc subcommittee. Staff Affairs must approve a motion to form an Ad Hoc committee.

ARTICLE X--PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Staff Affairs in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Staff Affairs may adopt.

ARTICLE XI--AMENDMENTS. These bylaws may be amended either by a majority vote of the members of the staff voting at a duly called University Staff Meeting or by a majority vote of the members of the staff voting on a mail or electronic ballot. The notice of proposed bylaw amendments must be published at least two weeks prior to the vote in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs website). These bylaws and amendments thereto are subject to review and approval by the president of the university or the president’s designee.
University of Idaho
Faculty Council Meeting Minutes
2008-09 Meeting #28 Tuesday May 5, 2009

Present: Baillargeon, Baird, Baker, (w/o vote), Battaglia, Crowley, Eveleth, Fairley, Graden, Guilfoyle (chair), Hill (w/o vote), Huber, Johnson, Limbaugh, Machlis, Makus, Mihelich, Miller, Murphy, Oman, Schmeckpeper, Stohner, Sullivan, Williams, Wilson. Liaisons: Budwig (Boise), Newcombe (Coeur d'Alene), Dakins (Idaho Falls).
Absent: Fritz. Visitors/Guests: 10

A quorum being present, the chair opened the meeting at 3:30 p.m.

Minutes: It was moved and seconded (Murphy/Miller) to approve the minutes of the meeting of April 14, 2009 as distributed, approved.

Chair’s Report: The Chair noted that her comments would address the Reflecting and Re-Visioning section of the meeting.

Provost’s Report: The Provost thanked the council for a productive year, their hard work, diligence and good thoughts. Moving to the topic of the budget, he noted that recommendations had passed from the legislature to the SBOE who were meeting this Thursday. The situation was that the $12M in state funding cuts compared to the previous financial year would be partially absorbed by the order of $4M to $6M. The approved increase in student fees contributed to the reduced deficit. He also noted that because the budget will be brought down so late this year, it will not be possible to use the formal mechanisms for dealing with reallocations and cuts and bridging strategies will need to be used. The Provost’s Council had met and discussed approaches to dealing with the reduced budget.

He noted that he had met with President elect, Nellis on Sunday for an hour. In addition Dr. Nellis had also met with Provost Council for an additional hour. He noted that the climate of the interactions at the meetings was good and positive. He also noted that he, President-elect Nellis and President Daley-Laursen had met and would hold several meetings to discuss the RFIs. The leaders had also met with Dr. O’Rourke to discuss the RFIs. President-elect Nellis was excited about the RFI process.

It is graduation time across the state. The Boise Center ceremony would be held tomorrow and Idaho Falls on the following day.

Does the President intend to approve the constitutional amendments passed at the General Faculty Meeting?
The Provost responded that he believed it was the President’s intention to sign. The Faculty Secretary noted that under FSH policy, the President had up to 60 days to sign off following the General Faculty Meeting.

Approval of awarding degrees. The graduate list was circulated. It was moved (Miller/Fairley) to approve awarding of degrees. There being no discussion, the motion was approved unanimously.

Staff Affairs resolution Presidential Search Committee (FYI). This resolution was requesting that a staff representative be included in any future presidential searches. The Chair noted that during the recent President search Professor Bitterwolf (Search Committee member) met with staff representatives to seek input on the search.
ASUI Resolution denouncing charges for excess credits (FYI). There was some discussion about the number of credits required to complete degrees in engineering perhaps requiring students to take courses in overload. [The total number of credits required in engineering degrees is between 128 and 132 this does not include courses they may need before entering the program such as Eng 101 and Math below Math 170. Students completing 18 x 8 credits would complete 144 credits]. It may be that some students would need to take more than 19 credits in a semester to complete in the usual 8 semester time-frame. The reduction in maximum credits before overload had been reduced from 20 to 19 beginning fall 2009.

The Provost noted that previously full-time status was given at 8 credits and this had been adjusted to 12 credits by the SBOE to align with the defined full-time status required for federal scholarships. The effect was an unforeseen reduction in UI revenue from students enrolling in 8 to 11 credits. The reduction in the overload level was intended to partially compensate for the loss in revenue caused by the full-time status adjustment. The effect for many students over their whole degree would be to effectively reduce the overall cost of student fees.

Was the change to the overload credit limit discussed with ASUI leadership?
Yes, but this occurred over a year ago with the previous leadership group.

