I. Call to Order.

II. Minutes.
   • Minutes of the 2009-10 Faculty Senate Meeting #22, March 2, 2010

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • FS-10-023: FSH 3320 – Annual Evaluations
   • FS-10-023b: FSH 1420 – University Administration
   • FS-10-040: NOI: Art & Architecture – Reconfiguration

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

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Jack Miller, Chair 2009-2010, Faculty Senate

Attachments:
   FS 2009-10 Minutes #22
   FS-10-023
   FS-10-033
   FS-10-040
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Professor Jack Miller, Chair 2009-2010, Faculty Senate

Attachments:
FS 2009-10 Minutes #22
FS-10-023
FS-10-033
University of Idaho  
Faculty Senate Meeting Minutes  
2009-10 Meeting #22  
Tuesday March 2, 2010

Present: Baillargeon, Baird, Baker (w/o vote), Barlow, Battaglia, Edwards, Eveleth, Fritz, Geist, Graden, Guilfoyle, Hill (w/o vote), Horn, Huber, Joyce, Limbaugh, Marshall, Mihelich, Miller (chair), Padaghm-Albrecht, Wilson. Campus Center Senators: Budwig (Boise), Dakins (Idaho Falls), Newcombe (Coeur d’Alene). Absent: Holbrook, Murphy, Stark, Williams. Guests: 5.

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

Minutes: It was moved (Marshall/Battaglia) to accept the minutes of meeting #21 of the Faculty Senate. An amendment was suggested to a change in the Chair’s report: paragraph 2, second sentence following “.....at the level of this year’s salary and....” strike “...subject to financial exigency...” and add at the end of the sentence “...through furloughs or upon declaration of a financial exigency.” Approved with revision.

Chair’s Report: For the discussion today of the newly announced furloughs, we will be joined by the Executive Director for Budget and Planning, Keith Ickes by phone and Vice-President for Finance and Administration, Lloyd Mues was present for the discussion.

The Chair noted that the implementation of furloughs was a deeply regrettable but necessary circumstance in the face of state budget rescissions. The process of implementation was consultative and the overall structure of the furlough system was generally fair.

An appeals committee was being established to review appeals against individual furlough calculations. The Chair requested nominations of faculty members to serve on the committee. He noted that a more general discussion around the furlough issue will follow under “Special Orders”.

At the senate meeting, next week the partner accommodation issue will return for vote. In addition, a revision of FSH3320- performance evaluation would be coming forward from FAC. This would not be for vote but for initial discussion and to allow senators time to reflect the changes with their constituents.

Questions: Was it possible under present policy to hire faculty spouses with tenure? The Chair noted that General Counsel could be invited next week to respond to this and other questions.

Is a partner defined more broadly than being married persons? Yes. There is a definition in the proposed policy.

Provost’s Report: The Provost thanked the Chair for his opening comments addressing the furlough issue and his preference was to hold comment until the general discussion.

The Lionel Hampton International Jazz Festival was held last week and by all accounts was an outstanding success. For example on Friday evening there had been a great performance by Dee Daniels accompanied by the Lionel Hampton International Jazz Festival Choir. Fifty-two choir members sang with Ms. Daniels. The quality of the performances across the festival was great.

Discussion: There is a huge recruiting opportunity with so many young students visiting campus. It was suggested that more active marketing of UI could benefit recruitment.
The Provost agreed; however there was some resistance by band directors to engage students in activities outside of the music focus. The Provost noted that attending student names and details were collected so that follow-up information could be sent.

Other suggestions were to hold a sponsored lunch for the high school students and to ask the President to address the gathering of the visitors who were amassed on the first day of the festival.

The Provost went on to thank the 400 UI student volunteers who helped during the week. He also noted the impact of special guest speakers Larry Grimes who addressed the College of Law and surgeon, Byron Elliott who addressed the WWAMI students.

**FS-10-037 – 038a – 038b – Federally mandated changes to Animal Care and Use Committee and Policy and Biosafety Committee.** These items were for information and discussion and were new policy in the *Administrative Procedures Manual* and *Faculty-Staff Handbook*. Lorraine McConnell and Brad Williams were present to answer questions.

The most salient change to the IACUC was that the VP Research and Economic Development was no longer permitted to be a voting committee member. The VP would be the President’s designated Institutional Officer.

As this was an information item the Chair asked for an indication of senate approval. Approved.

**FS-10-038c Institutional Review Board.** This was also an information item. There being no discussion the item was approved.

**FS-10-039 FSH 5200: Human Participant Research.** It was noted that under Item B1 (1)a that the terminology did not adequately represent qualitative research activities and that further supporting explanation was required. Ms. McConnell agreed noting that additional policy was being drafted that would include explanatory language clarifying the inclusion of qualitative research in the policy.

There being no further discussion, it was moved to support the policy change as distributed (Miller/Eveleth). Approved.

**Furlough Discussion:** Keith Ickes joined the meeting by phone. Lloyd Mues noted that furlough was an option taken after all others had been exhausted, short of layoffs. $1.2 million was required to offset the state budget rescissions. Some guiding principles in the furlough development included: 1) no furlough outcome should put an employee below the living wage, 2) a tiered system such that those on higher salaries would give back proportionally more, 3) the impact on faculty, staff and students would be minimal, 4) an initial 30 day period for appeals to be heard, and 5) allow employees to spread the impact of the furloughs over the maximum available period beginning March 8.

Mr. Ickes added that for the calculation of the furloughed period meant that the majority of employees would contribute between one and four days. He added that development of the process had been deliberative and consultative.

The Chair noted that one option for faculty and exempt employees was to request a voluntary temporary reduction in salary between now and the end of fiscal year 2010 equivalent to the amount of salary savings of the required furlough days. This might be a good option for those who desired not to take any compulsory time off. He went on to note that those who wished to take this option would not
need to be concerned about issues such as worker’s compensation. For example, those who took furlough but chose to work during the furlough time would not be covered by worker’s compensation.

VP Mues reiterated the Chair’s point stating that when employees were on furlough they would not be covered by worker’s compensation insurance.

Mr. Ickes noted that the mechanics of calculating one’s furlough period would be a function available for employees on the web-site. A secondary function calculator would soon be available that will allow employees to calculate within a pay-period, the exact pay they would receive for a particular period of furlough in that period. To log on to request the furlough period can be accomplished using the “MyIdaho” portal. For non-faculty exempt employees, for any pay-period in which they opt to take furlough, they would become hourly rate employees under legislative requirements.

Health benefits contributions would not be affected by implementation of furloughs. Mr. Ickes confirmed that there would be an effect on retirement benefits since the plans are based on compensation.

*If employees do not opt to choose their furlough time, what is the default?* The default is that all of the furlough would be taken in the employee’s final pay-period of FY10.

*Does the furlough time-period have to coincide with the salary deduction period?* Yes.

*Would the furlough affect graduate students?* If students make more than $22,500 it is possible that they would be furloughed. It was not the intention to include these students. If they get a furlough notice, they should appeal through the appeals process.

*How will contract and temporary faculty be affected by furloughs?* These employees should be exempt. If they receive a furlough notice, they should appeal.

*How will furloughs affect class instruction?* The intent is to minimize the impact on students. For cases in which class cancellation appears to be necessary, prior arrangement should be made with the appropriate unit administrator and dean.

The Provost added that many of the questions being asked today were in a list of Frequently Asked Questions on the web-site at [http://www.uidaho.edu/furlough](http://www.uidaho.edu/furlough).

*Will all employees need to take furloughs in the five available pay-periods that remain between now and May 15?* This depends on individual circumstances. For those who decide to appeal, the period will be shorter as this process will take up to 30 days.

*It was indicated that deciding to wait until the end of the period to take the furlough might be problematic. Why is this so?* In some cases, employees may be called in to work in that final pay-period. This is a very busy time on campus.

*On which page on the “MyIdaho” portal will the furlough option appear?* In the window that shows sick leave or annual leave reporting.

It was noted that for employees whose salaries were mostly funded on grants, that they would have to take furloughs, but the funds would not be captured by the University. Rather, the funds would revert to
the originating research accounts. For sites such as Idaho Falls, there would be a net loss of revenue to
the university.

Mr. Ickes noted that for faculty who had partial appointments in research, paid from external funding
that for the furlough period, it was possible to renegotiate the proportional allocation of their
appointment, as long as they were in compliance with the funding body’s policy. It was also noted that
under grants and contracts, there were many different possible scenarios. Contracts generally had much
less flexibility than grants. Faculty who were in these categories should seek clarification with the Office
of Sponsored Programs.

Adjournment: It was moved (Joyce/Eveleth) to adjourn at 4:39 p.m. The motion carried unanimously.

