University of Idaho
2009-2010
FACULTY SENATE AGENDA

Meeting #20

Tuesday, February 16, 2010, 3:30 p.m.
BRINK HALL FACULTY LOUNGE

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2009-10 Faculty Senate Meeting #19, February 9, 2010

III. Consent Agenda.

IV. Chair’s Report.

V. Provost’s Report.

VI. Other Announcements and Communications.

VII. Committee Reports.
    
    Faculty Affairs:
    • FS-10-033: Partner Accommodation

    Committee on Committees:
    • FS-10-034: FSH 1640 – Committee Directory
    • FS-10-035: FSH 1620 – University Level Committees

VIII. Special Orders.

IX. Unfinished Business and General Orders.

X. New Business.

XI. Adjournment.

Professor Dan Eveleth, Vice Chair 2009-2010, Faculty Senate

Attachments: Minutes of 2009-2010 FS Meeting #19, February 9, 2010
             FS-10-033 (distributed earlier)
             FS-10-034
             FS-10-035
University of Idaho
Faculty Senate Meeting Minutes
2009-10 Meeting #19
Tuesday February 9, 2010


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

Minutes: It was moved (Miller/Eveleth) to accept the minutes of meeting #18 of the Faculty Senate. Approved.

Chair’s Report: The Chair reminded senate that he would be traveling to Boise next week to attend the SBOE second reading of the proposed policy change – furloughs and salary reduction language. He noted that despite input from all of the Idaho university senates, recommending changes, the language as presented was identical to that presented at the first reading. He also pointed out that for the second reading the senate Chairs had not been provided a specific allocation on the agenda and could only present during the open forum part of the meeting. He went on to summarize the recommendations supported by the UI senate: a requirement that furloughs undergo a uniform process during implementation including appropriate consultation with faculty (senate). He indicated that the SBOE-proposed language with respect to salary reductions has no constraints and that is a serious flaw in the present draft. One response from the SBOE was to refer to their lawyer about whether the proposed language on salary cuts violated tenure. There was no clear opinion from the lawyer and the Boise State contingent asked that it be referred to the Idaho Attorney General for his opinion.

Provost’s Report: The Provost noted that President Nellis had been in Boise meeting with legislatures and others for most of the previous week. The Provost was cautiously optimistic that in the face of severe cuts to the state appropriations, constituting a 15% reduction over the past 18 months that the university had weathered this battering with few layoffs and at least to date, no furloughs. The program reductions approved by senate in FY09 had contributed to advanced planning that had buffered the recent severe cuts. He emphasized that we needed to focus upon increasing revenues through increasing enrollments and increases in research revenues. He commented that recent restructurings such as that in the College of Natural Resources also contributed to improving our fiscal situation. Addressing student retention, he reviewed the recent “first college generation” conference.

A senator noted that the conference had provided a good opportunity for discussion of retention issues. Faculty and staff from WSU also attended and there had been useful ideas exchanged. There had also been active discussion about the importance of mentorship – provided both by faculty and fellow students.

The Provost noted other important contributors to improving retention included regular and early feedback to freshmen on their academic performance, building good relationships between advisers and freshmen, and turning in mid-term grades on time. He added that it was morally appropriate for us to provide strong support for students and retention was a bonus of this important aspect of the UI culture. He then addressed recruitment. Vandal Friday is a very important event. Ninety percent of students who attend Vandal Friday enroll. This year there would be systematic follow up, on three Fridays in April to catch students who were unable to attend Vandal Friday.
**Regulation M:** A revision to M1 was moved (Geist/Padaghm-Albrecht)-proposed: “**Attendance.**” Instructors will make clear at the beginning of each course the extent to which grades depend on attendance and in-class participation. Students are responsible for attending class. Students are accountable for communicating with the instructor and making up missed work in the event of any absence. Instructors should provide reasonable opportunity for students to make up work when the student’s absence results from: (a) participation in official university activities and programs, (b) personal illness, (c) family illness and care, or d) other compelling circumstances.”

A student senator noted that the language had softened from the original that “Instructors were obligated to provide an opportunity.....” to “Instructors should provide reasonable opportunity .....”. It was felt that this allowed too much latitude for instructors and this suggested change was not supported by the students.

There was extensive discussion about the limitations to the number of days of absence that would be reasonable. It was noted that FSH 4700 E2 contained language describing excessive absences. For classes that require team or ensemble work it is not possible to make up missed classes because these examples required team participation. It was further noted that the original intention of the policy change had been to include M1 part (c) allowance for absence to attend to “family illness and care”. A friendly amendment to change the wording from “Instructors should provide ....” to “Instructors shall provide” was accepted. There being no further discussion the question was called (including the friendly amendment), 18 in favor, 4 against. Approved.

The discussion then moved to the remainder of regulation M, sections 2-5. M2 contained elements that should not be lost. A part of the deleted M2 had been inserted into the revised M1. In the proposed revision from UCC, M2 was proposed for complete deletion. It was moved (Murphy / Holbrook) to reinstate M2. The Chair noted that word-smithing this document was not a task for the senate. It was moved (Guilfoyle / Mihelich) to table proposed changes to M2-M5. The sentiment of some was that M2-M5 should go back to UCC for further revision, moved (Miller/Holbrook), 13 in favor, 6 against. Approved.

**FS-10-028 - Discontinue BS Special Ed:** The Chair asked UCC Chair, Senator Battaglia if there was any controversy with this item. Senator Battaglia responded that it had received strong support at UCC. The Chair asked if there was any further discussion; there being none, the question was called. Approved.

**Structure of Furloughs – faculty and community feedback:** CALS senators had received 44 responses. Of these, 34 indicated that they were supportive of some level of loss of service / cancellation of classes to be linked to possibly proposed furloughs. Seven faculty were not in favor of class cancellation.

Responses from Science – consensus view was that a compromise in support of at least one day of class cancellation should be linked to the proposed furlough structure.

Responses from CLASS indicated that a compromise on class cancellation was also favored and it was important to send a message that some visible impact of faculty being furloughed needed to be projected.

A small response from the College of Engineering also supported cancellation of some services linked to the proposed furlough structure. The College of Law also called for a significant component of class cancellation to be linked to the proposed furlough structure.
It was noted that closure of the university for a day would impact staff who would be forced to take a full day pay cut in a pay period in which a closure day occurred, and this was undesirable. A counter-argument was that closure of the university for a day was the most effective tactic in sending a message of the impact of furloughs, as a piece-meal approach arising from individual faculty cancelling single classes over different times would not be noticed by the SBOE, the legislature or the Idaho public. Faculty had greater flexibility than staff with respect to taking furloughs at set times and they could be more easily spread across multiple pay periods decreasing their noticeable impact on individual paychecks.