FC-09-078: FSH 5300 - Copyrights, Protectable Discoveries and Other Intellectual Property Rights (FYI). It was noted that these changes were introduced as required by a change in federal law. Previously, the National Institutes of Health had encouraged all publications arising from research funded by that organization to be made freely available through the public domain PubMed portal. Legislation in March had made this mandatory. Associate VPR Merrill noted that UI was obliged to comply and he was the sponsor of the change.

There was discussion that although the change was mandated, it should have been provided to the Intellectual Property Committee for comment prior to being brought to FC. The Chair of the IP Committee, Professor Bender noted that the committee had no formal objection to the change. However, the committee would like the opportunity to provide input. It was moved that the change be adopted as distributed and that the matter is referred to the Intellectual Property Committee for their input and comment (Miller/Makus), approved (1 opposed).

FC-09-077: NOI Create Master of Landscape Architecture and Bachelor of Science in Landscape Architecture; Discontinue Master of Science major in Landscape Architecture and Bachelor of Landscape Architecture.

Professor Dacey noted that the vote in the College Curriculum Committee was 4 in favor and 1 against the NOI.

In answer to a query, Head of the Department of Landscape Architecture, Professor Drown noted that professional fees from the proposed courses would be used to house journals in the library.

What was driving the vote against the NOI? College Curriculum Committee member Professor Marshall replied that she was opposed for several reasons: 1) it is the wrong time to be expanding any program given our financial situation, 2) The program is likely to take resources away from other parts of college such as the Department of Architecture, and 3) The process itself was deeply flawed. The completed NOI was not available for comment or circulation prior to the committee meeting.
Professor Drown responded that the department was not requesting additional resources. The courses would include electives in social and natural science. This may also provide an opportunity for interdisciplinary scholarship for architecture students. Nationally, many programs are moving towards these formats.

The Dean of the College of Art and Architecture Professor Hoversten added that he had only approved the changes following workshops conducted in the college. There was not unanimous but fairly strong support for the idea of introducing a professional accreditation program. The course design would lead to licensure in the programs. In addition, the design of the landscape architecture program closely aligns with bioregional planning. The outlook is that there is natural alliance with the bioregional program. The Dean noted that he was still concerned about the potential effects of future cuts on programs.

*Do you feel the process was flawed?*

Dean Hoversten replied that he was not aware of when the members of committee were notified, but assumed that procedures were followed. Professor Dacey concurred.

The A & A College FC representative Professor Machlis noted that the college had taken huge cuts in the last two years. Professor Machlis conceptually agreed with the proposal although it may be better to possibly move a little slower on certain things. The proposal replaces one track with a different approach that made sense. Professor Drown further noted that students would have opportunities to take additional classes such as digital technology that could now fit the 5 ½ year program design.

There being no further discussion, the chair called for the question. Approved (1 opposed).

**Goal 4 Culture and Climate:** The Chair noted that her intention throughout this year was to work on culture and climate and invited Mark Edwards to speak to the issue.

He noted that last year the Goal 4 team had conducted a two day workshop looking at issues related to culture and climate. The consensus was that we should work towards a culture and climate at UI that makes everyone feel great about being here and what they contribute to the UI. The team had been working on their vision statement (as distributed) and asked for feedback from FC members and their constituents. Ms. Schreiber then addressed the meeting. The plan had defined five elements: To aspire, articulate, act, achieve and assess. The Goal 4 team used the Strategic Action Plan as a basis and asked: how we can achieve the culture objectives as described. The Goal 4 team feels that they are the starting point in the process and strongly encourages broad input from across the UI community.

**Professional Development.** Vice-Provost Christiansen noted broad UI community representation in the “Professional Development Task Force” and spoke to the handout provided to FC members.

The group had met twice in April and would meet again after the close of the spring semester. To date feedback from a needs assessment survey indicates that UI needs to provide a range of opportunities for professional development - some of these will be job-specific. Another focus is the kinds of knowledge skills we hope people will wish to learn as they think about their own professional growth. One group in the task force likened the nascent idea to the core curriculum with additional electives. A high priority interest is having a more explicit statement of university priorities.

Another priority was to build a culture and climate that supports a progressive and vital university. In addition there is a need for a university-wide process of mentoring, not only for faculty but also in mentoring staff new to roles and connecting them to people who can help them to be more efficient
and effective in their roles. Responses from people who had worked at UI for many years, versus those who have only worked at UI for a few years showed that their specific interests in professional development areas differed widely. In addition, there was a sense of a lack of support for professional development opportunities from personnel across the state that was also shared by those in Moscow.

