University of Idaho
2011-2012 FACULTY SENATE AGENDA

Meeting #14

3:30 p.m. - Tuesday, December 6, 2011
BRINK HALL FACULTY LOUNGE – Moscow
IWC Room 390 – Boise
145c – Coeur d’Alene
TAB 321 IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2011-12 Faculty Senate Meeting #13, November 29, 2011

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Fall 2011 Graduates
   • Larry Craig Endowment (Perez)
   • FS-12-020: FSH 3520 – Tenure (FYI, minor edits) (Eckwright)
   • FS-12-021: FSH 3560 – Promotion (FYI, minor edits) (Eckwright)

VI. Committee Reports.

   Campus Planning & Advisory Committee (Hasko)
   Transportation Advisory Group (Morra)

VII. Special Orders.

VIII. Unfinished Business and General Orders.

   • FS-12-017: FSH 1520 - Constitution of the University Faculty (vote)(Eckwright)
   • FS-12-018: FSH 1540 - Standing Rules of the University Faculty (vote)(Eckwright)

IX. New Business.

X. Adjournment.

Professor Paul Joyce, Chair 2011-2012, Faculty Senate

Attachments: Minutes of 2011-2012 FS Meeting #13
FS-12-017; FS-12-018; FS-12-020; FS-12-021
Present: Aiken, Baillargeon, Baker (w/o vote), Barlow, Bathurst, Bird, Bowlick, Budwig (Boise), Corry, Dakins (Idaho Falls), Eckwright (w/o vote), Garrison, Goddard, Hartzell, Hasko, Hopper, Joyce (Chair), Marshall, Miller, Padgham-Albrecht, Pendegraft, Stark, Strawn Absent: Halloran, Morra, Ostrom, Riesenberg, Safaii-Fabiano (Coeur d’Alene) Guests: 6

A quorum being present, Senate Chair Joyce called the meeting to order at 3:31PM.

Chair Joyce introduced the “consent agenda” (Robert’s Rules of Order “consent calendar”). The consent agenda allows for grouping routine items for a vote. The two items in the consent agenda were previously discussed at Meeting #8, October 18, 2011:

- FS-12-006-rev: APM 5.08 – Vehicle Coverage and Use
- FS-12-007-rev: FSH 3860 – Grievance Procedure for Classified Employees.

Consent agenda approved.

Minutes: It was moved and seconded (Garrison, Baillargeon) to approve the minutes of meeting #12. Approved.

Chair’s Report. The Chair reported on the following items:

- President Nellis met with his Cabinet and with Senate Leadership last week. The meetings included discussions of:
  - The Idaho State Board of Education (SBOE) is in the preliminary stages of designing a performance-based-funding plan. Under this plan institutions will be evaluated on 10 performance measures, 5 of which will be common to all institutions, 3 will be specific to the institutions themselves, and 2 will be written by the individual institutions. The plan will be on the next SBOE agenda and discussed in the legislature during this legislative session.
  - Raises for board-appointed UI employees are a top priority for President Nellis. He is collecting information about lost positions and lost faculty at UI due to pay, as legislators and SBOE members are interested in this information.

- Ron Smith, Vice President for Finance and Administration, is heading a task force for reviewing classified staff positions.

- President Nellis’ Independent Review Panel regarding university-wide safety has completed its review. The President will announce the report on Wednesday, November 30. President Nellis has asked Chair Joyce to serve on a task force relating to the implementation of this panel’s recommendations.

- Faculty Affairs Committee (FAC) has put forward a dependent tuition reduction proposal. The proposal will be vetted through Keith Ickes, Executive Director of Planning and Budget. President Nellis supports the proposal if a means is found to make it work.
• University Faculty Meeting (UFM) will be held on December 13, 2011, at 3:30PM in the University Auditorium. The President’s holiday reception follows the meeting, beginning at 5PM in the SUB Ballroom.

**Provost’s Report.** Provost Baker provided additional information regarding performance-based funding, which is sweeping the country as legislators, state boards and regents seek efficiencies in higher education. Some of the metrics for performance-based funding are graduation rates, time to degree and retention rates, all of which are standard but are also enrollment-based. We need to be able to include measures for research and outreach activities that are critical at a land grant institution.

Dean Aiken announced that the Alfred W. Bowers Lab of Anthropology held its grand opening at its new location in the Industrial Arts Building on Sweet Avenue.