Respectfully submitted,

Rodney A. Hill, Faculty Secretary and
Secretary to Faculty Senate
**POLICY COVER SHEET**

*(See Faculty Staff Handbook 1460 for instructions.)*

[1/08]

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

**Minor Amendment** □

**Chapter & Title:** FSH 3320 – Annual Performance Evaluation

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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**Originator(s):**

(Please see FSH 1460 C)

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**Policy Sponsor:** (If different than originator.)

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**Subcommittees of Faculty Affairs formed to review P&T Process since 2006**

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

Changes are as a result of the 2006 sub-committee of Faculty Affairs formed to review/clarify P&T processes and include:

- Non-tenured faculty section was inserted (copied current policy language of 3320 B and edited; current policy language in B becomes C).
- A newly revised D (formerly C) now includes a more thorough section on evaluation of administrators and involves moving a portion of FSH 1420 into 3320 consolidating evaluation processes into one policy.
- Clean up language and update process

**II. Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above? Many discrepancies were found in policy, forms and policy were inconsistent, unclear processes, process changes.

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

none

**IV. Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.  FSH 1565, 3050, 3520, 3560, 3570, 3420, 3140.

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

If not a minor amendment forward to: ____________________________

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**Policy Coordinator**

Appr. & Date: __________________________

[Office Use Only]

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**APM**

F&A Appr.: __________________________

[Office Use Only]

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**FSH**

Appr. __________

FC __________________________

GFM __________________________

Pres./Prov. __________________________

[Office Use Only]

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**Track #** UP-10-049

Date Rec.: __1/29/10______

Posted: t-sheet __________

h/c __________________________

web __________________________

Register: __________________________

(Office Use Only)
ANNUAL PERFORMANCE EVALUATIONS AND SALARY DETERMINATION
OF FACULTY MEMBERS
AND
PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS

PREAMBLE: This section contains those policies and their attendant procedures for those periodic reviews of performance that affect faculty members and academic administrators. Policies concerning performance evaluation were part of the original 1979 Handbook, but were completely rewritten in July 2002 and further refined in 2003. In July 2007 Form 1 underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 Form 1 was again revised to include a Disclosure of Conflicts statement to comply with FSH 6240. In 2009 this section was again revised to reflect recent changes to the faculty position description and evaluation forms to better integrate faculty interdisciplinary activities. Further information may be obtained from the Provost’s Office (208-885-6448. [ed. 7-03, rev. 7-07, 1-08, 7-09]

CONTENTS:
A. Annual Performance Evaluation and Salary Determination for Faculty Members
B. Performance Below Expectations of Non-tenured Faculty Members
C. Performance Below Expectations of Tenured Faculty Members
D. Performance Evaluation of Academic Administrators
E. Sequence of Evaluation of Faculty Members and Administrators.

A. ANNUAL PERFORMANCE EVALUATION AND SALARY DETERMINATION FOR FACULTY MEMBERS.

A-1. PERFORMANCE EVALUATION. Annual evaluation of the performance of each member of the faculty is, primarily, the responsibility of the faculty member and her/his unit administrator. The provost is responsible for preparing supplementary instructions each year, including the schedule for completion of the successive steps. The form to be used, “Annual Performance Evaluation Form 1: Evaluation of Faculty,” is appended to this section. Personnel on international assignment see FSH 3380 C. [rev. 7-03, 7-09]

a. Forms Distributed. Supplies of the form to be used in the evaluation process are procured by deans and unit administrators. The immediate administrative officer is responsible for ensuring that each faculty member receives the proper form together with a copy of the supplementary instructions. [rev. 7-01]

b. Performance levels in for each criterion evaluated are described as follows:

i. Exceptional Performance (5) is extraordinary performance well beyond that required relative to the position description.

ii. Above Expectations (4) represents performance which, that is better than expected relative to the position description.

iii. Meets Expectations (3) is the performance expected of a faculty member relative to the position description.

iv. Below Expectations (2) denotes performance that is less than expected of a faculty member relative to the position description and means improvement is necessary. A rating of below expectations in one or more criteria this type triggers procedures outlined in 3320 B or C. [rev. 7-09]

v. Unacceptable Performance (1) is performance that is not acceptable relative to the position description and/or is inconsistent with the conditions for continued employment with the institution. Failure to meet these standards in any of the following ways will result in a rating of unacceptable performance: [rev. 7-09]

a) received a “1” rating the previous period but did not make the improvements required;

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Section 3320: Annual Performance Evaluations and Salary Determination of Faculty Members and Performance Evaluation of Academic Administrators

July 2009

b) consistently violated one or more of the institution’s standards for meeting the expectations of the position; or
c) violated one or more standards of conduct as specified in the Faculty/Staff Handbook.

c. Annual Report of Efforts and Accomplishments by Faculty Member. Each faculty member shall provide his or her unit administrator with the following materials for use in the annual performance evaluation:

(1) Current Curriculum Vitae
(2) UI Faculty Position Description for Annual Performance Review
(3) Written detailed summary report of faculty activity for the period of the annual performance review that compares accomplishments to expectations in the Position Description for the period under review [rev. 7-09]
(4) Other materials deemed necessary to document efforts and accomplishments for the period under review. [add. 7-01]

d. Evaluation of Faculty by Unit Administrators. Unit administrators evaluate their faculty members. The performance of each faculty member during the review period covered by the evaluation is judged on the basis of the position description(s) in effect during that period. In the case of a faculty member holding joint appointments and/or involved in interdisciplinary activities, as described in the position description, in two or more academic or administrative units, it is the responsibility of the administrator in the faculty member’s primary academic discipline to solicit and consider relevant information on job performance from other administrators with responsibility for the faculty member’s work. [See also 3080 E-3.] [rev. 7-09]

Ratings are determined by comparing the faculty member’s performance to the position description. The results of the student evaluation of teaching are carefully weighed and used as a factor in this evaluation. For each area of responsibility, the unit administrator shall describe the basis for her/his evaluation in assessing the faculty member’s performance. The ratings and narrative are entered as indicated on the form. The annual evaluation score for a faculty member in Form 1 relates to the faculty member’s performance evaluation relative to his/her position description. The overall unit average is provided to the faculty member upon request so that he or she can gauge his/her performance relative to other faculty members within the unit. After the unit administrator has completed ratings and narratives for all faculty for the review period, he or she shall provide the following items to each reviewed individual as they become available: [rev. 7-03, 7-09]

(1) a copy of the individual’s annual evaluation form and narrative [rev. 7-09]
(2) if requested, comparative information to help assess performance evaluation and numerical ratings, including, but not limited to: [rev. 7-09]
   (a) Frequency distribution for overall ratings for the unit
   (b) Frequency distribution for overall ratings for the college [rev. 7-97, ren. and rev. 7-01]

e. Self-Evaluation and Conference. Each faculty member is given an opportunity to use the evaluation form (FSH 3320 Form 1) to make an evaluation of his or her own performance. The unit administrator shall provide each faculty member with the opportunity to meet with the unit administrator’s evaluation. (Suitable alternate arrangements are made for off-campus personnel.) The purpose of this meeting is to review and discuss the administrator’s evaluation and the self-evaluation, if any. The unit administrator explains his or her ratings and narrative providing a formative assessment on progress towards tenure, promotion, and/or continued satisfactory performance related to the faculty member’s performance during the year and any revisions in professional goals and objectives for the coming year. The faculty member and the unit administrator work to identify strategies to help the individual faculty member improve performance. The ratings may be modified as a result of the discussion. At the conclusion of the review process, each faculty member shall sign the evaluation form indicating that she/he has had the opportunity to read the evaluation report and to discuss it with the unit administrator. If the faculty member disagrees with the contents of the
review, the faculty member he/she shall be permitted to append a report to the unit administrator’s evaluation, detailing the nature of the dissent. A copy of the administrator’s final evaluation is given to the faculty member. [ren. and rev. 7-01, rev. 7-09]

f. College-Level Action. Copies of the performance evaluation materials forwarded by the unit administrator to the appropriate dean(s), for evaluation at the college(s) level, shall include: [rev. 7-09]
   • a narrative evaluation on progress towards tenure, promotion, and/or continued satisfactory performance,
   • any evaluative comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments, and
   • the evaluation form,

   If the unit fails to attach the narrative evaluation and evaluative comments, are not attached, the college will return the materials to the department/unit by the college. [add. 7-09]

   If the faculty member files a dissent, is filed by the faculty member, the unit it shall be provided a copy to the dean. The dean shall arrange a meeting with the unit administrator and the faculty member to attempt to resolve the relevant issues. The dean enters an evaluation in the space provided on the evaluation form. A copy of that form is given to the faculty member and the original is forwarded to the Provost’s Office for permanent filing [see FSH 1470 and APM 65.02]. A copy of the evaluation form is retained in the college office. If the dean concurs with the overall evaluation and rating of the faculty member by the unit administrator, no additional signature is required from the faculty member. [rev. 7-09]