The Vice-Provost invited everyone to visit the task force website to view minutes of meetings, survey results, etc. at http://www.vice-provost.uidaho.edu/default.aspx?pid+113512. It is hoped to have some initiative in place this fall and feedback to the task force is strongly encouraged.

The Chair suggested that the term “Professional Sustainability” should become part of the lexicon of the UI community in supporting Professional Development. A community that is sustained which involves change, growth and movement forward rather than just maintaining the status quo.

**Faculty Council: Reflecting and Re-Visioning.** The Chair noted that this year FC had taken a strong role in decision and policy development and implementation. In Re-Visioning – what do we want the UI to look like in five years? We have come a long way but still have a long way to go. The Chair noted that in her role, she had learnt an enormous amount over the year. The Chair thanked FC members and the others in the leadership team. On behalf of FC, the Chair presented the Provost with a Certificate of Appreciation for his leadership and dedication to the shared governance concept, and for working closely with the faculty leadership throughout a difficult year. The Secretary of the Faculty then presented the Chair with a gift from the FC members as a token of appreciation for her leadership and hard work over the year.

**Adjournment:** It was moved and seconded (Schmeckpeper/Battaglia) to adjourn at 4:38 p.m. The motion carried unanimously.

Respectfully submitted,

Rodney A. Hill, Faculty Secretary and Secretary to Faculty Council
Present: Baillargeon, Baker (Chair, w/o vote), Barlow, Battaglia, Eveleth, Fairley, Graden, Guilfoyle, Hill (w/o vote), Huber, Johnson, Limbaugh, Marshall, Mihelich, Miller, Murphy, Schmeckpeper, Stark, Stohner, Sullivan, Williams, Wilson. Liaisons: Budwig (Boise), Newcombe (Coeur d’Alene), Dakins (Idaho Falls). Absent: Fritz. Visitors/Guests: 4

A quorum being present, the Provost opened the meeting at 4:39 p.m.

The meeting is for the purpose of receiving nominations for the Vice-Chair and Chair for 2009-10. Nomination materials were distributed and written nominations received and counted. Of those nominated for Chair, all declined with the exception of Professor Miller. Of those nominated for Vice-Chair, all declined with the exceptions of Professors Eveleth and Graden.

It was moved that the requirement that there be no less than three days between the nomination meeting and the election of officers be suspended (Murphy/Wilson). The motion passed unanimously.

The Provost encouraged the nominees to state their priorities for 2009-10.

Professor Miller noted that next year will likely be a big year for FC. He anticipated further program reviews that will be more difficult to address than those in 2008-09. He intended to encourage FC to be active, thoughtful and collegial. Issues he would like to address include partner accommodation and a careful review of both health and retirement benefits. It is advisable to approach PERSI and university employees to discuss an increased commitment to retirement benefits. Most people’s retirement benefits are only a fraction of their value compared to a year ago.

The shared governance role for faculty requires us to be active and diligent and also collegial and fair-minded. The process may at times be adversarial as it is often necessary to work through disagreement to find a way forward to a positive solution. Professor Miller was also looking forward to strengthening the efforts begun this year to be inclusive of faculty across the state in UI activities. The new constitutional changes will need to be implemented to make this work.

Vice-Chair nominee, Professor Graden noted that he wanted to enhance the role of FC in communicating issues to the university community. He would work toward greater articulation of communications between FC and the administration. He noted he had been President of the faculty union and a faculty member for 16 years. He was well-connected with the UI community and felt he would represent the faculty well.

Vice-Chair nominee, Professor Eveleth noted that he appreciated the work of FC and that working with the new President and dealing with the current fiscal climate would require full engagement with the role. Written ballots for both positions were received and counted. Professor Miller was elected Chair by majority. Professor Eveleth was elected Vice-Chair by majority.

The Provost congratulated the new officers and thanked Professor Graden for his willingness to serve.

Adjournment: It was moved and seconded (Schmeckpeper/ Miller) to adjourn at 5:01 p.m. The motion carried unanimously.