There was further discussion of increasing or removing the $130K salary cap (equivalent to 6 days furlough) in the putative scheme. In addition, there was discussion about increasing the lower end salary limit to further protect lower salaried employees.

The break out of position descriptions and percent teaching versus other appointment responsibilities in the context of proportional cuts to days teaching was also discussed. For those who were against cancellation of classes, the concern was that on balance the message that might be delivered to the legislature did not compensate for the loss to the teaching programs constituted by cutting of classes.

It was also noted that the student body and student leadership should be afforded their perspectives on the linkage of class cancellation to furloughs.

It was further suggested that a campus-wide information forum be initiated to educate the entire UI community about why furloughs may be implemented. Also, the notion of establishing the cost of the loss of services resulting from proposed furloughs was discussed. The sentiment was that it was important to actively educate the broader Idaho community that there are tangible effects of this action.

Another point of discussion was the possibility of implementing a shared and / or donated leave arrangement to aid in protecting staff from the effects of furloughs.

The Provost responded that unfortunately, we do not presently have a mechanism in policy that would allow us to pursue this suggestion.

On a positive note: Many in the UI community recognized that these were difficult times and that as a last resort it was preferable to take furloughs to help the university and also prevent the alternative, potential loss of jobs of some of our colleagues.

It was moved (Miller/Holbrook) that senate recommends the proposed salary cap in the proposed tiered furlough scheme be lifted or eliminated. Approved.

It was moved (Miller/Holbrook) that senate recommends the university cancel classes on a university-wide basis on at least one day, linked to the proposed tiered furlough scheme. Approved with one abstention requested for note (Murphy).

**Adjournment:** It was moved (Murphy/Fritz) to adjourn at 5:00 p.m. The motion carried unanimously.

Respectfully submitted,

Rodney A. Hill, Faculty Secretary and Secretary to Faculty Senate.
COMMITTEE DIRECTORY

PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

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A. FUNCTION.

A-1. To act on requests for redress of academic grievances and to decide appeals from decisions made by college authorities.

a. Grievances may concern, but are not limited to, such matters as: (1) eligibility for advanced placement or credit by examination; (2) objectivity or fairness in making, administering, and evaluating class assignments; (3) maintenance of standards for conscientious performance of teaching duties; and (4) scheduling of classes, field trips, and examinations.

b. The AHB does not hear appeals concerning requirements or regulations of the College of Graduate Studies or the College of Law. Appeals from decisions of other college authorities are subject to the limitations specified in C-3.

A-2. To observe the effects of academic requirements, regulations, and policies, and to report its findings and recommendations to the Faculty Senate. [fed. 7-09]

B. STRUCTURE. Five faculty members, at least one of whom holds an administrative position in a college.

C. PROCEDURES.

C-1. Generally the student who is dissatisfied with an institutional academic action should first request reconsideration by the appropriate academic authority. Normally, AHB should hear an appeal only after the student has exhausted the appellate procedures provided at the levels of the department and college. Nevertheless, AHB may grant a request for an earlier hearing if at least two of its members recommend an exception on the grounds that an immediate hearing is warranted.

C-2. When an appeal is to be heard, AHB summons the student concerned and a representative of the academic authority whose action is challenged. A UI student or employee who is summoned to a hearing has the same responsibility to respond as though directed by the president to do so.

C-3. AHB recommends reversal of a departmental or college decision as to the satisfaction or waiver of a requirement or regulation only when it finds that (a) regular procedures have not been followed, (b) the petitioner has been denied a fair hearing, or (c) the decision being appealed was discriminatory with respect to the petitioner.

C-4. Although AHB cannot change a grade or require that it be changed, it may order that the grade it considers appropriate also be recorded on the student’s academic records. (NOTE: Procedures for changing grades are outlined in the catalog.)

C-5. It is within the purview of the AHB to hear an appeal of a grade imposed by an instructor as a result of academic misconduct, e.g., cheating or plagiarism. Such a grade constitutes an evaluation and is not to be construed as a penalty. Penalties for academic misconduct are considered to be disciplinary in nature and must be imposed through the student judicial system. Appeals from penalties imposed through the student judicial system are directed to the Faculty Senate. [see 2200, 2300 II, 2400, and 2450.] [rev. 7-98, ed. 7-09]

C-6. AHB reports its decisions and recommendations to the student, instructor, departmental administrator, and dean concerned and to the registrar. The department, college, and registrar make such reports part of their permanent records for the student concerned.

C-7. AHB may devise additional procedures, consonant with the constitution of the university faculty [1520] and the
“Statement of Student Rights” [2200], for the discharge of its functions.

C-8. Actions of the AHB may be appealed as stated in 2500.

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

A-1. To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions [rev. 7-05].

A-2. To observe the effects of university-level academic requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate. [ed. 7-09]

A-3. This committee traditionally meets on Thursdays at 2:30 p.m. and during the summer. [add. 7-08]

B. STRUCTURE. Five faculty members, at least one from the Counseling and Testing Center and include two assistant or associate deans, and (w/o vote) the registrar or that officer’s designee. To assure a quorum alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee. [ed. 7-03, 7-06, rev. 7-08]

C. ASSUMPTIONS AND PROCEDURES.

C-1. APC must be careful not to establish the petition process as an alternative to being governed by the faculty’s legislated academic requirements. There are not two sets of requirements--one for those petitioning and another for those following the catalog.

C-2. All academic work undertaken should be accurately reflected in the student’s record. The faculty expects APC to ensure that the record is faithful to the actual experience (cosmetic adjustments or “corrections” are not sanctioned) and that the record is properly interpreted in relation to academic requirements.

C-3. The responsibility for complying with deadlines specified in the academic calendar belongs to the student.

C-4. The decisions of APC should be focused on the academic consideration involved that caused the student to petition, rather than on the consequences, either real or imagined, that may face the student.

C-5. Petitions are presented to APC by a representative of the student’s college.

C-6. APC reports its decisions to the registrar and to the student via his or her dean.

C-7. Procedures for appeals from decisions of this committee are as provided in 2500.