   If there are any differences in any rating between the unit administrator and college dean, the dean shall attach a narrative prepared by the dean stating the reasons for these differences, and a second and subsequent signature by the faculty member, acknowledging receipt of the dean’s evaluation and rating, is required. The college shall forward the original evaluation form and narrative to the Provost’s Office for permanent filing. If the college fails to attach the narrative, is not attached, the provost will return the form will be returned to the college by the provost. A copy of the evaluation form is retained in the college office. If the faculty member disagrees with the Dean’s evaluation and the disagreement cannot be resolved at the college level, either party may choose to refer the matter to the University Ombuds (FSH 3820). If the matter remains unresolved at the college level, the Provost shall be notified of the disagreement. [ren. and rev. 7-01, rev. 12-06, 7-09]

A-2. SALARY DETERMINATION. This process is carried out at the departmental and higher levels of academic administration. [see FSH 3420.] [rev. 7-09]

B. PERFORMANCE BELOW EXPECTATIONS OF NON-TENURED FACULTY MEMBERS

B-1. If the unit administrator determines that a non-tenured faculty member is performing below expectations, the unit administrator should consider the variety of possible causes, other than inadequate effort on the faculty member’s part, that might be responsible for the inadequate performance. [see FSH 3190] [ed. 7-09]

   It is not the unit administrator’s role to diagnose the cause of the problem but to suggest sources of appropriate professional help and to encourage the employee to seek such help [http://www.hr.uidaho.edu/default.aspx?pid=70192]. Faculty members and unit administrators may obtain referral information and advice from the University Ombuds and Human Resources. [ed. 12-06, 7-09]

B-2. FIRST ANNUAL OCCURRENCE.

   a. In the event that a non-tenured faculty member receives an annual evaluation concluding that he or she has performed below expectations (2 or lower) within one or more areas of responsibility, the unit administrator will, at the same time he or she delivers the performance evaluation.
within sixty days of the evaluation, offer to meet with the faculty member to identify the reasons for evaluating the performance as below expectations.* [rev. 7-09] At this meeting, (1) the faculty member and the unit administrator will review the current Position Description and examine strategies that would permit the faculty member to improve his or her performance. [rev. 7-09]

b. In the event that a non-tenured faculty member receives an annual evaluation concluding that the faculty member has performed below expectations (2 or below) in the overall score, the unit administrator will, at the same time he or she delivers the performance evaluation, offer to meet with the faculty member to identify the reasons for evaluating the performance as below expectations.* [add. 7-09] At this meeting, (1) the unit administrator will appoint a mentoring committee by selecting three individuals from a list of five faculty members nominated by the faculty member, or if the faculty member makes no nominations, will appoint three faculty members of her/his choosing. The mentoring committee’s purpose is to help the faculty member improve performance. The members of the committee need not be drawn from the same unit as the faculty member. The faculty member or unit administrator may request that the University Ombuds attend meetings of the mentoring committee and faculty member. [ed. 12-06, rev. 7-09]

c. In the event that a faculty member receives an overall score of 1, the provost may determine that further review of a faculty member’s performance is required. This review will be conducted in accordance with the procedures prescribed in 3320 C-2B-4. [ren. and ed. 7-09]

*These steps will be taken within sixty days of the annual evaluation.

B-3. TWO CONSECUTIVE ANNUAL ASSESSMENTS OF BELOW EXPECTATIONS. In the event of two consecutive annual evaluations concluding that the non-tenured faculty member has performed below expectations overall or within one or more areas of responsibility (2 or lower) the unit administrator will, at the same time he or she delivers the performance evaluation within sixty days of the evaluation, arrange a meeting of the faculty member, the unit administrator and, in the unit administrator’s discretion, the Dean of the College. The faculty member or the unit administrator may request that the University Ombuds attend the meeting. [ed. 12-06]

The intent of the meeting is to review:

a. the current position description and revise it if necessary to address the issues identified during the discussion. [ed. 7-09]

b. the strategies implemented in the previous year and to identify why the strategies did not result in the faculty member meeting expectations. The parties should re-examine strategies that would permit the faculty member to improve his or her performance. [ed. 7-09]

*These steps will be taken within sixty days of the annual evaluation.

CB. PERFORMANCE BELOW EXPECTATIONS OF TENURED FACULTY MEMBERS. (See also FSH 3190)

C-1. ANNUAL ASSESSMENT OF BELOW EXPECTATIONS. In the event a tenured faculty member receives an annual evaluation of below expectations, the procedures described in B-1 through B-3 above will apply. In the event of an overall score of 1, the provost may determine that further review of the faculty member’s performance is required. This review will be conducted in accordance with the procedures prescribed in 3320 C-2. [ren. and ed. 7-09]

C-2B-4. THREE CONSECUTIVE ANNUAL EVALUATION ASSESSMENTS OF BELOW EXPECTATIONS. In the event of three consecutive annual evaluations below expectations overall or within one
or more areas of responsibility, or a pattern of below expectations evaluations over five years (a summary score of 2 or lower), the Dean shall initiate a formal peer review. [rev. 7-09]

a. Composition of the Review Committee. The Review Committee will consist of six (6) members, appointed as follows:

(1) The Faculty member will submit to the unit administrator a list of the names of three faculty members from within the unit and three tenured faculty members from outside of the unit. The unit administrator will submit a similar list to the faculty member. From the list given to the faculty member, he/she will select one person from inside of the unit and one from outside the unit. From the list given to the unit administrator, he/she will select one person from inside of the unit and one from outside the unit.
(2) The committee members will select as chair another faculty member from within the unit.
(3) The Ombuds or his/her designee shall be an ex-officio member of the committee. [ed. 12-06]

b. Timing of the Review. The review and recommendation(s) will be completed within sixty days of the annual evaluation.

c. The Review. The purpose of the review is to assess the level of performance of the faculty member and the unit administrator’s evaluation of that performance. To that end, the committee shall assess the reasonableness of the previous evaluations and the appropriateness of the development plans, as well as any material submitted by the faculty member and the unit.

The faculty member and chair will provide the following materials to the committee:

- Updated Curriculum Vitae of the faculty member
- Position Descriptions for the past four years
- Annual evaluation materials submitted by the faculty member for the past three years
- Annual Evaluations of the faculty member by the unit head and the Dean for the past three years
- Student and peer evaluations (if any) of teaching for the past four years
- A self-evaluation of teaching
- A self-assessment summary of what the faculty member has learned and achieved during the past four (4) years, including contributions to the department, university, state, nation, and field (about 2 pages).

The faculty member may submit any additional information he or she desires, and the committee may request additional materials as it deems necessary.

d. Responses to Committee Report. The faculty member, chair, and dean will receive the report and will have fifteen days from the report’s date to submit written responses to the review committee. The review committee will send the report and all responses to the provost.

e. Provost. The Provost will be responsible for determining the appropriate resolution, which may include: [rev. 7-09]

1) continuing the status quo;
2) mentoring to address area(s) of concern;
3) termination for cause;
4) consideration of other recommended resolution(s).

DC. PERFORMANCE EVALUATION OF ACADEMIC ADMINISTRATORS. [See FSH 1420 E-6] [ed. 7-09]

[Note: If the below from 1420 is approved to be included here and removed from 1420, reference in 3520 G-6 needs to refer to here 3320 D not 1420 E-6]
Dc-1. Evaluation by Faculty Members. Opportunity is provided for annual performance evaluation of college deans, assistant and associate deans, and administrators of academic departments and other intracollege units by the faculty members of the respective units. The provost sends each faculty member an appropriate number of copies of the form, “Annual Faculty Evaluation of Academic Administrators” [form 2B appended to this section] to be used for evaluation of the departmental unit or center intracollege unit administrator, one to be used for evaluation of the dean, and one to be used for evaluation of each assistant or associate dean in the college.

[Note: “Non-underlined red” text below was moved from 1420 E-6 to address the Provost's desire to add a periodic review of administrators to 3320. It was then edited - underline text is new, struck out is current language from 1420 being deleted, and “non-underline red” text is original language from 1420. All black text is original policy language previously in this section of 3320.]

Dc-2. Evaluation of Departmental or Intracollege Unit and Center Administrators and Assistant and Associate Deans. The review and evaluation of unit and center administrators, and assistant and associate deans, require consideration of their responsibilities as faculty members and as unit administrators as defined by percentage allocations in the Annual Position Description. All unit administrators are entitled to a review and evaluation of their performance in conjunction with their responsibilities as faculty members. Further, all unit administrators are entitled to a review of their performance in conjunction with their responsibilities as unit administrators. (Forms to be used in the evaluation of administrators are found in 3320, Form 2A and Form 2B.) [rev. 7-99, ed. 3-07]

1. Evaluation as a Faculty Member.

a. Annual Evaluation. The annual evaluation of an unit administrator’s performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of FSH 3320 A above.

b. Third Year Review. If the unit administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in FSH 3520 H-3.

c. Five Year Review. If the unit administrator is tenured, he or she shall have his or her performance as a faculty member evaluated in accordance with the provisions of FSH 3320 C.