Respectfully submitted,
Rodney A. Hill, Faculty Secretary and Secretary to Faculty Council
Following is the 14th annual report showing the items of discussion and accomplishments of the 2008-2009 Faculty Council. A major objective of the faculty leadership in 2008-09 was to encourage Faculty Council members to be proactive and to provide input to help shape the strategic direction of the university. A great deal of time was spent in reviewing recommendations through the Program Prioritization Process and the Requests for Innovations. This was a year that focused on shaping the university under the strategic plan and in the context of an international fiscal crisis. Thus, both strategic focus and the broad impact of fiscal realities contributed to the culture of the year’s activities. Additional achievements of the faculty council this past year included major constitutional changes that focused upon recognition and inclusion of faculty from across the state in the conduct of faculty governance. This was achieved through inclusion of additional members from Centers across the state with vote on faculty council and the inclusion of all faculty across the state in General Faculty Meetings (conditional upon access to audio and video link, now becoming widely available). This is the final year that the term “Faculty Council” will be used as a constitutional change also embraced the more widely used name for this faculty governance body: “Faculty Senate” that became effective on July 1, 2009. Other important roles for this body include being a sounding board for ideas and a conduit of information to and from the administration, senate appointed committees, faculty, staff, and students. Faculty Council met twenty-eight times during the 2008-2009 academic year. This report is intended to provide a summary of Faculty Council activities in 2008-09 for the benefit of the broader UI community. (Numbers in parentheses in parts II and III refer to the Faculty Council meeting at which the item was taken up.) The University Policy Website goes into further details regarding those items below that involve university policy changes at www.webs.uidaho.edu/uipolicy