1640.05
ADMINISTRATIVE COUNCIL
[Removed 7-05 no longer exists.]
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

Section 1640: Committee Directory

July 2009

1640.06

ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

A-1. The AdHB, acting for the Faculty Senate, hears and decides: [ed. 7-09]

   a. Appeals by students and employees from administrative decisions in such matters as residence status for tuition purposes, granting of student financial aid, and assessment of fees or charges (except in connection with parking regulations, see 1640.66).

   b. Disputes involving interpretation and application of policies concerning such matters as student records.

A-2. Disputes involving requests for accommodation for persons with disabilities will be handled under 3210.

A-3. AdHB is empowered to call students and employees to hearings and any such person called has the same responsibility to respond as though summoned by the president. Decisions of AdHB are subject to review by the president and regents, and may be appealed to them when they consent to hear such appeals.

A-4. This committee meets during the summer.

B. STRUCTURE. Four members of the faculty (including one from the College of Law), one staff member, and one student and the following ex officio members, or their designees: Registrar and Manager of Student Accounts. [rev. 7-06].

1640.08

ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review (the applicant must submit additional material that reflects real promise of success in a college-level curriculum). The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college’s Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) [ed. 7-00]

A-1. This committee traditionally meets during the summer. [add. 7-08]

B. STRUCTURE. Three members of the faculty, director of counseling and testing center or designee, chair of Juntura or designee, and the following without vote: director of admissions (or designee), and a Student Support Services designee. To assure a quorum alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. [rev. 7-97, 7-06, 7-08, ed. 7-05]

1640.10

AFFIRMATIVE ACTION AND DISABILITY AFFAIRS COMMITTEE

[Combined and revised Affirmative Action and Disability Affairs, 7-06]

A. FUNCTION. [See also 3060, 3065 B, and 6010.]

A-1. To advise the president on matters of equal opportunity employment, the implementation of UI’s affirmative action policy including disability affairs, and to discharge such other functions as may be assigned by the Faculty
Senate or by the president or the president’s designee. [ed. 7-09]

A-2. This committee has the major faculty responsibility for monitoring and advancing UI’s affirmative action and equal opportunity programs [see 3060 E-3] as well as for monitoring and advancing UI’s commitment to ensuring that its programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee works closely with administrative officers and attempts to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at UI as well as recommends policies and procedures to address specific disabled access challenges at UI, consistent with requirements of applicable regulations and regents’ policy. [rev. 7-06]

A-3. This committee submits periodic reports on its activities to the Faculty Senate including recommendations for appropriate program or policy changes. [rev. 7-06, ed. 7-09]

B. STRUCTURE AND MEMBERSHIP. Six faculty members including one faculty member from the library, one academic administrator, ITS Director (or designee), Facilities Director (or designee), two staff members, two students, and the following without vote: Director of Human Rights, Access and Inclusion-Compliance Officer (or designee), director of Multicultural Affairs (or designee), director of Student Support Services (or designee), coordinator of disabled-student services, and director of the Women’s Center (or designee) shall serve continuously as ex officio members without vote. The HRC director will provide staff support to the committee. To provide the necessary expertise and continuity of operation, members may serve successive terms. [ed. 7-05, rev. 7-06].

1640.12
ANIMAL CARE AND USE COMMITTEE
(See also APM 45.01)

A. FUNCTION. To recommend policies and procedures to the vice president for research regarding care of experimental animals, allocations that will ensure accreditation of UI as an agency using experimental animals, and criteria for the allocation of resources in the Laboratory Animal Research Facility. [ed. 7-06].

B. STRUCTURE. A member of the faculty or staff of the College of Agricultural and Life Sciences, one from the College of Natural Resources, one from the College of Science, one member-at-large (these college representatives must have responsibilities involving the utilization of animals in teaching or research); one person who holds the D.V.M. degree and is trained and experienced in the proper care, handling, and use of the species being maintained or studied; one person who is not employed by UI and is not a scientist; the supervisor of the Laboratory Animal Research Facility; and the following without vote: vice president for research, or designee, and head of the Department of Animal and Veterinary Science. Members are nominated by the vice president for research and, to provide necessary expertise and continuity, may serve successive terms. [ed. 7-00, 7-03, 7-06, rev. 7-08]

1640.14
BIOHAZARDS COMMITTEE

A. FUNCTION. To serve as an advisory body that reports to the vice president for research concerning research on living organisms, including viruses, when a potential hazard to any life form or the environment is posed by such research. The committee collectively is to have experience and expertise in recombinant DNA technology and the capability to assess the safety of recombinant DNA research experiments and any potential risk to public health or the environment. [ed. 7-06].

B. STRUCTURE. In accordance with NIH guidelines, the committee consists of five faculty members, nominated by the vice president for research, from biologically oriented disciplines, each of whom is familiar with biohazards and one of whom is considered to be an environmental scientist; a physician; a laboratory research person familiar with potentially biohazardous research; two members not associated with UI; safety officer; and (w/o vote) industrial hygiene specialist. When changes in NIH guidelines require change in committee structure, such changes will become effective when approved by the Committee on Committees. To provide the necessary expertise and continuity of operation, members may serve consecutive three-year terms. [rev. 7-06].
UI FACULTY-STAFF HANDBOOK
Chapter I: HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
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1640.18
BORAH FOUNDATION COMMITTEE

A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace. [rev. 9-02]

B. STRUCTURE. Eight faculty members, four students, and (without vote) the director of the Martin Institute for Peace Studies and Conflict Resolution. The Borah Foundation Committee meets weekly and elects its own chair. Service on this committee requires a large commitment of time and effort. The Borah Foundation Committee members serve from April 1st of the year of appointment. [rev. 7-97, 7-05, 7-06].

1640.20
UNIVERSITY BUDGET AND FINANCE COMMITTEE
[created January 2005; replacing previous Institutional Planning and Budget Advisory Committee]

A. FUNCTION. The function of the University Budget and Finance Committee is

A-1. To advise the president, provost and vice president of finance and administration on matters pertaining to operating and capital budgets. The Committee will periodically review revenue streams (e.g., tuition, fees, indirect costs, etc.), revenue diminution (e.g., fee remissions, etc.), the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans, and deferred maintenance plans. [ed. 7-06].

A-2. To be involved strategically in the university budget process. The Committee will help define the budget process and goals, and participate in university budget hearings and meetings.

A-3. To monitor consolidated financial reports for potential irregularities or imbalances and to comment on proposed corrective actions.

A-4. To initiate the study of budget and financial policies and issues.