2. Evaluation as a Unit Administrator.

a. Annual Evaluation. The dean shall conduct an the annual evaluation of unit administrator’s performance shall be conducted by the dean of the college in accordance with his or her achievement of the responsibilities specified in FSH 1420 E-1 and above as documented in the Annual Position Description. The dean and administrator will negotiate the administrator’s Annual Position Description for the unit administrator will negotiate with the dean on the basis of the unit’s department or division needs, and be made available to the faculty for annual evaluation purposes. The unit administrator will present his or her annual goals for the unit at the beginning of the review year and report on his/her effectiveness in meeting last year’s goals. Annual goals These should be based on the unit action plan, needs of the unit department and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2B. The dean will then provide feedback to faculty who have responded as needed. [rev. 7-99, ed. 6-09]

Unit faculty must send completed copies of the form 2B are sent directly to the dean. The dean furnishes the administrator evaluated a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The dean may arrange a conferences with the administrator to discuss the evaluation summary. After these steps have been completed, the dean shall destroy the individual faculty members’ evaluations are destroyed by the dean and shall file the written summary is filed in the dean’s office. The dean then submits As summary of conclusions and recommendations resulting from the review...
UI FACULTY-STAFF HANDBOOK
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Section 3320: Annual Performance Evaluations and Salary Determination of Faculty Members
and Performance Evaluation of Academic Administrators
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are submitted by the dean to the provost, who, in turn, makes his or her review and forwards recommendations to the president. The dean will then provide feedback to faculty who have submitted form 2B, responded as appropriate, needed.

DC-3. EVALUATIONS OF DEANS. Completed copies of the evaluation form are sent directly to the provost. The provost furnishes each dean evaluated a summary of the evaluations in such a way that the confidentiality of individual evaluations is preserved and confers with the dean about the evaluation. After these steps have been completed, individual faculty members' evaluations are destroyed by the provost and the written summary is filed in the Office of Academic Affairs.

a. Annual Evaluation. The provost shall conduct an annual evaluation of each dean's performance shall be conducted by the provost in accordance with his or her Administrative Achievement of the responsibilities specified in FSH 1420 D-2E4 and as documented in the Annual Position Description. The provost and dean will negotiate the Annual Position Description for the dean's administrator will be negotiated with the provost on the basis of the college unit needs, and be made file available to the faculty for annual evaluation purposes. The dean administrator will present his or her annual goals for the college unit at the beginning of the review year and report on his or her effectiveness in meeting last year's goals. Those Annual goals should be based on the college unit action plan, needs of the college unit and discussion with the provost. The provost will make a conscientious effort to solicit input from unit college faculty through evaluation form 2B.

College faculty must will send completed copies of form 2B to the dean, and send a summary directly to the provost. The provost will summarize the faculty responses and share that summary with the dean. In preparing and conveying that summary, the provost has the responsibility to ensure that faculty comments are confidential. This includes, but is not limited to, avoiding the use of any phrases that can identify the faculty member making the comments. Dean furnishes the dean administrator a summary of the faculty evaluations in such a way that the confidentiality of individual evaluations is preserved. The provost may arrange a conference with the dean administrator to discuss the summary evaluation. After these steps have been completed, the provost shall destroy individual faculty members' evaluations are destroyed by the provost, and file the written summary is filed in the Office of Academic Affairs, dean's office. The provost must then submit A summary of conclusions and recommendations resulting from the review are submitted by the dean to the provost, who, in turn, makes his or her review and forwards recommendations to the president. The provost will then provide feedback to faculty who have responded, submitted form 2B, as appropriate, needed.

DC-4. PERIODIC REVIEW OF ADMINISTRATORS. Each unit administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years. The periodic review will be conducted in accordance with the mechanisms of formal review as described in approved bylaws of the individual colleges, which must provide for the following: The provost appoints an ad hoc review committee to include faculty, department chairs, and experienced administrators of other units. The periodic review will be conducted at the request of the Provost and Executive Vice President in accordance with the mechanisms of formal review, which must provide for the following:

14. Opportunity for the dean, center administrator, or unit administrator to prepare a report/ or a portfolio summarizing his or her administrative achievements for the preceding period, including annual reviews, for consideration by those individuals conducting the review.[rev. and ren. 7-99]

24. Opportunity for all faculty and staff of the college/unit to participate in the review.

3. A review committee that, in addition to departmental membership, includes at least one UI faculty member from outside the department. [add. 7-99]

Comment [k2]: Faculty Affairs believes that reinforcing the importance of confidentiality may both help protect faculty and encourage them to provide honest feedback.
3. Solicitation of input by the committee from appropriate constituencies of the department, college, or unit. Confidentiality of all individual evaluations will be ensured. [add. 7-99]

45. Preparation by the review committee of a written report summarizing the findings and recommendations of the review, which will be forwarded to the Provost and the dean/unit administrator. [ed. and ren. 7-99]

56. The provost will submit the written report along with any additional comments and recommendations to the president and provide appropriate feedback to the administrator. [rev. and ren. 7-99]

e. Additional Review. The provost and/or college dean may initiate a review at any time he or she judges such a review is needed. The dean shall submit to the provost a summary of conclusions and recommendations resulting from this additional review. If the review is conducted by the provost, he or she shall submit a summary of conclusions and recommendations are submitted by the dean to the provost and likewise the provost to the president.

Likewise, the faculty of the particular unit may also initiate, by majority vote, such a review of the unit administrator. The tenured faculty of a college may also initiate, by majority vote, such a review of the college dean.

ED. SEQUENCE OF EVALUATION OF FACULTY MEMBERS AND ADMINISTRATORS. The provost prepares the schedule for completion of steps in the performance evaluation and salary determination process each year. The schedule will ensure that faculty members’ evaluations of departmental, unit, or intracollege- or intercenter administrators and assistant and associate deans are in the hands of have been received by the dean before the administrators’ recommendations on salary, promotion, and tenure are made known to the faculty and, similarly, that faculty members’ evaluations of deans are in the hands of have been received by the provost before the deans’ recommendations on salary, promotion, and tenure are made known to the faculty. Conversely, the summaries of faculty evaluations of departmental, unit, or intracollege- or intercenter administrators, assistant and associate deans, and deans will be communicated to the persons evaluated after their recommendations on faculty salary, promotion, and tenure have been transmitted to the provost.

(Forms on next five pages)
UNIVERSITY ADMINISTRATION

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

CONTENTS:

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

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

A-1. The President.

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

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

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

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

2. When an item has not been approved by the president:
   a. The Faculty Council may reconsider; and/or
   b. A referendum may be held on the item. Such referenda will be held on the petition to the Faculty Secretary signed by fifty members of the university faculty and submitted within sixty days of the first full semester after the item has been disapproved. Such referenda will be by written ballot and conducted by the Faculty Secretary’s Office. Upon two-thirds vote of the total voting membership of the university faculty, the item will be presented by the president to the regents for their consideration.

A-2. The Provost and Executive Vice President.
   a. The Provost and Executive Vice President [hereinafter “the provost”] serves as the chief academic officer of the UI, is a member of the president’s cabinet, and serves as the chief executive officer of the University of Idaho when the president is unavailable. The provost has the major responsibility for the promotion of academic freedom and tenure. The provost is the president’s representative to the Faculty Council and works closely with the vice president for finance and administration, Faculty Council and deans in budget planning, fiscal accountability, general policy development and human resources. Acting for the president and within delegated authority and responsibility, the provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. [rev. 7-06]

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

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

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

B-1. Vice President for Finance and Administration.
   a. The vice president for finance and administration also serves as treasurer for the regents and performs the functions of UI bursar, as specified in the Idaho Code. The vice president works to determine UI’s requirements for funds, obtain such funds, and ensure their effective and proper use. The vice president develops and prepares operating and capital budgets and operating plans in concert with academic and staff departments. The vice president is the institutional officer designated by law and by the regents to execute contracts or agreements that, if made, would commit UI to any obligation to provide services or facilities, expend funds, or convey property. Acting for the president and within delegated authority and responsibility, the vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. The vice president for finance and administration is a member
of the president’s cabinet. The vice president regularly reports to the regents through the president; even so, as provided by board policy, the vice president is authorized to report to the regents through the executive director of the Office of the State Board of Education when such direct reporting is requested by the regents or the president. [rev. 7-06, ed. 5-08]

b. The vice president oversees the division of finance and administration whose mission is to provide leadership in an environment which promotes distributed and integrated management, productivity, transparency, and accountability in implementing the university’s mission and goals while ensuring stewardship of the institution’s human, financial, information technology, and facility resources. The division includes all functional areas in administrative affairs, auxiliary services, business and accounting services, capital planning and budget, facilities services, financial services, and human resources. The Idaho Constitution provides the regents of the university autonomy in its activities regarding the procurement of goods, acquiring and managing real estate holdings, capital construction and personnel management. [rev. 7-06]