The following University Curriculum Committee (UCC) items came to Senate as seconded motions:

**FS-12-014:** (UCC-12-029) Regulation J – 120 credit requirement. This proposal to reduce the requirement for degrees from 128 to 120 credits conforms to the recent SBOE policy change approving the 120-credit degree. This change does not reflect a lowering of standards, but rather an 8-credit reduction in student work. Some units may choose to keep the 128 credit degree, but others may choose to remove electives from their programs to reduce the number of credits required for a degree to 120. Under this change, minors will be reduced from a minimum of 20 credits to 18 credits. Students in units choosing to keep higher credit requirements may take more time to graduate, but these data are gathered at the institutional level, not at the departmental level and generally will not reflect on individual units. Individual programs do what is necessary to educate their students, but there is an obligation to do things appropriately to ensure students get through the programs. Motion approved.

**FS-12-015:** (UCC-12-034) Natural Resources: Forest Products to Renewable Resources. Dr. Thomas Gorman, professor and director of the forest products program, provided the background for making this name change to the major and degree. After a brief discussion the motion was approved unanimously.

**FS-12-019:** (UCC-12-043) Engineering: Name change from Technology Training and Development to Industrial Technology and discontinue option. Approved unanimously.

**FS-12-016:** (UCC-12-039) Regulations B and C. Nancy Krogh, UI Registrar gave a slide presentation showing proposed changes to catalog regulations governing dropping and adding courses. The rationale for the proposed changes includes: better alignment of add and drop deadlines; departments would be able to work with students on waitlists and fill section seats; earlier drop deadlines would encourage students to commit to courses sooner; serves all students across the state by enabling online transactions. Regulation C currently makes use of a very confusing chart to provide the “Semester Schedule for Changes in Registration.” Krogh’s proposal would result in the following changes:
• eliminate the “chart thing” in Regulation C;
• change the online add deadline from day 6 of the semester to day 10;
• change the drop without a “W” (withdraw) deadline from the end of the fourth week of the semester to day 10 of the semester;
• change wording in Regulation B regarding adding and dropping courses to conform to the changes in Regulation C.

Regulation C. The proposed changes generated much discussion, particularly relating to the proposed extension of the online add deadline from day 6 to day 10 of the semester. Senators voiced concerns over lost class time for students not enrolling until the 10th day of the semester. Senator Aiken reported that all units in CLASS oppose this change because of the important teaching that takes place during the first two weeks of the semester. After additional discussion, it was moved and seconded (Bird, Bowlick) to amend the motion to have separate votes on regulations C-1,-2,-3,-4 followed by separate votes on B-3 and B-9. Motion carried.

C-1: It was moved and seconded (Bird, Garrison) to amend C-1 by striking the word “tenth” and replacing it with “sixth”. Motion carried. Regulation C-1 was approved as amended.

C-2: The new C-2 “Dropping a Course” (formerly C-1), which changes the last day to drop a class from the end of the fourth week to day 10 of the semester, was approved.

C-3: It was moved and seconded (Bird, Pendegraft) to amend the language in C-3 to change the 20-credit withdrawal to 21 to reflect that most courses are three credits and to give room for students to withdraw from seven 3-credit courses which might compensate for the earlier deadline to drop without a “W”. Approved. Regulation C-3 was approved as amended.

C-4: It was moved and seconded (Bird, Marshall) to amend C-4 to be consistent that in line 2 and line 3 we change 20 to 21. Motion carried. Regulation C-4 was approved as amended.

Regulation B. It was moved and seconded (Bird, Garrison) to amend section B-9 to strike 10th day and replace it with 6th day to make it consistent with recently adopted changes to Regulation C. Motion carried. Regulation B was approved as amended.

Adjournment: It was moved and seconded (Garrison, Pendegraft) to adjourn at 5:03PM. Approved unanimously.

Respectfully submitted,
Gail Z. Eckwright, Faculty Secretary
# POLICY COVER SHEET

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

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Reviewed by General Counsel:  
[X] Yes [ ] No  Name & Date: Hoey Graham 11/25/11

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

Clean up form.

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

**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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**Policy Coordinator**

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Candidate’s Name ______________________________________________________________________________

Rank ________________________________________________________________________________________

Unit _____________________________________________________________________________

VERIFICATION OF ELIGIBILITY FOR TENURE

Criteria of eligibility for tenure are met as follows:

_______ Candidate holds a tenure-track position and a tenurable rank [see section 3520 D of the Faculty-Staff Handbook].

_______ Candidate has served one full year, or more, at UI in the rank of senior instructor or above.

Candidate has completed ____ full years of probationary service at UI by serving ____ full years in the rank of _________________________ (from ________________ to ________________), ____ full years in the rank of _________________________ (from ________________ to ________________), and ____ full years in the rank of _________________________ (from ________________ to ________________) [not more than two years in rank of instructor at UI may be counted]; and by being credited with not more than four years of equivalent service for ____ full years as _________________________ (rank) at _________________________ (institution) and ____ full years as _________________________ at _________________________.