A-5. To provide periodic reports to Faculty Senate and Staff Affairs on matters pertaining to university finances and budgets. [ed. 7-09]

B. AGENDA. The agenda of each meeting will be set by the Chair of the committee in collaboration with the vice president of finance and administration and/or the provost. The vice president of finance and administration is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. [ed. 7-06].

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 11 voting members, all (except students) serving on three year staggered terms, and 4 nonvoting members. The committee chair will be a Faculty Senator and will usually be the senior member of the voting membership elected by Faculty Senate. A broad representation of faculty, staff and students across the various colleges of the university is expected. [ed. 7-09]

Including the committee chair, the voting membership includes: Three Faculty Senators selected by Faculty Senate, two faculty (currently not serving on Faculty Senate, selected by the Committee on Committees), three staff, (not associated with the university financial or budget offices, selected by the Committee on Committees from nominations provided by the Staff Affairs Committee), three students (selected by the Committee on Committees from nominations provided by
the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) membership includes: Provost and Executive Vice President, Vice President of Finance and Administration, Budget Director, Director of Institutional Research and Assessment. [ed. 7-06, 7-09]

1640.22

CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Faculty Senate and the president concerning campus planning, including such areas as the following: [ed. 7-09]

a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.

b. To encourage optimal use of UI’s human and physical resources in the planning of campus development.

c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.

d. To be concerned with both short-term and long-term projects and with their immediate and future implications.

e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the vice president for administration and finance for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president. [ed. 7-09]

B. STRUCTURE. Five faculty members, two of whom are elected by and from Faculty Senate. The committee’s chair will be selected from one of the five council members. The other members of the committee will be the Vice President for Finance and Administration (or designee), the Assistant Vice President for Facilities, the Executive Director of Information Technology, one staff member, and the Coordinator of Disabled-Student Services (or designee). [rev. 7-99, 7-06, 7-08, ed. 7-04, 7-09]

1640.24

CLASSIFIED POSITION APPEAL BOARD (CPAB)

A. FUNCTION. To hear, on referral from the vice president for administration and finance, appeals from decisions of Human Resources (HR) regarding position classifications; to make recommendations to the vice president as to disposition of such appeals; and to advise the vice president on problems and procedures concerning position classification. [ed. 7-06].

B. STRUCTURE. Four members of the classified staff, at least one of whom holds a supervisory position; two faculty members, each of whom holds or has held an administrative position at UI; and, without vote, the director of employment services. The staff members are nominated by the Staff Affairs Committee and the faculty members are nominated by the Committee on Committees. Members are appointed by the president and serve for three years, with one-third taking office each year. The board elects its own chair. [ed. 7-05]

C. PROCEDURES.
C-1. Appeals of classification decisions made by HR are submitted directly to the vice president for administration and finance. A “Notice of Appeal” form must be filed with the vice president, with a copy to the CPAB chair, within 30 days of the notification to the supervisor by HR of its decision. [ed. 7-06].

C-2. The vice president will notify the director of employment services that a “Notice of Appeal” form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that HR supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties. [ed. 7-06].

C-3. The director of employment services, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing. The format is as follows: The analyst from HR will present the basis for the decision that was made; the employee or supervisor, or both, will present reasons for disagreement; the human resources analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentation. The board will then meet in closed session for deliberation. [ed. 7-06].

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee’s supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06].

1640.26
COMMENCEMENT COMMITTEE [rev. 7-98]

A. FUNCTION.

A-1. To recommend policies applicable to the annual commencement exercises, to provide the president with a list of recommended speakers for the general ceremony, to consider and communicate the concerns of faculty members and colleges with regard to the entire commencement proceedings, and to provide advice to the registrar or president on any other business that pertains to the academic aspects of commencement. [See also 4980.] [renumbered 7-98]

A-2. To screen nominations for honorary degrees. [See Section 4930.] [add. 7-98, ed. 7-00, 7-04]

A-3. To act for the faculty in recommending candidates for honorary degrees to the president. [See Section 4910.] [add. 7-98]

A-4. To review the guidelines and procedures concerning the awarding of honorary degrees and to recommend changes to the Faculty Senate. [add. 7-98, 7-09]

B. STRUCTURE. Five faculty members (one of whom serves as chair), one honors student (nominated by ASUI in consultation with the director of the University Honors Program), and the registrar. The chair of this committee also serves as an ex-officio member of the administrative committee charged with production of the commencement activities. [rev. 7-98]

1640.28
COMMITTEE ON COMMITTEES

A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. [ed. 7-09]

A-2. To conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate. [ed. 7-09]

A-3. This committee traditionally meets on Wednesdays at 2:30 p.m. [add. 7-08]
B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and executive vice president and ASUI president. [rev. 7-05, ed. 7-06, 7-09]

1640.34 PROVOST COUNCIL
[ed. 7-06].

A. FUNCTION. [See also 1420 D.] To advise the provost and provide a communication forum for the following purposes:

A-1. Implementing academic policies and procedures.
A-2. Operating faculty personnel policies.
A-4. Developing academic budgetary priorities.
A-5. Implementing academic budgetary procedures.

B. STRUCTURE. Provost (chair), vice provosts for academic affairs and student affairs, vice president for research, dean of graduate studies, WWAMI director, library dean, center leadership and academic deans. [7-03, rev. 7-06, rev. 1-07]

1640.35 DISABILITY AFFAIRS COMMITTEE
[Combined with Affirmative Action in July 2006]

1640.36 DISMISSAL HEARINGS COMMITTEES
[This section was removed from FSH 3910 D-3.b. and placed here in July 2008]

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

B. STRUCTURE AND MEMBERSHIP: The DHC is composed of four faculty members and one administrator at the departmental level or above, six faculty members and three administrators as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. The term of membership is three years. [rev. 1-09]

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

1640.40 FACILITIES SCHEDULING POLICY COMMITTEE
[Substantially revised in 2007. See also APM 35.35]

A. FUNCTION.
A-1: To develop, implement, and manage scheduling policies and procedures to ensure the impartial and principled use of university facilities, both buildings and grounds, consistent with accreditation standards.

A-2: To advise the president or the president’s designee on the operational use of UI facilities and to advise him/her and the vice president for finance and administration concerning appropriate fees to charge.

A-3: To manage the impact of events, programs, and multiple events on daily University operations.

A-4: To ensure the effective resolution of scheduling conflicts.

A-5: To communicate information to the campus and community concerning facility use, policy, and procedures.