B-2. Vice President for University Advancement. The vice president for university advancement is responsible for developing and maintaining institutional programs for alumni relations, public relations and development, and also serves as executive director of the UI Foundation. The vice president is specifically responsible for the effective functioning of university communications and marketing, alumni relations, and the development offices including those at extended regional campuses, and specific program fundraising efforts. These departments are coordinated to support and enhance the university’s missions of teaching, scholarly activity and outreach. Among specific duties are to: formulate and recommend policies relating to the development, public relations, and volunteer activities of the university; formulate a strategic plan for the organization and progression of long-range development programs; design and implement strategies for a comprehensive public relations program; and promote fundraising activities. The vice president works closely with the Alumni Association and the Vandal Booster Board in association with their executive directors. The vice president serves as a member of the president’s cabinet. The vice president is expected to supervise, lead, and manage the advancement area and to participate in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the president and within delegated authority and responsibility, this vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. [ed. 7-06]

B-3. Vice President for Research. The vice president for research is responsible for the research program of the university and the university’s several research institutes as well as the Idaho Geological Survey, and is responsible for coordinating with the Idaho Research Foundation. The vice president provides vision and leadership to the research institutes and the procurement of external research support. The vice president is expected to lead, and manage the research program as well as to participate in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the president and the provost and within delegated authority and responsibility, the vice president develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. The vice president is a member of the president’s cabinet. [rev. 7-06]

B-4. Associate Vice President for Northern Idaho. The associate vice president for Northern Idaho identifies innovative higher education programs to meet the higher education needs of the Coeur d’Alene, Post Falls, and Sandpoint regions. [add. 7-06]

B-5. Vice Provost for Student Affairs and Dean of Students. The vice provost for student affairs and dean of students is responsible for setting the tone for the quality of student life on campus, leadership in student development, and the general direction and oversight of student services. The vice provost leads UI’s statewide efforts pertaining to student life, including residence living, student counseling, multicultural affairs, student benefits, health and wellness, child care, campus recreation, and the dean of students’ office. The vice provost also works closely with student government and intercollegiate athletics. "The vice provost serves as a member of the presidents cabinet, and is expected to supervise, lead, and manage student affairs and to participate in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the president and the provost and within delegated authority and responsibility, this vice provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties."
B-6. Vice Provost for Academic Affairs and Enrollment Management. The vice provost for academic affairs and enrollment management is responsible for the following academic support areas: admissions and financial aid, new student services, tutoring and academic assistance, the Center for Academic Advising, the College Assistance Migrant Program, career and professional planning, Core, honors program, international programs office, independent study, summer programs and concurrent enrollment, registrar’s office, officer education programs, and the Center for Teaching Excellence, which includes general education, student retention, and faculty development. The vice provost is responsible for delegated responsibilities from the provost in general academic areas. The vice provost promotes articulation with other colleges and universities based on academic policies, and participates in formulating strategic plans, directions, and policies for the institution as a whole. Acting for the provost and within delegated authority and responsibility, the vice provost develops and requires compliance with such administrative directives and instructions as are reasonable and necessary for the discharge of assigned responsibilities and duties. [rev. 7-06]

C. OTHER OFFICERS REPORTING DIRECTLY TO THE PRESIDENT. [sec. C rev. 7-99, 7-06]

C-1. General Counsel. The university’s general counsel is solely responsible for all legal matters pertaining to UI, including retaining outside legal counsel. The general counsel represents the university, including advising the president and all members of the central administration, and others designated by the president or other administrators. The general counsel is an ex officio member of the president’s cabinet. [ed. 7-06, rev. 5-07]

C-2. Affirmative Action Officer. The affirmative action officer oversees the functioning of UI’s equal employment opportunity and affirmative action programs and advises the president on the full range of employment and educational practices concerning these matters within UI. [See also 1640.10, 3060, and 6010 (ed. 7-97).]

C-3. Director of Athletics. The director of athletics supervises the intercollegiate athletic programs and ensures that they support UI’s educational objectives and comply with the regulations of the National Collegiate Athletic Association and the athletic conferences with which UI is affiliated. [See also 4320 and 4325.] The director is a member of the president’s cabinet. [ed. 7-06]

C-4. Ombuds. The ombuds provides a voluntary, informal mechanism to facilitate communications between individuals in dispute, to help clarify issues involved, and to suggest avenues for dispute resolution. [See also 3820.] [ed. 7-06]

C-5. Special Assistant to the President for Governmental Relations. The special assistant to the president for governmental relations is responsible for assisting members of the central administration in all matters involving the university’s relationship with congressional and legislative entities and elected officials at the state and federal levels. Located in Boise, the special assistant is a member of the president’s cabinet. [ed. 7-06]

C-6. Internal Audit. The Department of Auditing Services, reporting directly to the president, is an independent appraisal activity established within the university as a service to university management and the Board of Regents [See Governing Policies and Procedures Manual of the State Board of Education, Section V.H.4]. The department seeks to improve the management of the university’s resources and assets and provide the university’s management staff and the Board of Regents with an evaluation of the institution’s and various organizational unit’s operational functions. The scope of the audit function encompasses the examination and evaluation of the adequacy and effectiveness of the institution’s system of management controls as well as the quality of performance in carrying out assigned responsibilities. [add. 7-06]
D. COLLEGE DEANS.

D-1. APPOINTMENT.

a. Each college is administered by a dean who is appointed by the regents on recommendation of the president. Such recommendation is formulated through procedures that (a) solicit the advice and include the active participation of faculty members and students of the college and (b) are consistent with the bylaws of the college faculty. [See 1520 IV-7 (ed. 7-97).]

b. When a vacancy in the position of dean occurs, the provost convenes a search committee to advise in the selection of a new dean. The provost determines the size of the committee, including the number of members from outside UI, and appoints the members. The provost also names a person to chair the committee. To ensure adequate representation and participation of the college faculty in the search and selection process [see 1520 I-4-A], the following will be observed: (a) faculty members from the college concerned comprise at least 50 percent of the membership; and (b) these faculty representatives are selected by the provost from a pool of faculty members presented to him or her through procedures established in the college bylaws that provide for the representation of the major academic disciplines in the college. The pool must contain at least half again the number of members needed from the college for the committee. Additionally, search procedures must provide some means for the entire college faculty to participate in the interviewing of finalists and for individual faculty members to forward their comments and recommendations directly to the president. The search committee forwards its recommendation to the provost who, in turn, forwards a recommendation to the president who is responsible for making a final recommendation to the regents. [ed. 7-97, 7-00, rev. 7-06]

c. The college dean serves in his or her administrative position at the pleasure of the provost, and the regents receive annual recommendations from the president concerning the dean’s status. [rev. 7-06]

d. The college dean may be granted tenure in an academic discipline in accordance with regular UI procedures for tenure, but may not be granted tenure as an administrator. [See 3520 F-4.]

D-2. RESPONSIBILITIES.

a. The various colleges differ widely in size and organization. Consequently, this statement of responsibilities is intended to be general enough to allow for different procedures and different degrees of delegation of authority and responsibility within the colleges. These matters are dealt with specifically in the bylaws of the individual colleges. The principal variation lies in the responsibilities placed in the hands of administrators of intracollege academic units.

b. The college dean is the chair of the college faculty in the development of policies and priorities governing the academic program of the college. The dean is responsible both for the exercise of leadership in these matters and for the development of the leadership roles of other faculty members in the college decision-making process. The academic program of the college is directly affected by program planning, definitions of goals and priorities, instructional methods and standards, student advising, research policies, allocation of resources, and the development of professional standards peculiar to the branches of learning for which the college is responsible. The academic program of the college includes undergraduate and graduate instruction, research and creative activity, and extension services.

c. The college dean is the chief executive officer of the college in the implementation of policies defined by the college or university faculty and approved by appropriate authority. As such, it is the dean’s responsibility to:

1. Foster academic excellence in the college and each of its units.

2. Operate a system of academic advising and counseling for students [see 4310].
3. Present to the Faculty Council or its committees matters that have been proposed by the college faculty and require approval by the Faculty Council.

4. Present to the Provost Council or to other bodies problems of policy implementation that need university-wide attention, including the implementation of interdisciplinary programs. [ed. 7-06]

5. Develop budget proposals.

6. Control expenditures from approved budgets. [ed. 7-97]

7. Develop recommendations concerning appointments, promotions, tenure, salaries, layoffs, and terminations of college personnel.