I. Disposition of Agenda Items:

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<th>Item Type</th>
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<td>9/23/08 #4 disc. 11/4/08 #10 appr. ?-3-1</td>
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| Misc. | University Budget & Finance Committee | UBFC | **FC-09-029:** Recommendations by UBFC:  
- promotion pay increases  
- strategic implementation of hold backs | 12/16/08 #15 appr. (majority) (8-5) | n/a | n/a | n/a |
<p>| Misc. | | | <strong>FC-09-030:</strong> Collective Bargaining | 1/27/09 #17 disc. | n/a | n/a | n/a |
| Catalog | UCC-09-065 | | <strong>FC-09-031:</strong> Regulation M-3-b | 2/3/09 #18 appr. | GFM 4/21/09 | Pres. Appr. 6/18/09 | n/a |
| NOI | UCC-09-068 | Engineering | <strong>FC-09-033:</strong> Disc. M.S. Geological Engineering | 2/24/09 #21 &amp; 3/3/09 #22 deferred 3/10/09 #23 disapp. 4-13 | GFM 4/21/09 disapp. | considering | not sent |
| NOI | UCC-09-069 | Engineering | <strong>FC-09-034:</strong> Merge Depts. of Chemical Engr. &amp; Material Science &amp; Engr. together into new dept | 2/24/09 #21 appr. | GP #44 (sent 8/09) | Prov. 8/5/09 | Appr. 5/4/09 |
| NOI | UCC-09-070 | Engineering | <strong>FC-09-035:</strong> Disc. Certificate in Advanced Materials Design | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Appr. 5/4/09 |
| NOI | UCC-09-071 | Science | <strong>FC-09-036:</strong> Disc. M.N.S. Biology | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-072 | Science | <strong>FC-09-037:</strong> Disc. M.A.T. Chemistry | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-073 | Science | <strong>FC-09-038:</strong> Disc. M.A.T. Earth Science | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-074 | Science | <strong>FC-09-039:</strong> Disc. M.A.T. Geography | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-075 | Science | <strong>FC-09-040:</strong> Disc. M.A.T. Physics | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-076 | CLASS | <strong>FC-09-041:</strong> Disc. M.A.T. Spanish | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-077 | CLASS | <strong>FC-09-042:</strong> Disc. M.A.T. French | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-078 | CLASS | <strong>FC-09-043:</strong> Disc. M.A.T. German | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
| NOI | UCC-09-079 | CLASS | <strong>FC-09-044:</strong> Disc. M.A.T. History | 2/24/09 #21 appr. | GP #44 | Prov. 8/5/09 | Regents 5/4/09 |
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<td>NOI</td>
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<td>Education</td>
<td><strong>FC-09-052:</strong> Disc. M.S. in Special Education</td>
<td>2/24/09 #21 appr.</td>
<td>GP #44</td>
<td>8/5/09</td>
<td>Regents 5/4/09</td>
</tr>
<tr>
<td>NOI</td>
<td>UCC-09-088</td>
<td>Education</td>
<td><strong>FC-09-053:</strong> Disc. MS in Physical Education</td>
<td>3/3/09 #22 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>Regents 5/4/09</td>
</tr>
<tr>
<td>NOI</td>
<td>UCC-09-092</td>
<td>CLASS</td>
<td><strong>FC-09-054:</strong> Disc. B.A. in Foreign Language, German option</td>
<td>3/3/09 #22 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>Regents 5/4/09</td>
</tr>
<tr>
<td>NOI</td>
<td>UCC-09-093</td>
<td>CLASS</td>
<td><strong>FC-09-056:</strong> Disc. B.A./B.S. in Justice Studies; create new emphases in Sociology major</td>
<td>3/3/09 #22 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>Regents 5/4/09</td>
</tr>
<tr>
<td>NOI</td>
<td>UCC-09-095</td>
<td>CALS</td>
<td><strong>FC-09-057:</strong> Create B.S.Ag.L.S. degree, 3 majors and 5 emphases</td>
<td>3/3/09 #22 appr. as amended</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>Regents 5/4/09</td>
</tr>
<tr>
<td>NOI</td>
<td>UCC-09-102</td>
<td>CNR</td>
<td><strong>FC-09-065</strong>: Consolidate M.S. majors in CNR to One</td>
<td>3/10/09 #23 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>Regents 5/6/09</td>
</tr>
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<tr>
<td>NOI</td>
<td>UCC-09-104</td>
<td>A&amp;A</td>
<td><strong>FC-09-066</strong>: Discontinue MAT Art Education</td>
<td>3/10/09 #23 disappr. (4-13-1)</td>
<td>GFM 4/21/09</td>
<td>considering</td>
<td>not sent</td>
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<tr>
<td>FSH</td>
<td>UP-09-024</td>
<td>Fac. Affairs</td>
<td><strong>FC-09-067</strong>: FSH 3050 – Position Description</td>
<td>3/24/09 #24 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>n/a</td>
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<tr>
<td>FSH</td>
<td>UP-09-025</td>
<td>Fac. Affairs</td>
<td><strong>FC-09-068</strong>: FSH 3140 – Performance Expectations</td>
<td>3/24/09 #24 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>n/a</td>
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<tr>
<td>FSH</td>
<td>UP-09-026</td>
<td>Fac. Affairs</td>
<td><strong>FC-09-069</strong>: FSH 3320 – Annual Evaluation</td>
<td>3/24/09 #24 appr.</td>
<td>GFM 4/21/09 appr. w/amend.</td>
<td>Pres. Appr. 6/18/09</td>
<td>n/a</td>
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<tr>
<td>FSH</td>
<td>UP-09-044</td>
<td>Fac. Sec.</td>
<td><strong>FC-09-071</strong>: FSH 1520 – University Constitution; FSH 1540 – Standing Rules of University Faculty; FSH 1640.94 – University Multi-Campus Communications Committee</td>
<td></td>
<td></td>
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<tr>
<td>NOI</td>
<td>UCC-09-094</td>
<td>CALS</td>
<td><strong>FC-09-073</strong>: Discontinue M.S. in Architecture</td>
<td>3/24/09 #24 appr.</td>
<td>GFM 4/21/09</td>
<td>considering</td>
<td>not sent</td>
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<tr>
<td>FSH</td>
<td>UP-09-037</td>
<td>HR</td>
<td><strong>FC-09-074</strong>: FSH 3360 – Probation, Promotion, Demotion and Transfer of Classified Employees; APM 50.15 – Classified Employee Internal Promotion Process – delete</td>
<td>4/7/09 #26 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>n/a</td>
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<tr>
<td>FSH</td>
<td>UP-09-042</td>
<td>Registrar</td>
<td><strong>FC-09-075</strong>: FSH 4130 – Standard Course Numbers</td>
<td>4/7/09 #26 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>n/a</td>
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<td>Catalog</td>
<td>UCC-09-062</td>
<td>Registrar</td>
<td><strong>FC-09-076</strong>: Catalog Change B&amp;C w/amendment</td>
<td>4/7/09 #26 appr.</td>
<td>GFM 4/21/09</td>
<td>Pres. Appr. 6/18/09</td>
<td>n/a</td>
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<tr>
<td>NOI</td>
<td>UCC-</td>
<td>A&amp;A</td>
<td><strong>FC-09-077</strong>: Create MS of Landscape Architecture (M.L.A.) and BS in Lands. Arch. (B.S.L.A.); Discontinue M.S. major in Lands. Architecture &amp; Bach. of Landscape Arch. (B.LArch.)</td>
<td>5/5/09 #28 appr.</td>
<td>GP #45 (To be published Fall 2009)</td>
<td>considering</td>
<td>not sent</td>
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<td>FSH</td>
<td>UP-09-050</td>
<td>OSP</td>
<td><strong>FC-09-078</strong>: FSH 5300 - Copyrights, Protectable Discoveries &amp; Other Intellectual Property Rights</td>
<td>5/5/09 #28 FYI</td>
<td>n/a</td>
<td>n/a</td>
<td>6/10/09</td>
</tr>
</tbody>
</table>
II. The Faculty Council Received Reports, Presentations from and Engaged in Discussions Concerning:

2007-08 Faculty Council Annual Report, Doug Adams (2)
Presidential Search Committee Report and Discussion (3, 14, 18, 19, 25)
University Budget and Finance Committee:
- Resolution of May 7, 2008 (3,4)
- Budget Summary (12)
Partner Accommodation (4,20)
President Steven Daley-Laursen on Program Prioritization & Budget Allocation (5)
Campus Security Update - Tyrone Brooks, Nancy Spink (6)
Skill-Soft – Dan Noble (6)
Re-engineering Research Office (7)
Program Prioritization Process (4,6,7,8,9,11,12,13,14,15,16,17,18,20,23)
- Identifying Criteria (6,7)
- Budget and Background on PPP (8)
- College Deans: Interactive discussion (15)
- President, General Counsel (legal aspects) & Provost Council (recommendations) (16)
- UCC Chair on NOI Process (17)
- FC Resolution on NOI Process (18)
- No-Layoffs (23)
Ombuds Office – service extended to students (8)
Idaho Legislature Campus Visit (11)
Coalition on Intercollegiate Athletics By-Laws (12,14)
Advising, Assessment, Professional Development (13)
Commencement Committee re: Spring 2009 ceremony (14)
State Funding Recession / Budget Cuts (24)
Request for Innovations (RFI) Report (14,15,24,25,26,27)
Athletics (18,19,20)
Benefits Advisory Group (24)
Staff Affairs Resolution on Presidential Search Committee (28)
ASUI Resolution Denouncing charges for excess credits (28)
Goal 4 – Culture and Climate (28)
Professional Development (28)
Faculty Council: Reflecting and Re-Visioning (28)
III. The Faculty Council also took the Following Actions:

Elected professors Guilfoyle and Miller chair and vice chair respectively (1)
Confirmed Professor Rod Hill as secretary to Faculty Council (2)
Elected Council Member to the Bookstore Advisory Committee - Chandler (2)
Elected one Council Member to the Benefits Advisory Group – Eveleth (2)
Elected two Council Members to the University Budget & Finance Committee – Sullivan (2009) Huber (2011) (2)
Elected of one Council Member to the Campus Planning Advisory Committee – Schmeckpeper (2)
Student Appeal FC reps. – Eveleth, Frey, Fritz, Guilfoyle (10)
Approved list of graduates fall 2008, spring 2009 (13,28)
Confirmed sabbatical leaves for Fall 2009-Spring 2010 (16)
Staff Affairs Resolution on Representation on Presidential Search Committees (28)
ASUI Resolution denouncing charges for excess credits (28)
Approved the filling of vacancies on university standing committees by email (5/11/09)
EMPLOYEE SPOUSE EDUCATIONAL FEE AND TUITION REDUCTION

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

CONTENTS:

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

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

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

C. LIMITATION OF SPOUSE’S ELIGIBILITY.

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

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

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

E. REGISTRATION FOR OTHER THAN REGULAR CREDIT. In applying the credit limitations in B, courses taken for audit, zero-credit, or CEUs are counted as if they were taken for regular credit.
F. TERMINATION OF EMPLOYMENT. If an employee’s appointment is terminated during an academic period for which the employee’s spouse is registered for academic work under this policy, the academic work must be terminated unless the applicable fees are paid, except that if employment is terminated due to disability or death, the spouse or surviving spouse is not required to pay full fees for the remainder of the academic period during which the spouse was enrolled at the time of disability or death of the employee.

G. LIMITATION TO REGULAR PROGRAMS AND TERMS. This tuition reduction program applies only to courses that are offered as a part of the regular program on the Moscow campus during a regular academic session or intersession period. Specifically, courses offered through correspondence or continuing education are excluded from this program.