B. STRUCTURE. Registrar (co-chair), assistant vice president for auxiliary services (co-chair), vice provost for academic affairs, dean of students, assistant vice president for facilities, faculty secretary, two faculty members, the chair of the Department of Health, Physical Education, Recreation & Dance, the chair of Lionel Hampton School of Music, the chair of Theatre Arts and Film, the risk management officer, the director of Commons and Union/Campus Recreation, the director of Conference Services, the associate registrar, the manager of KIBBIE/Memorial Gym/Pool Center, the associate director of Athletics, the facilities planner, two ASUI representatives (one from the Student Recreation Center Board and one from the Student Union-Commons Board).

C. CONTEXT: UI Facilities are used by multiple programs, including: academic programs, intercollegiate athletics, campus recreation programs, and by multiple constituencies including students, faculty, staff, retirees, alumni, and visitors. As demand for university facilities increases, there will be increasing potential for scheduling and scheduling policy conflicts. Policies and procedures for ensuring the impartial and principled resolution of those scheduling conflicts will be critical.

D. MAJOR OBJECTIVES:

D-1. To analyze the issues associated with scheduling and resolving facilities scheduling conflicts.

D-2. To develop effective policies and procedures for University facility use that:

   a. support the general educational mission of the University;
   b. maximize opportunity to provide a revenue stream from facilities when such uses do not conflict with the mission of the University;
   c. minimize risk of loss associated with the goals, finances, operations, compliance ;
   d. provide for the impartial, principled scheduling of facilities and for resolving scheduling conflicts, while ensuring both efficient use of the facilities and an efficient scheduling process.

D-3. To develop systematic assessment methods and procedures (when needed) which demonstrate the effectiveness and impartiality of the scheduling process.

D-4. To provide those with programs or activities in these facilities with an on-going opportunity for representative participation in the scheduling process.

1640.42
FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

A-2. To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs.
in any college or other unit that the committee believes should be of concern. [ed. 7-09]

A-3. To serve as a “court of first instance” in matters of dispute involving the interpretation and application of policies affecting the welfare of faculty members.

A-4. To cooperate and make joint recommendations with the Staff Affairs Committee for the solution of problems common to the faculty and the staff.

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). [rev. 7-08]

1640.43
FACULTY APPEALS HEARING BOARD
[This section was removed from FSH 3840 C & D and placed here in July 2008]

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

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

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

A-3. To make recommendations to the president.

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

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

1640.44
FACULTY SENATE
[See 1520 V and 1580 for the function and structure of this senate. ed. 7-09]

1640.46
ARTS COMMITTEE
[rev. 7-99, extensively revised 7/08]

A. FUNCTION:

A-1. To advise the university administration regarding the management of the university arts, including, but not
limited to: acquisition, deaccession, maintenance, and display of works of visual and performing art at the University of Idaho.

A-2 To serve in an advisory capacity for future needs and developments regarding the arts, including, but not limited to: expenditures, inclusion of the arts in new construction, fundraising, and the direction of the arts on campus.

A-3 To serve as a liaison on arts issues between colleges, departments, faculty, staff, student body, local community and the university administration.

A-4 To advocate for the arts through endeavors that advance arts education on campus and community outreach and enrichment in the effort of increasing the University of Idaho's reputation as a leading cultural center in the Northwest.

B. STRUCTURE AND MEMBERSHIP. The committee is composed of eight voting members consisting of five faculty members representing at least four units, one staff member, two students (including a representative from the ASUI Fine Arts Committee when possible), and four ex-officio (non-voting) members to include one administrator designated by the president, a representative of the Laboratory of Anthropology, a representative from Facilities Management, and the Moscow Arts Commission Art Director, or designee.

1640.47
FISCAL EMERGENCY COMMITTEE
[Removed 7/05 no longer exists.]

1640.48
GRADUATE COUNCIL
[See 1700 V for the function and structure of this council.]

1640.50
GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES
[See 3860 for the function and structure of this committee.]

1640.51
GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES
[See 3880 for the function and structure of this committee.]

1640.53
HONORS PROGRAM COMMITTEE

A. FUNCTION.

A-1. To recommend policies for the University Honors Program, including admission requirements.

A-2. To act on changes in the program.

A-3. To act on petitions for exceptions to the requirements of the program. (The committee’s actions on petitions may be appealed as stated in 2500.)

B. STRUCTURE. Six faculty members to represent a broad spectrum of the UI community, an academic dean from one of the six colleges representing the honors curriculum (college representation to rotate on an annual basis), chair President of the Honors Student Advisory Board or designee, and (w/o vote) director of the University Honors Program (UHP), associate director of the UHP, program advisor of the UHP (staff). The latter serves as secretary. One of the six appointed faculty members serves as chair. [rev. 7-97, 7-03, 7-05, 7-06 ed. 7-98]
1640.54
INSTITUTIONAL REVIEW BOARD
[Formerly Human Assurances Committee, rev. 1-09]

A. FUNCTION. The Institutional Review Board, which functions as a committee of the Research Council, has the responsibility of ensuring that, for each activity planned or conducted: (a) the rights and welfare of human subjects are adequately protected; (b) the risks to the subjects are outweighed by the potential benefits, either to the subject directly or to scientific understanding in general; and (c) the informed consent of all subjects is obtained through methods that are both adequate and proper. [See 5200 D and E.] [rev. 1-09]

B. STRUCTURE AND MEMBERSHIP. The members of the IRB represent a variety of disciplines, such as law, medicine, sociology, psychology, social sciences, and zoology, and include two non-UI members who serve as community representative (one serving as an alternate), and one prisoner advocate, when necessary, to review all applications that have prisoners as human subjects. The vice president for research, or designee, is a member of IRB. [ed. 7-06, rev. 7-08, 1-09].

1640.55
INFORMATION TECHNOLOGY COMMITTEE
[created 7-00, replacing Instructional Media Services Advisory and University Computing Advisory Committees]

A. FUNCTION. To advise and recommend university policies regarding the planning, implementation, and maintenance of information technology in the areas of teaching, research, outreach, and management.

A-1. To make recommendations to the Faculty Senate, the president, the provost, and other appropriate administrators concerning policies and procedures affecting university-wide information technology. [ed. 7-09]

A-2. To solicit recommendations from the faculty, staff, students, and administration concerning present and proposed policies and procedures related to university-wide information technology.

A-3. To review, in an advisory capacity, short-term and long-term plans related to university-wide technology.