8. Assign duties to the faculty. [See also E-1 below and 3240.]

9. Define job responsibilities, assign duties, and supervise the activities of nonfaculty personnel.

10. Maintain contacts with the professions for which the college prepares graduates.

11. Supervise the use, maintenance, and security of property entrusted to the college (responsibility for security is shared with Facilities Management and Campus Security). [See 6140.]

12. Allocate space assigned to the college within limitations imposed by the Space Governance Group (see APM 40.10). [ed. 7-06, 6-09]

d. College deans, individually and as members of the Provost Council, advise the president on such university-wide matters as: (a) admission, registration, advising, counseling, retention, and dismissal of students, (b) personnel policies, (c) institutional goals, (d) budgetary priorities, (e) university relations, and (f) day-to-day problems of institutional operation that require the attention of the president’s executive staff. [ed. 7-06]

e. The dean is encouraged to organize his or her activities so as to provide time for personal involvement in teaching, research, or equivalent professional endeavors.

E. ADMINISTRATORS OF SCHOOLS, DIVISIONS, AND DEPARTMENTS. [All save E-1, E-4b, and E-4c were revised or added 7-98; E-1, E-4, and E-6 were revised 7-99.]

E-1. RESPONSIBILITIES. The administrator of a school, division, or department (i.e., the first organizational unit below the college level) is responsible for interpreting university and college objectives and policies for the faculty of the unit and, through leadership, ensuring faculty participation in formulating and carrying out the unit’s policies within the framework of the objectives and policies of the college and university. The role may be defined more specifically by the bylaws of each college, but it is understood that the general responsibility for leadership includes: assisting higher administration in the assignment [3240 A] and in the evaluation [3320 and 3340] of the services of each member of the unit’s faculty and staff; promoting effective leadership of personnel and management of departmental resources; providing leadership in the development and implementation of unit plans; providing for open communication with faculty and staff; fostering excellence in teaching, scholarship and outreach for faculty, students, and staff in the department; effectively representing all constituents of the department; and continuing personal professional development in areas of leadership. [rev. 7-99]

E-2. TITLE.

a. The title of the administrator of a school or division (i.e., a division that is the first organizational unit below the college level) is “director.”
b. The title of a departmental administrator may be either “department chair” or “department head,” as
determined by the bylaws of the individual colleges.

E-3. RANK AND TENURE. [ed. 7-00]

a. Administrators of schools, divisions, or departments must hold an academic rank in a discipline.

b. Tenure, in the academic rank only, may be granted under the usual procedures; tenure is not granted in the
administrative capacity. [See 3520 F-4.]

E-4. SELECTION OF PERMANENT ADMINISTRATOR.

a. The responsibility for recommending unit administrators shall be shared between the voting faculty members
(as defined by Article II, Section, 1 of the UI Constitution) of the unit and the dean of the unit’s college.

b. Administrators of schools, divisions, or departments are reviewed periodically as initiated by the dean. Each
administrator is formally reviewed at least six months before the end of each appointment term, or, if there is
not a fixed appointment term, at least every five years. The review will include the mechanisms of formal
review as described in the approved bylaws of the individual colleges and be consistent with the procedures of
E-6. The dean submits the review material and recommendations to the provost, who in turn makes a
recommendation to the president regarding renewal or nonrenewal. [rev. 7-99, ed. 7-00]

c. The college dean has the responsibility to initiate an earlier review at any time he or she judges such a review
is needed. Likewise, the faculty of the particular unit may initiate, by majority vote, an earlier review. A
summary of conclusions and recommendations resulting from the review are submitted to the dean to the
provost who, in turn, makes his or her review and forwards recommendations to the president.

d. When a vacancy occurs, it is the responsibility of the college dean to assemble a search committee. The
search committee should represent a balance of interests including diversity, unit disciplines and specializations,
and faculty rank. Appointment to the search committee shall be in accordance with the bylaws of the unit and/or
the unit’s college, provided that the search committee shall be comprised as follows:

1. At least two-thirds of the members shall be voting faculty members of the unit who were nominated by
the faculty.

2. At least one member shall be a UI faculty member from outside the college selected from three persons
nominated by the faculty. (A role of this outside member is to assure compliance with the process for
selecting administrators).

3. In consultation with the faculty of the unit, the dean will select the overall committee to represent a
balance of interests including diversity, disciplines/specialization, and rank.

e. As provided by the bylaws of either the unit or the college, the search committee may include student
members, alumni, representatives of the unit’s constituents, and/or other UI faculty from outside the unit.

f. Faculty members of the unit who are candidates for the administrative position may not serve on the search
committee nor participate in any faculty voting regarding the position.

g. Once the search committee has been formed, the dean of the college will select the chair after consultation
with the committee.

h. In accordance with the provisions of the bylaws of the unit and/or college and with the recruitment policies
and procedures of the UI, the search committee shall, in consultation with college and university administration:

1. Develop a position description.

2. Determine whether an external or internal search shall be conducted. (An external or internal search is determined by circumstances unique to each vacancy; e.g. availability of funds, departmental needs, departmental and/or college policy, and shall be resolved in accordance with college or unit policies and procedures.)

i. The responsibilities of the search committee shall be to:

1. Solicit a pool of candidates to be considered for the position;

2. Evaluate applicants, from the pool of candidates, in accordance with criteria specified in the position description; and

3. Recommend finalists for further consideration by the unit’s faculty and administration.

j. All voting faculty members of the unit shall have the opportunity to participate in interviewing finalists for the position.

k. After the unit’s voting faculty members have completed interviewing the finalists, the chair of the search committee shall obtain, by secret ballot, the preferences of the unit’s voting faculty for the administrative position.

l. The chair of the search committee shall forward the name(s) of one or more candidates acceptable to the majority of the unit’s voting faculty and a report documenting the search process to the dean. The dean will then meet with the unit faculty members or the search committee to discuss the proposed candidates.

m. If, after subsequent rounds of voting, no candidate obtains a majority of votes of the unit’s faculty members, the chair of the search committee shall poll the voting faculty members for an appropriate course of action.

n. If the unit’s voting faculty is unable to determine a course of action for selecting a unit administrator, the matter shall be referred to the dean.

o. If the individual(s) selected by the voting faculty members are acceptable to the dean, the dean shall forward the recommendation to the provost.

p. If the dean and a majority of the unit’s faculty cannot agree on a candidate who will accept the administrative leadership, the dean prepares a written summary of the relevant issues, including the results of the faculty vote, for the provost. Faculty members are encouraged to forward their written comments to the provost. The provost shall make a reasonable attempt to achieve congruence between the dean and the majority of the faculty; and in any event, makes a recommendation to the president regarding an appointment or an alternate course of action.

q. In the case of a recommendation to appoint an individual not currently on the faculty, the dean must also receive the recommendation of at least the majority of the full professors (and where appropriate, of the associates) in the academic department for the academic faculty appointment and rank.

E-5. APPOINTMENT OF AN ACTING (OR TEMPORARY) ADMINISTRATOR. When a vacancy occurs, the college dean shall assemble and consult with the voting faculty members of the unit and recommend to the provost and president a member of the unit’s faculty, acceptable to both the dean and a majority of the unit’s faculty, to serve as its acting administrator until a permanent administrator is selected.
E-6. REVIEW AND EVALUATION. See FSH 3320 D-2. The review and evaluation of unit administrators require consideration of their responsibilities as faculty members and as unit administrators as defined by percentage allocations in the Annual Position Description. All unit administrators are entitled to a review and evaluation of their performance in conjunction with their responsibilities as faculty members. Further, all unit administrators are entitled to a review of their performance in conjunction with their responsibilities as unit administrators. (Forms to be used in the evaluation of administrators are found in 3320, Form 2A and Form 2B.) [rev. 7-99, ed. 3-07]

1. Evaluation as a Faculty Member.

   a. Annual Evaluation. The annual evaluation of a unit administrator’s performance as a faculty member shall be conducted by the dean of the college in accordance with the provisions of FSH 3320 A.

   b. Third Year Review. If the unit administrator is untenured, there shall be a third-year review in accordance with the procedures outlined in FSH 3520 H-3.

   c. Five Year Review. If the unit administrator is tenured, he or she shall have his or her performance as a faculty member evaluated in accordance with the provisions of FSH 3320 C.