H. LIMITATION TO ACADEMIC SERVICES. A person who is registered under this policy is entitled only to academic services (e.g., instruction and use of the library). Other services covered by regular fees, such as student health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included. Special fees imposed for certain aspects of instruction, such as for special courses and programs, individual instruction in music, and course-related field trips, must be paid.
August 25, 2009

Provost’s Council Members,

The University of Idaho enters the new fiscal year with a sense of momentum as we welcome President Nellis. We are seeking innovative and creative ways to focus our efforts and become more efficient, effective, and entrepreneurial to address the needs of our state and the world. We undertake these actions in the context of the continuing global economic crisis that is impacting the fiscal resources of Idaho and the University and to focus on creating a vital and sustainable future for this institution.

Without making strategic changes, we will likely continue to face significant budget shortfalls. Our challenge is to close the funding gap by making revenue enhancements while at the same time looking for ways to reduce cost. We have many ways to build our revenue such as: strategic student recruitment and retention; a more robust summer school program; strategic online learning; expanded interdisciplinary funded research; contributions from alumni and corporations; and potential enhancement through technology transfer. We have started to invest in these areas, but much more can and must be done. President Nellis has also asked us to continue implementation of our Strategic Action Plan, begin to operationalize our innovation proposals, and continue setting priorities at all levels.

While we pursue revenue enhancements and implement our innovations proposals, we must look for cost efficiencies while preserving institutional quality. As an additional step forward in gaining efficiencies and being good stewards of our limited resources, we will streamline our curriculum offerings and administrative structure beginning in the fall of 2010. After our discussions at Provost’s Council, I have decided to implement the following new policies:

- Undergraduate courses with less than 15 students and graduate classes with less than 8 students will be merged with other sections or cancelled. Exceptions will be made to comply with specific accreditation requirements related to accreditation requirements, co-taught courses with Washington State University, external funding, or specialized laboratory requirements. Each Dean will develop a report on these exceptions and have it approved by the Provost and Executive Vice President. We need to undertake this exercise in a very serious manner, so we anticipate these exceptions will be infrequent. While these changes will be in place in the fall of 2010, I ask that each of you begin the implementation of this policy during the current academic year where possible.

- Departments with less than nine tenure-track faculty members should be merged with other departments to realize economies of scale. These changes should be submitted through the normal NOI process by November 1, 2009.

- Department chair/head appointments will be based on 9-month contracts and an equitable stipend will be paid based on their work during the summer months.
• Y-accounts will be centralized in the Dean’s office of each College. The Dean will then have the flexibility to strategically allocate those funds to meet the highest needs of the college and university.

• Open/vacant faculty and staff lines will revert to the Vice President for each division. These lines will be reallocated according to the unit hiring plans that are in concert with focal areas of the university and the goals of the Strategic Action Plan. Under the advice of the new Executive Director of Planning and Budget, and in discussion with executive leadership, a plan for all lines reverting to the central administration areas may be developed.

• The travel freeze remains in effect for 2009-10, but review and approval of necessary travel will revert to the College/Unit level; the same applies to state-funded or international travel. Each of you should target a 10% cost reduction from 2009-2010 expenditure levels for general education funded travel and continue to use judicious restraint with other funds so they are available for appropriate use in priority areas. Last year, travel costs decreased by 30% on general education funds and by 4.8% overall across all fund types. This indicates a greater understanding across the University about what may constitute necessary travel as we seek to live within our decreasing means.

Thanks for your dedicated commitment on the issues we’ve faced to date and for the work we’ll accomplish as we chart our course for the future. I look forward to meeting with each of you to discuss your implementation plans before the semester starts. Please let me know if you have any questions.

Sincerely,

Doug Baker, Provost and Executive Vice President

Cc: M. Duane Nellis, President
MEMORANDUM

TO: Faculty Senate
FROM: Rod Hill
DATE: August 28, 2009
RE: Election of Senate Members to Committees

The Faculty Senate needs to elect one faculty member from its class of 2012 to serve on the University Budget and Finance Committee (UBFC); and one member from the class of 2011 and/or 2012 to serve on the Campus Planning Advisory Committee (CPAC).

Current Senate members on the UBFC:
- James Murphy, Chair (2010)
- Dale Graden (2011)
- Vacant (2012)

Senate members eligible to serve on UBFC:
- 2012:
  - Fred Barlow
  - Richard Battaglia
  - Anne Marshall
  - Carrie Stark
  - CLASS rep.?