A-4. This committee traditionally meets on Mondays at 3:30 p.m. [add. 7-08]

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Executive Director of Information Technology, or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management. [ed. 7-05, rev. 7-06]

1640.56
INTELLECTUAL PROPERTY COMMITTEE

A. FUNCTION.

A-1. To consider, investigate, and make recommendations toward resolution of disputes concerning (1) ownership of maskworks and copyrightable and patentable materials, and (2) allegations of unauthorized use of copyright infringement of UI sponsored materials.
A-2. To present annually to the Faculty Senate and the president a report on any problems regarding intellectual property at UI and to make recommendations. [ed. 7-09]

B. STRUCTURE AND MEMBERSHIP. The committee consists of five faculty members, one of whom is a departmental administrator, and at least a majority of whom are from disciplines which historically have given rise to substantial numbers of copyrights, maskworks, and patents. In addition, two faculty members are appointed as alternates from a list of those who have previously served on the committee, to serve, as appropriate, when a principal member is deemed to have a conflict of interest and the director of the Idaho Research Foundation, or designee (w/o vote). The chair of the committee is chosen by the Committee on Committees. [rev. 7-06, 7-08]

1640.57
INTERNATIONAL AFFAIRS COMMITTEE
[Removed 7-06, it was determined that a task force could be formed when needed.]

1640.58
JUNTURA

A. FUNCTION. To review university policies and programs affecting under-represented and/or under-served students in consultation with various representatives from student services and programs; to recommend changes and additions in university policies and programs that enhance student academic success; and to promote the values of respect, understanding, and equality within a diverse university experience. [See also 4340.] [rev. 9-02]

B. STRUCTURE. Four faculty and two staff members (one of these six serves as chair), three students (two who belong to an under-represented and/or under-served student population and the third is the ASUI Director of Diversity Affairs), and the following without vote or their designees: Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women’s Center, Director of Human Rights, Access and Inclusion Compliance Officer, and the following ex officio members or their designees: The Director of Diversity & Community, the Director of the International Programs Office, the LGB BTQA Coordinator, and the Director of the Native American Office. [rev. 9-02, 7-04, 7-05, 7-06, 7-08]

1640.60
LIBRARY AFFAIRS COMMITTEE

A. FUNCTION. To recommend policies and procedures concerning the needs, functions, and objectives of the University Library. [See also 6920.]

B. STRUCTURE. One faculty member plus one faculty member each from humanities, sciences, and social sciences; one faculty from the library; one undergraduate student; one graduate student; and (w/o vote) dean of library services. [rev. 7-06].

1640.64
OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.] [ed. 7-06].

A-1. To be concerned with the academic integrity of the Officer Education Program (OEP).

A-2. To advise the president, the faculty, and the Departments of Aerospace Studies (WSU), Military Science, and Naval Science on academic matters concerning OEP.

A-3. To review and recommend to the University Curriculum Committee courses to be offered by the above-named departments.

A-4. To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to
report these evaluations and recommendations to the vice provost of academic affairs. [rev. 7-03, 7-06, 7-09].

A-5. To assist the OEP to integrate effectively within the UI community.

B. STRUCTURE. Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the Vice Provost for Academic Affairs, or designee (ex officio), and two students (one ROTC and one non-ROTC). [rev. 7-03, 7-06, 7-08]

1640.66 PARKING COMMITTEE

A. FUNCTION. To hear and decide appeals concerning matters involving parking and to review and advise the university administration on campus parking conditions, policy, and regulations. Decisions of this committee regarding parking violations may be appealed to the assistant vice president for auxiliary services. [See also 6120 and 6940.][ed. 7-99, 7-03, rev. 7-06]

B. STRUCTURE. Three members of the faculty, three members of the staff, two students, and (w/o vote) the parking coordinator. [rev. 7-06]

1640.69 PROMOTIONS REVIEW COMMITTEE

[See 3560 G-1 for the function and structure of this faculty committee.][ed. 7-00]

1640.70 PUBLICATIONS BOARD

A. FUNCTION. To advise the UI administration on major publications, such as catalogs, viewbooks, magazine, faculty-staff newsletter, and annual reports; to consider communication options; and to recommend the most effective ways to reach targeted audiences. Specific responsibilities include:

A-1. Reviewing UI publications intended for general audiences, including public, civic, and governmental leaders and alumni, and, from time to time, recruiting and other outreach materials. These are evaluated as to purpose, content, type of message, and effectiveness.

A-2. Reviewing trends and proposing priorities, content, and means of reaching new audiences.

A-3. Reviewing policy related to use of UI’s corporate identity symbols and recommending policy changes.

B. STRUCTURE. Director of university communications (chair), vice provost for academic affairs, executive director of UI Foundation, director of alumni relations, director of New-Student Services, publication creative director, publications editor, and secretary of the faculty. [ed. 7-99]

1640.71 RADIATION SAFETY COMMITTEE

A. FUNCTION. To be responsible to the vice president for research for all aspects of UI’s radiation-safety program and consult with individual investigators concerning radiation safety procedures. The Radiation Safety Committee is responsible for all matters pertaining to the formation, administration and operation of a comprehensive radiation safety program. The Radiation Safety Committee reviews new applications and renewal applications to use radioactive materials, conducts audits and reviews of the radiation safety program, determines appropriate levels of radiation safety training and testing, maintains records of committee proceedings and actions, develops radiation safety manuals and safety practices, and ensures compliance with all applicable rules and regulations. [See also 6120.][ed. 7-05, 7-06]
B. STRUCTURE. Radiation safety officer, budget director, safety officer, and an academic dean or department head and up to eight technical members. The academic administrator and the technical members are nominated by the vice president for research and selected from the various areas of teaching and research where radioactive materials are used. These include, but are not limited to, agricultural sciences, forestry, life sciences, mining and metallurgical sciences, engineering, and physical sciences. A technical member must meet the requirements of an authorized user. To provide the necessary expertise and continuity of operation, technical members may serve two or more consecutive terms, but the membership may not include more than two technical members who have served continuously for more than two three-year terms. The chair and vice chair are elected each spring by the current members of the committee to serve for the next membership year. The chair’s qualifications shall be sent to the Nuclear Regulatory Commission for approval as chair of the Radiation Safety Committee. The term of the chair is one year but may serve two consecutive terms. A quorum shall consist of the chair, radiation safety officer, budget director, and a minimum of four of the eight technical members. All requests for committee action are submitted to the radiation safety officer. When a sufficient number of items have been received, the radiation safety officer, with approval from the chair, will arrange a meeting of the Radiation Safety Committee. The Radiation Safety Committee shall meet as often as necessary but not less than quarterly.