2. Evaluation as a Unit Administrator.

   a. Annual Evaluation. The annual evaluation of unit administrators’ performance shall be conducted by the dean of the college in accordance with his or her achievement of the responsibilities specified in FSH 1420 E-1 above as documented in the Annual Position Description. The Annual Position Description for the unit administrator will be negotiated with the dean on the basis of the department or division needs, and be made available to the faculty for annual evaluation purposes. The unit administrator will present his or her annual goals for the unit at the beginning of the review year and report on effectiveness in meeting last year’s goals. These should be based on the unit action plan, needs of the department and discussion with the dean. The dean will make a conscientious effort to solicit input from unit faculty through evaluation form 2B. The dean will then provide feedback to faculty who have responded as needed. [rev. 7-99, ed. 6-09]

   b. Periodic Review. Each unit administrator is formally reviewed at least six months before the end of each appointment term, or, if there is not a fixed appointment term, at least every five years. The periodic review will be conducted in accordance with the mechanisms of formal review as described in approved bylaws of the individual colleges, which must provide for the following [rev. 7-99]:

      1. Opportunity for all faculty and staff of the unit to participate in the review.
      2. A review committee that, in addition to departmental membership, includes at least one UI faculty member from outside the department. [add. 7-99]
      3. Solicitation of input by the committee from appropriate constituencies of the department. Confidentiality of all individual evaluations will be ensured. [add. 7-99]
      4. Opportunity for the unit administrator to prepare a report or portfolio summarizing his or her administrative achievements for the preceding period for consideration by those individuals conducting the review. [rev. and ren. 7-00]
      5. Preparation of a written report summarizing the findings and recommendations of the review, which will be forwarded to the dean and the unit administrator. [ed. and ren. 7-00]
      6. The dean will submit the written report along with any additional comments and recommendations to the provost and provide appropriate feedback to the faculty and staff. [rev. and ren. 7-00]
c. Additional Review. The college dean may initiate a review at any time he or she judges such a review is needed.

Likewise, the faculty of the particular unit may initiate, by majority vote, such a review.

A summary of conclusions and recommendations resulting from the review are submitted by the dean to the provost who, in turn, makes his or her review and forwards recommendations to the president.

[See 1440 for chart of administrative organization.]
# 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))

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

**Chapter & Title:** Partner Accommodation

**Administrative Procedures Manual [APM]**
- Addition
- Revision*
- Deletion*
- Emergency

**Chapter & Title:**

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

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

### Originator(s):
(Please see FSH 1460 C)

**Telephone & Email:**

### Policy Sponsor: (If different than originator.)

**Telephone & Email:**

---

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

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

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

Unknown

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

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

If not a minor amendment forward to:

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PARTNER ACCOMMODATION

A. Definitions.

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

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

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

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

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

C-2. Temporary Position. If there are no appropriate existing vacancies and if a partner’s qualifications meet a demonstrated need at the university, a one to three year temporary position may be created to provide appropriate employment opportunity. In order to safeguard individuals, departments, and other units, any offer of employment under these circumstances must be approved through the
ordinary channels, i.e. the unit's administrator or hiring committee, and following approved HR and/or affirmative action hiring procedures. The Office of the Provost & Executive Vice President (Provost) may assist with the funding of created positions for the purpose of temporary accommodation. These temporary accommodations are supported in part by limited funds set aside by the provost for this purpose.

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

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

**a. Requirements:**

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

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

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

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

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

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

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

Any unused temporary accommodation funds revert to the provost.

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

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

C-4. Contact Information. TBD
**IDAHO STATE BOARD OF EDUCATION**  
**ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION**  
**NOTICE OF INTENT**  
To initiate a  
New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit

<table>
<thead>
<tr>
<th>Institution Submitting Proposal:</th>
<th>University of Idaho</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Art &amp; Architecture</td>
</tr>
</tbody>
</table>
| Name of Department(s) or Area(s): | Department of Architecture & Interior Design  
Department of Art & Design  
Department of Landscape Architecture  
Virtual Technology and Design Program |

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

A New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program or Administrative/Research Unit (circle one) leading to:  
College of Art & Architecture Reconfiguration  
(Degree or Certificate)

| Proposed Starting Date: | July 1, 2010 |

For New Programs:  
For Other Activity:

| Program (i.e., degree) Title & CIP 2000 |  
|----------------------------------------|---|
| ☐ Program Component (major/minor/option/emphasis) |
| ☐ Off-Campus Activity/Resident Center |
| ☐ Instructional/Research Unit |
| ☐ Addition/Expansion |
| ☐ Discontinuance |
| ☐ Contract Program |

Dean’s signature on file  
3/4/10  
College Dean (Institution) Date  
Chief Fiscal Officer (Institution) Date  
Chief Academic Officer (Institution) Date  
President Date  
VP Research & Graduate Studies Date  
State Administrator, SDPTE Date  
Chief Academic Officer, OSBE Date  
SBOE/OSBE Approval Date  

Revised 8/9/06
Before completing this form, refer to Board Policy Section III.G. Program Approval and Discontinuance.

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

   The intention of the NOI is to reconfigure current departmental units into one unit within the College, a unit that would encompass all current programs and degrees. There is no intent to modify programs with this NOI. Currently the College of Art & Architecture has an organizational structure of three departments and one program that is administered through the Dean’s Office. Departments are: the Department of Architecture & Interior Design, Department of Art & Design, Department of Landscape Architecture and the Virtual Technology and Design Program. This also meets Provost Doug Baker’s Mandate to streamline administrative structures.

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

   • Reduced state funding requires us to establish larger academic units, develop more efficient management structures, and find new revenue streams.
   • Reactivation of the college in October, 2005 was based on the premise of integrated design in a common studio culture. The College of Art and Architecture’s Strategic Plan – Create, Collaborate, Lead – articulated these concepts in a bold series of vision statements and strategies.
   • A one-unit structure reflects a continuing commitment to the vision of an integrated college in which the integrity and strength of each discipline contributes to and reinforces our educational goals while reducing or eliminating unnecessary silos between disciplines.
   • Our graduates are entering professions that are increasingly integrated and rapidly changing. We need to increase our ability to provide flexible and integrated education to prepare them for that world.

3. Briefly describe how the institution will ensure the quality of the programs (e.g., accreditation, professional societies, licensing boards, etc.).

   Accreditation:
   • Maintaining accreditation in each discipline is a top priority of the college. Our CAA Teaching and Learning Mission states the following: “Provide accredited degree programs with extraordinarily effective teaching in dynamic learning environments, instilling in graduates the knowledge, skills, values and passion required for success as tomorrow’s professionals and leaders.” Discussions with all accreditation boards indicate that the reconfiguration proposed should not adversely affect accreditation as long as accreditation criteria are met. The college will work closely with accreditation boards throughout the implementation process to resolve any questions or concerns.

Professional societies and constituencies:
• Members of the College's Advisory Council, professional practitioners and other private sector constituencies support this change. They believe this change represents a significant trend in practice and industry.
• Faculty members and academic programs are members of professional societies, and reconfiguration will not impact those relationships.

State Licensing Boards:
• This organizational structure change will not affect the ability of our graduates to become licensed in their professions.
• The College will work closely with licensing boards throughout the implementation process to respond to any unresolved issues.

Students:
• This change provides a dynamic opportunity for our students to be part of an integrated college of art, architecture, graphic design, interior design, landscape architecture, and virtual technology and design. Students will have better access to more flexible and innovative learning opportunities and experiences.
• This model corresponds to innovative private and public practice. As a result, students will find more relevance for their degree in their profession of choice which will prepare them to enter the integrated workforce.
• This underscores our current commitment to trans-disciplinary learning for all students through the “College- wide Foundations Program.” This prepares them for the interdisciplinary world in which they will work and achieves efficiencies in our teaching.
• Student contributions will continue to be part of the process of formulating the vision of the new unit.

Faculty:
The new College by-laws will be developed so that:
• Faculty in each discipline will maintain control of curricula and instruction.
• Faculty will continue to be represented on college and university committees and participate in other faculty opportunities.
• Faculty in each discipline will participate in selecting unit leadership and college committee representation.
• Program coordinators, (formerly identified as department chairs in the current FSH) will be responsible for administrative duties including accreditation, course assignments, position descriptions, annual performance evaluations, promotion and tenure, budget management, per Faculty Staff Handbook 1420 e-1.
• In compliance with the Faculty Staff Handbook, a part time position will be established (identified as a Department Chair in FSH) to perform those tasks, not covered by the program coordinators identified above. (Relates to .50 FTE position on budget explanation.)

Process:
• February, 2009: Faculty and staff were involved in workshops that resulted in goals for the reconfiguration of the College. Chief among them was the need to retain existing faculty numbers to continue to teach classes. Concerns and desires were expressed and specific courses of action were tested. These workshops continued in March, 2009. Between workshops, chairs tested options that might be brought forward to the faculty as possible solutions.
• August, 2009: Department chairs developed a number of options including a list of advantages and disadvantages for faculty consideration.
• September, 2009: Eleven options were tested and prioritized again in a joint workshop of faculty and Advisory Council members.
• September – November, 2009: Department chairs worked to further test preferred options with their departments.
• December, 2009: A College workshop identified faculty and staff concerns.
• January, 2010: In response to the December workshop, a Blackboard website was established to encourage informal communication. Four dialogue sessions were held to allow smaller groups to discuss options. An in-depth dialogue identified strengths and weaknesses of all options. A straw poll indicated that 80% of faculty and staff supported the one-unit option.
• February, 2010: Student leaders continue to be informed of organizational changes as the process unfolds.