We concur in the foregoing statements:

__________________________________   ___________________________________
(Candidate)     (Unit Administrator)

REQUIRED ELEMENTS OF EVALUATION

| Having reviewed the documents as referenced in G-4-c, we concur in their completeness and accuracy. Other documentary material deemed by either of us to be pertinent has been appended to the curriculum vitae.

__________________________________   (Unit Administrator)

| Copies of the documents as referenced in G-4 c were made available to the persons or groups called upon to participate in the evaluation of the candidate and to make recommendations on the awarding of tenure.

Unit Administrator

| Unit Administrator, (faculty with Joint Appointment)

Interdisciplinary/Center Administrator (when appropriate)

Interdisciplinary/Center Administrator (when appropriate)
RECOMMENDATIONS

Each reviewing person or group enters its recommendation below. If there are any considerations that support these conclusions other than those contained in the records presented to the reviewers, a brief statement of those considerations shall be appended.

The unit tenure-recommending committee ____ does ____ does not recommend that tenure be granted: there were _____ votes in favor of and _____ votes against recommending that tenure be granted, and there were _____ abstentions.

___________________________________
(Committee Chair)

The tenured faculty members of the unit ____ do ____ do not recommend that tenure be granted: there were _____ votes in favor of and _____ votes against recommending that tenure be granted, and there were _____ abstentions.

___________________________________
(Unit Administrator)

I ____ do ____ do not recommend that tenure be granted.

___________________________________
(Unit Administrator)

The college committee on tenure ____ does ____ does not recommend that tenure be granted.

___________________________________
(Committee Chair)

I ____ do ____ do not recommend that tenure be granted.

___________________________________
(Dean)

I ____ do ____ do not recommend that tenure be granted.

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

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

Chapter & Title: FSH 3560 - Promotion

Minor Amendment □

Chapter & Title: ________________________________

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Originator(s): Provost’s Office
(Please see FSH 1460 C)

Name Date
Telephone & Email:

Policy Sponsor: (If different than originator.)

Gail Eckwright, Faculty Secretary 11/18/11

Name Date
Telephone & Email: 885-6151 gze@uidaho.edu

Reviewed by General Counsel □ Yes □ No Name & Date: Hoey Graham 11/25/11

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.

Clarify reviewing faculty members must be at a higher rank than the candidate per policy and insert unit promotion committee’s recommendation and signature area.

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

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.

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Date ________________________________

Name _______________________________ Unit _________________________________

Considered for promotion to the rank of _________________________________________

Has served in the rank of ________________________________ since ________________

====================================================================

REQUIRED ELEMENTS OF EVALUATION

Having reviewed the candidate’s curriculum vitae, position descriptions and annual evaluations (including all narratives) we concur in their completeness and accuracy. Other documentary material deemed by either of us to be pertinent has been appended to the curriculum vitae.

_____________________________ ___________________________________
(Candidate) (Unit Administrator)

Copies of the documents as referenced in E-2 were made available to the persons or groups called upon to participate in the evaluation of the candidate and to make recommendations on his or her promotion.

_____________________________ ___________________________________
(Unit Administrator)

_____________________________ ___________________________________
(Unit Administrator, Faculty with joint appointments)

Interdisciplinary/Center Administrator
(when appropriate)

Interdisciplinary/Center Administrator
(when appropriate)

====================================================================

RECOMMENDATIONS

Each reviewing individual enters his/her recommendation below. Reviewing faculty members must have a rank higher than the candidate. If there are any considerations that support these conclusion recommendations other than those contained in the records presented to the reviewers, a brief statement of those considerations should be appended.

I judge the candidate’s performance of the duties assigned in his or her position description to be:

_____ exceptional performance
_____ performance above expectations
_____ performance that meets expectations
_____ performance below expectations
_____ unacceptable performance

I _____ recommend
_____ do not recommend
_____ abstain from making a recommendation on the proposed promotion.

___________________________ __________________________ __________________________________
(Signature) (Rank) (Unit)

(Recommendations continue on back of form)
Evaluations of the candidate and recommendations on the proposed promotion have been submitted by ____ faculty members having a rank higher than the candidate. Of these, ____ judged the candidate’s performance of assigned duties to be exceptional, ____ above expectations, ____ meets expectations, ____ below expectations, and ____ unacceptable.