1640.72
RESEARCH COUNCIL

A. FUNCTION. The Research Council is the faculty’s standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies. The Institutional Review Board (IRB) is a standing subcommittee of the Research Council. For information on its function, structure, and membership, call the Research Office. [See also 5200 D and E.][rev. 1-06, 1-09]

B. STRUCTURE. One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (w/o vote) vice president for research and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research serves as chair of the Research Council. [ed. 7-97, rev. 1-06]

1640.74
SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.][ed. 7-00, 7-09]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and vice provost of academic affairs and enrollment management, or designee (w/o vote). [rev. 7-06].

1640.76
SAFETY AND LOSS-CONTROL COMMITTEE
[created 7-00, replacing previous Safety Committee]

A. FUNCTION. The responsibilities and purposes of the committee are as follows: a. to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; b. to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; c. to endorse and systematically promote university employee safety training; d. to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; e. to monitor and review University of Idaho accident and loss summarized reports and statistics; and; f. to report annually to Faculty Senate and the President's Executive Council on campus-wide safety initiatives and program
B. STRUCTURE. The committee is composed of 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources, or designee; Staff Affairs Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho’s Risk Management Officer or designee. The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university's Committee on Committees and serve a three-year period. The college representatives are ex officio members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA. [rev. 7-05, 7-06, 7-08, ed. 6-09]

1640.77

SCIENTIFIC MISCONDUCT COMMITTEE

A. FUNCTION. An inquiry board (FSH 3230 E-3) formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

B. STRUCTURE AND MEMBERSHIP. The vice president for research will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Senate, six tenured faculty members to a Scientific Misconduct Committee (SMC) with one member appointed as chair. The vice president will initially nominate two tenured faculty members to one-year terms, two tenured faculty members to two-year terms, and two tenured faculty members to three-year terms. Thereafter, tenured faculty members will be nominated for three-year terms. A departmental administrator may not chair the SMC. [ed. 7-09]

1640.78

SHARED LEAVE REVIEW COMMITTEE

[Removed 7-05 no longer exists.]

1640.79

SPACE ALLOCATION COMMITTEE

[Removed 7-05 no longer exists.]

1640.80

STAFF AFFAIRS [ed. 7-09]

[See 1800 for the function and structure of this committee.]

1640.84

STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

A-1. To recommend policies and procedures for the administration of all student financial aids under UI’s jurisdiction, i.e., scholarships, grants-in-aid, loans, work-study programs, and educational opportunity grants.

A-2. To advise the director of student financial aid.

A-3. To hear and decide appeals from students in matters concerning student financial aid.
A-4. To ensure that all pertinent documents are forwarded to the Administrative Hearing Board [see 1640.06] when students appeal decisions or procedures of this committee to that body.

A-5. To promote the increase of funds for student financial aid.

B. STRUCTURE. Five faculty members, two students, and (w/o vote) director of student financial aid, a member of the Student Support Services staff, and an additional person designated by the director. [rev. 7-97, 7-06, ed. 7-05]

1640.86
TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300] [ed. 7-06].

A-1. To conduct a continuing review of teacher-education policies and to promote quality teacher preparation.

A-2. To act on and submit to the University Curriculum Committee proposed changes in teacher education majors and minors.

A-3. To function as a standing committee of the university faculty and as a subcommittee of the University Curriculum Committee.

B. STRUCTURE AND MEMBERSHIP. Faculty members nominated by the College of Education from each of the following groups: two from Curriculum and Instruction, one from the Division of Adult, Career, and Technology Education, and one from the Department of Health, Physical Education, Recreation, and Dance; and one from the Department of Counseling and School Psychology, Special Education, and Education Leadership; Education Certification Officer ex officio; one faculty member (in consultation with other colleges) from each of the following groups: communication, humanities, social sciences, mathematics, and natural sciences; three students, one graduate level student in education and two junior or senior level students in education; three P-12 school personnel; and Dean of the College of Education or designee (w/o vote), who serves as chair. [rev. 7-08]

1640.87
TEACHING AND ADVISING COMMITTEE
[Substantially revised in 7-05, 7-06]

A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic Affairs. The specific functions of this committee are: [rev. 7-08]

A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.

A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.

A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes.

A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Senate, Deans, Unit Leaders, and Faculty. [ed. 7-09]

A-5. To oversee the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.

A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence
Awards.

A-7. To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.

A-8. To serve as an advisory resource for the Registrar to address the prioritization of the classroom use, maintenance, and improvements.

A-9. To work in conjunction with Faculty Senate’s Information Technology Committee to advise CTI and the Director of IT on electronic hardware and software needs to support teaching, advising, and mentoring. [ed. 7-08, 7-09]

A-10. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08]

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the core director, an undergraduate or graduate student, non-voting members from the Office of Instructional Research Assessment, Academic Advising Center, and the VP for Academic Affairs, or designee. [rev. 7-08]

1640.89

UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. To establish criteria for, solicit, approve, and assess:
   a. Core Discovery courses (1)
   b. Integrated Science courses (1)
   c. Core Capstone courses (2)
   d. Core International courses (2)
   e. Core Fine Arts courses (2)
   f. Core Cluster themes and courses (2)
      (1) UCGE will approve new Core Discovery and Integrated Science courses and report them to the University Curriculum Committee (UCC). UCGE has approval authority for these courses, but must report changes to the UCC, Faculty Senate, and Registrar. [ed. 7-09]
      (2) UCGE will recommend to UCC changes to the status of these courses as they relate to the core and to cluster themes.

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

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

A-4. Report periodically (at least once a year) to the Faculty Senate and to the Provost Council on the status of the core curriculum. [ed. 7-06, 7-09].

A-5. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08]

[Information on the University Core Curriculum can be accessed at the core website: http://www.webs.uidaho.edu/core/]

B. STRUCTURE AND MEMBERSHIP. Core Director (w/o vote), Vice Provost for Academic Affairs, College of Letters, Arts and Social Sciences Dean (w/o vote), Registrar, or designee (w/o vote), Assistant Director of Institutional Research & Assessment, or designee (w/o vote), and a minimum of 12 faculty members three faculty members selected by the Committee on Committees, one of whom serves as chair, and two undergraduate students, appointed by ASUI, representing different colleges. The faculty members shall include at least one member from each college (except
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Graduate Studies and Law), and shall represent faculty involved in Core Discovery courses, Integrated Science courses, one faculty member who has taught or is teaching a Core Discovery course (appointed by the Core Director), one faculty member who has taught or who is teaching an Integrated Science course (appointed by the Core Director), two faculty members who are teaching or who have taught in either core discovery or integrated science courses (appointed by the Core Director) one faculty member (can include department administrators) from each of the following academic core areas (appointed by the Committee on Committees), communication, mathematical, statistical, and computer studies, natural and applied sciences, humanities, and social sciences. In addition, a member of the Library faculty may be appointed, two undergraduate students, appointed by ASUI, representing different colleges. [rev. 7-06, 7-08].