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

N/A: The College of Art and Architecture offers the only integrated college of art, architecture, graphic design, interior design, landscape architecture, and virtual technology and design in the State of Idaho. These programs are segmented into different colleges in regional universities. This proposal strengthens our unique niche in art and design education.

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

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU</td>
<td>Current</td>
<td>Previous Year</td>
</tr>
<tr>
<td></td>
<td>Fall, 2006</td>
<td>Fall, 2005</td>
</tr>
<tr>
<td></td>
<td>Grad: 15</td>
<td>Grad: 15</td>
</tr>
<tr>
<td>Pre-Architecture</td>
<td>59</td>
<td>Pre-Architecture</td>
</tr>
</tbody>
</table>

CSI

CWI

EITC
<table>
<thead>
<tr>
<th>Institution and Degree name</th>
<th>Level</th>
<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU Ugrad</td>
<td></td>
<td>BA History of Art &amp; Visual Culture</td>
<td>Areas offered are art metals, ceramics, drawing and painting, graphic design, history of art and visual culture, illustration, photography, printmaking and sculpture.</td>
</tr>
<tr>
<td></td>
<td>Grad</td>
<td>BA Visual Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assoc. Degree Pre Architecture</td>
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<tr>
<td></td>
<td></td>
<td>MFA Visual Arts</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>MA Art Education</td>
<td></td>
</tr>
<tr>
<td>CSI</td>
<td>None</td>
<td></td>
<td></td>
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<tr>
<td>CWI</td>
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<tr>
<td>EITC</td>
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<tr>
<td>School</td>
<td>Undergraduate</td>
<td>Graduate</td>
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</tr>
<tr>
<td>ISU</td>
<td>BA Art, BFA Art, Associate of Arts Degree, MFA Art</td>
<td>The studio areas offered for concentration are drawing, painting, printmaking, papermaking, sculpture, weaving, ceramics and jewelry/metals.</td>
<td></td>
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<tr>
<td>LCSC</td>
<td>None</td>
<td></td>
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<tr>
<td>NIC</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UI</td>
<td>Bachelor of Interior Design, Bachelor of Science, Architecture, Bachelor of Arts and Bachelor of Fine Arts, Bachelor of Science in Art Education, Bachelor of Science Landscape Architecture, Bachelor of Science in Virtual Technology and Design, Master of Architecture, Master of Science in Architecture, Master of Fine Arts, Master of Arts in Teaching, Master of Landscape Architecture</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Describe how this request is consistent with the State Board of Education’s policy or role and mission of the institution. (i.e. centrality). Topic: Centrality to Land Grant Mission and SBOE Directives:

Centrality to Land Grant Mission and SBOE Directives:
- Enacted in 1862, the Morrill Act created a process for every state to establish a college dedicated to the agricultural and mechanical arts. Later Legislation (the Morrill Act of 1890) expanded the disciplines that universities could address in their programming and curricula as land grant institutions.
- In reply to the Morrill Act and the establishment of the University of Idaho as a land grant University, the Idaho State Board of Education (ISBOE) has provided policy that directs the University of Idaho to formulate its academic plan and generate programs with primary emphasis on agriculture, natural resources, and metallurgy, engineering, architecture, law,
foreign languages, teacher preparation and international programs related to the foregoing.

University of Idaho Strategic Action Plan

- The Vision, Values and Directions portion of the University of Idaho Strategic Action Plan 2005 – 2010 speaks directly to our mission in the State of Idaho. “Through collaboration across strong academic disciplines, and through the creation of public, private and community partnerships, we will undertake bold initiatives to promote science, technology and their applications…..”
- Our reconfiguration directly addresses the University of Idaho Strategic Action Plan, Scholarly and Creative Activity Goal, under Objective A: “Establish administrative structures, policies, procedures and incentives for faculty, departments, centers/institutes and colleges to participate in interdisciplinary programs.” This initial decision will begin a process that will support a transition that integrates our individually strong professional programs.

College of Art & Architecture Strategic Plan:

- We teach the integrated concepts of art, design and technology with a focus on cultural and environmental stewardship.
- Unleash the power of design and creativity in every aspect of our teaching, research, service and administration, boldly using the tools of our professions to overtly impact how we teach, learn and operate as a College.
- The University Of Idaho, College of Art & Architecture is the school of choice for transdisciplinary, community influenced education. We teach the integrated concepts of art, design and technology with a focus on cultural and environmental stewardship. We effectively prepare students for successful careers and service in our allied fields, and beyond.
- Assume a leadership role in the implementation of the University’s Strategic Plan and Strategic Initiatives, seeking out opportunities and funding for interdisciplinary collaboration, expanding classes, which attract students from other colleges, and making classes provided by other colleges an integral part of our students’ learning.
- Proactively assess the current and forecasted needs of the professional markets to ensure that our programs are providing students with the required knowledge and skills to maintain a competitive advantage in their desired fields.

Re-establishment of the College of Art & Architecture by SBOE, October, 2005

- In the document: Overview of the Process to Reestablish the College (Instruction, Research, and Student Affairs, April 20-21, 2006 SBOE), the group charged with re-establishment of the College recommended that the issue at hand for the CAA “was to impart a sense of an integrated and collaborative college umbrella of offerings that brought the college programs into a cohesive whole and reached out to the university community with some suggested ideas.”
- The intention of the re-establishment was to close the discussion on past decisions and enter into an era of new beginnings and renewal and establish the groundwork for distinctive top-tier programs that are well positioned to serve the needs of the 21st Century in teaching and learning, scholarly creativity and engagement through outreach.
- The board also stated that the professional fee will be increased to accommodate the increased costs, and to provide equity among students in the college. The board stated, “All on-going costs for restoring the college administration will come from existing resources within Art and Architecture base budgets, existing carryover and reserve funds in Art and Architecture, and from additional professional fees. The professional fee will be increased to accommodate the increased costs.”
6. Is the proposed program in the 8-year Plan? Indicate below.

N/A: Organization structural change, not programmatic

Yes _____ No _____

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

N/A: Organization structural change, not programmatic.

8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY 2011</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Personnel</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>.5 FTE (includes Fringe) (Unit/Dept Head)¹</td>
<td>55,200</td>
<td>56,900</td>
<td>58,600</td>
<td>170,700</td>
</tr>
<tr>
<td>2. Operating²</td>
<td>10,000</td>
<td>5,000</td>
<td>5,000</td>
<td>20,000</td>
</tr>
<tr>
<td>3. Capital Outlay</td>
<td></td>
<td></td>
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<tr>
<td>4. Facilities</td>
<td></td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td>65,200</td>
<td>61,900</td>
<td>63,600</td>
<td>190,700</td>
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<tr>
<td><strong>B. Source of Funds</strong></td>
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<tr>
<td>1. Appropriated-</td>
<td></td>
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<tr>
<td>reallocation</td>
<td></td>
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<tr>
<td>2. Appropriated – New</td>
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<tr>
<td>3. Federal</td>
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<td>4. Other:</td>
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<tr>
<td><strong>Student Professional</strong></td>
<td>127,700</td>
<td>183,300</td>
<td>230,300</td>
<td>541,300</td>
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<td><strong>Fees³</strong></td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
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<tr>
<td><strong>B. Nature of Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Recurring *</td>
<td>127,700</td>
<td>183,300</td>
<td>230,300</td>
<td>541,300</td>
</tr>
<tr>
<td>2. Non-recurring **</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL: (NET)</strong></td>
<td>62,500</td>
<td>121,400</td>
<td>166,700</td>
<td>350,600</td>
</tr>
</tbody>
</table>
* Recurring is defined as ongoing operating budget for the program, which will become of the base.
** Non-recurring is defined as one-time funding in a fiscal year and not part of the base.

Footnotes:
1. Savings will be appreciated when current department chairs positions are transformed into Program Coordinators. Once responsibilities are described we will have a clearer definition of amount. Savings not shown, but exists; unknown at this time.

2. Operational Expense categories such as non-capital expenses for technology and office expenses.

3. Student Professional fee revenue is dependent upon extending the fee to all students in the College. For budget consistency, a constant enrollment is considered. (At present students in the Department of Art & Design do not pay the professional fee.)

A formal request for an all inclusive Professional Fee in the College to SBOE is currently in process. The following is a condensed rationale quoted from that request:
   • Provides phased in equity for all students in the College of Art & Architecture;
   • Provides funding for the higher cost of education provided through the studio model; and
   • Recognizes the professional nature of our programs and professional accreditation.