Current Senate members on the CPAC:
- Sharon Fritz (2010)
- Vacant (2011) (Schmeckpeper left UI)

Senate members eligible to serve on CPAC:
- 2011 & 12:
  - Fred Barlow
  - Richard Battaglia
  - Dale Graden
  - Kerry Huber
  - Anne Marshall
  - Carrie Stark
  - CLASS rep.?
  - ENGR rep.?
DATE:       June 24, 2009

TO:         Jack Miller and Dan Eveleth
            Faculty Council

FROM:       Doug Baker
            Provost and Executive Vice President

SUBJECT:    Items for Faculty Council

The following members of the faculty have been recommended for sabbatical leave for 2010-11:

Kim Barnes       English       Academic Year 2010-11
Robert Caisley   Theatre and Film   Fall Semester 2010
Alan Gemberling  Lionel Hampton School of Music   Fall Semester 2010
Mickey Gunter    Geological Sciences   Fall Semester 2010
Susan Hess       Lionel Hampton School of Music   Spring Semester 2011
Paul Oman        Computer Science   Fall Semester 2010
Sean Quinlan     History       Fall Semester 2010
Steffen Werner   Psychology and Communication Studies   Academic Year 2010-11

This is a request for approval by Faculty Council.

cc:           Rod Hill
2450

APPEALS TO FACULTY COUNCIL IN DISCIPLINARY CASES

PREAMBLE: This section, added to the Handbook in May, 1984, outlines the appeal process in student disciplinary cases. For further information, contact the Dean of Students (208-885-6757).

CONTENTS:

A. Right of Appeal
B. Appellate Jurisdiction
C. Procedural Requirement
D. Procedures

A. RIGHT OF APPEAL. “Any party to a disciplinary hearing shall have the right to appeal the decision to the faculty or its duly authorized representative. Subsequent appeals may be taken to the president and to the regents when the president and the regents agree to hear the appeal.” [2200 IV-11]

B. APPELLATE JURISDICTION. “The Faculty Council has appellate jurisdiction over all student disciplinary proceedings and must comply with section IV, paragraph 11, item (d), of the `Statement of Student Rights.’” [2400 B-3]

C. PROCEDURAL REQUIREMENT. “Appellate bodies shall establish their own procedures; these must include adequate notice to the parties and sufficient opportunity for the parties to prepare their arguments.” [2200 IV-11(d)]

D. PROCEDURES. Pursuant to the authority and responsibility cited above, the Faculty Council has established the following procedures for the exercise of its appellate jurisdiction over student disciplinary proceedings:

D-1. If a party to a disciplinary proceeding desires to lodge an appeal with the Faculty Council, the party must notify the Faculty Council to that effect, in writing, within two weeks following receipt by the party of the written decision of the University Judicial Council (UJC).

D-2. Within two weeks after receiving a notice of appeal, the Faculty Council appoints five of its members, including one student, to constitute a panel with power to act on its behalf in hearing and deciding the appeal; one of the members is designated as chair. Persons appointed to the panel must have no interest in or involvement with the parties to or the subject matter of the case under appeal.

D-3. The panel, as soon as possible after its appointment, sets the date, time, and place for the hearing and provides notice thereof, in writing, to both parties. The time set must provide the appellant with adequate opportunity to comply with the requirement stated immediately below.

D-4. The appellant must submit a brief to the panel, and see that a copy is delivered to the appellee, at least one week before the hearing date; a copy must be provided for each member of the panel.

D-5. The appellee must submit a brief to the panel, and see that a copy is delivered to the appellant, at least one day before the hearing date; a copy must be provided for each member of the panel.

D-6. A transcript of the UJC hearing is provided to the panel and to both parties by Student Advisory Services.
D-7. At the hearing, the appellant is allowed 15 minutes for oral argument; the appellant may reserve a maximum of 5 minutes for rebuttal following the appellee’s argument. The appellee is allowed 15 minutes for oral argument and may not reserve any time.

D-8. Oral arguments are recorded on tape and the tape is stored in Student Advisory Services.

D-9. As to questions of law, the panel may review the record of the UJC hearing and all the evidence presented therein and may make an independent resolution of those questions of law.

D-10. As to questions of fact, the panel may reverse the decision of the UJC only on a showing of clear error. Further, on appeal by the university of an adverse UJC ruling, the defendant may not be placed in jeopardy a second time; the purpose of such an appeal is the clarification of rules and establishment of precedent.

D-11. The findings and decision of the panel must be based on concurrence of a majority of its members; these are issued in writing to the parties.