1640.91 UNIVERSITY CURRICULUM COMMITTEE

A. FUNCTION. [See 1540 B and C and also 4110 and 4120.] [ed. 7-98]

A-1. To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI’s major academic divisions.

A-2. To recommend policies and procedures concerning the matriculation, advising, and registration of students.

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

B. STRUCTURE. One faculty member from each college except Law and Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs, registrar, secretary of the faculty (or their designees), and the Core Director as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates available from a particular college, the chair of that college’s curriculum committee is the designated alternate. [rev. 7-98, 7-06, 7-08, 1-09]

1640.92 UNIVERSITY DEVELOPMENT COUNCIL

A. FUNCTION. To plan and coordinate the fund-raising activities of the university and its units.

B. STRUCTURE. Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development. [ed. 7-05]

1640.93 UNIVERSITY JUDICIAL COUNCIL (UJC)

[This section was removed from FSH 2400 and placed here in July 2008]

A. FUNCTION. UI’s student judicial system is established and maintained for the prosecution and handling of disciplinary matters concerning UI students (as “student” is defined in the preamble to the Statement of Student Rights [2200]). Any and all matters consistent with the Student Code of Conduct [2300] and the Statement of Student Rights are handled by the system under the rules and regulations set out in FSH 2400.

B. STRUCTURE AND MEMBERSHIP. This committee is broadly representative of the academic community. The council consists of eleven members (five faculty members, five undergraduate students and one graduate
student). The faculty members are selected by the Committee on Committees. The five student members are appointed by the ASUI president with the advice and consent of the ASUI Senate and the graduate student is appointed by GPSA. To allow members to gather a greater history of and confidence in the administrative process, a two year term is recommended.

C. QUORUM. Five members, at least two of which must be students, constitute a quorum and a majority of those present shall decide a case. In case UJC is unable to convene a quorum as defined above, the ASUI president or the chair of the Faculty Senate may appoint persons to fill the designated student or faculty positions on a temporary basis. [ed. 7-09]

1640.94 UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE [created 7-09]

A. FUNCTION.

A-1. To coordinate the orderly conduct of General Faculty Meetings at multiple sites across the state.

A-2. To design, review and recommend for approval by Faculty Senate, operating protocols with respect to conducting faculty meetings with active participation of faculty across the state. Focus points include methods of recording and reporting of votes, recognition of members and other logistical issues.

A-3. To work in collaboration with the Information Technology Committee (see 1640.55) to review and make recommendations to Faculty Senate on appropriate communication technologies to maintain high-quality faculty meetings.

A-4. To report annually to the Faculty Senate on faculty satisfaction with communications during faculty meetings.

B. STRUCTURE AND MEMBERSHIP. Secretary of the Faculty who serves as chair, one faculty member who resides at the Moscow campus, the Executive Director of Information Technology or designee (w/o vote), and one faculty member from each designated remote site (see FSH 1540 A-1) who serves as the secretary’s delegate at faculty meetings. To assure a quorum and remote site participation one alternate faculty member from each designated remote site will be selected. Committee members are appointed by the university's Committee on Committees and serve a three-year period.
UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process and in 2008 minor changes were made to B-2, 13 and C-13. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08]

CONTENTS:

A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Council website at http://www.webs.uidaho.edu/facultycouncil/ under the UI Committees link after the beginning of the academic year by the Committee on Committees, and copies of the booklet can be downloaded and printed from the website. [rev. 1-07]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

   B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body.

   B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Council only. [rev. 1-07, 7-08]

   B-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

   B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Council, members of standing committees of the university faculty. The chair of Faculty Council establishes special Faculty Council committees and appoints their members.

   B-5. In selecting staff members to serve, the Committee on Committees seeks nominations from the Staff Affairs Committee, which considers expressions of interest by employees to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on the Staff Affairs Committee itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)
B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person.

B-8. The president of the university, or the president’s designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Council, the president or the president’s designee serves without vote.

B-9. The chair of the Faculty Council is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Council.

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Council, the Committee on Committees receives nominations from the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. [rev. 1-07]

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Faculty Council.

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. [rev. 1-07]

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. [add. 1-07, rev. 7-08]

B-14. Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Council. [ren. 1-07]

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. [ren. and rev. 1-07]

B-16. Open Committee Meetings. [ren. 1-07]

a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. [ed. 7-00, rev. 1-07]

b. Observers may speak only by invitation of the chair.
c. Observers may use their own tape recorders or other recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. [ed. 1-07]

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. [ren. 1-07]

B-18. Smoking is prohibited in official meetings and hearings of UI committees. [ren. 1-07]

B-19. Rules of Order. [See 1520 VI.] [ren. 1-07]

C. GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. [rev. 1-07]

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. [rev. 1-07]

C-3. Establish the best means of getting in touch with each student member.

C-4. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. [rev. 1-07]

C-5. Send an agenda with the call of a meeting to all members and post it to the committee’s web page at http://www.webs.uidaho.edu/facultycouncil/committees.htm. [rev. 1-07]

C-6. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented.

C-7. Post approved minutes of each meeting of the committee on the committee’s webpage at http://www.webs.uidaho.edu/facultycouncil/committees.htm and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the
work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., “minutes#1_mmddyy.” [rev. 1-07]

C-8. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee’s action to present their views to the committee. [ren. 1-07]

C-9. Inform those who are affected by the committee’s actions of such actions. [ren. 1-07]

C-10. Promptly submit reports of actions requiring approval by the Faculty CouncilSenate in care of the Office of the Faculty Secretary for placement on the Faculty Council Senate agenda. Be prepared to attend the Faculty Council Senate meeting to answer any questions that arise. [ren. & rev. 1-07]

C-11. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. [ren. & rev. 1-07]

C-12. Prepare a brief year-end report for submission to the Faculty Council Senate in care of the Office of the Faculty Secretary for distribution. [ren. & rev. 1-07]

C-13. Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. [ren. & rev. 1-07, rev. 7-08]

C-14. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. [ren. 1-07]