Moreover, ____ recommended promotion, ____ recommended against it, and ____ abstained from making a recommendation.

The unit promotion-recommending committee ____ does ____ does not recommend that promotion be granted: there were ____ votes in favor of and ____ votes against recommending that promotion be granted, and there were ____ abstentions.

___________________________________
(Committee Chair)

I ____ do ____ do not recommend that the candidate be promoted. [It is suggested that a narrative statement in support of the recommendation be appended.]

___________________________________
(Unit Administrator)

The college committee on promotions ____ does ____ does not recommend the proposed promotion. The committee’s vote was: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

___________________________________
(Committee Chair)

The unit administrators of this college (did) (did not) meet to consider collectively all of the recommendations submitted by the units. The vote of this group was: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

I ____ do ____ do not recommend that the candidate be promoted. [It is suggested that a narrative statement in support of the recommendation be appended.]

___________________________________
(Dean)

In the university-level review committee, the votes were: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

___________________________________
(Provost)

I ____ do ____ do not recommend that the candidate be promoted.

___________________________________
(Provost)

I ____ do ____ do not approve the promotion.

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

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

Chapter & Title: FSH 1520 – University Constitution

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

1. To address recent questions of the center senator’s role/responsibility on Faculty Senate.
2. Remove language that indicates venue determination is done annually which is unnecessary for sites already approved by senate.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? None

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

FSH 1540

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.

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Policy Coordinator
Appr. & Date: _____________________

APM
F&A Appr.: ____________

FSH
Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________

[Office Use Only]

[Office Use Only]
NOTE: When the university was young, the faculty’s business could be transacted quite satisfactorily in general meetings and through presidential committees. After the mid-20th century, however, the need for a representative form of government became obvious. Shortly after assuming the presidency in 1965, Ernest W. Hartung expressed great confidence in the faculty and urged it to assume the responsibilities entrusted to it by the territorial legislature and the state constitution [see 1120 A-3]. Accordingly, the Interim Committee of the Faculty, a body that performed limited academic functions for a time, recommended the establishment of a council having responsibilities and authority essentially as set forth in this constitution. The university faculty adopted the Interim Committee’s recommendation on October 20, 1966, the regents approved it on November 18, 1966, and elections were held in the several colleges. The first Faculty Council assembled on February 23, 1967, with Professor Thomas R. Walenta (law) as chair; during the ensuing year, the council developed a proposed constitution of the university faculty. The document was amended and approved by the university faculty on March 20, 1968, and, with President Hartung’s support, was ratified with minor amendments by the regents on September 5, 1968. The last major revision took place in 1986. In 2009 the Faculty Council changed its name to Faculty Senate a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d’Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A). The text printed here includes all amendments to date (see also 1420 A-1-c). Unless otherwise noted, the text is of 1996. For more information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-09]

CONTENTS:

Preamble
Article I. General Provisions
Article II. Faculty Classifications
Article III. Faculty Meetings
Article IV. Responsibilities of the University Faculty
Article V. Faculty Senate
Article VI. Rules of Order
Article VII. Amendments

PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I—GENERAL PROVISIONS.

Section 1. Regents. The regents are vested by article IX, section 10, of the constitution of the state of Idaho with all powers necessary or convenient to govern the university in all its aspects. The regents are the authority for actions of the university faculty, and policy actions taken by the university faculty are subject to review and approval by the president and by the regents. [See 1120 A-2 and 1220 A-1.]

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university. [See also 1420 A.][ed. 7-00]

Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate. [See III-3, V, and 1420 A-1-c.][ed. 7-00, 7-09]
Section 4. Constituent Faculties. The university faculty is composed of various constituent faculties, including the faculties of the several colleges and other units of the university.

Clause A. College Faculties. The constituent faculty of each college or similar unit, meeting regularly and in accordance with bylaws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

Clause B. Faculties of Subdivisions. If there are schools, intracollege divisions, departments, or separate disciplines within a college or similar unit, the constituent faculty of each such subdivision participates in decisions concerning its educational objectives, including matters of student admission and curriculum, the selection of its executive officers, and its faculty appointments, subject only to the general rules and regulations of the college faculty and the university faculty and the authority of the president and the regents.

Clause C. Interim Government. The Faculty Senate will provide for the establishment of bylaws for any college or similar unit that has not adopted its own bylaws. [ed. 7-09]

Clause D. Matters of Mutual Concern. The Faculty Senate has the responsibility for resolving academic matters that concern more than one college or similar unit. [ed. 7-09]

ARTICLE II--FACULTY CLASSIFICATIONS.

Section 1. University Faculty. The university faculty is comprised of the president, provost, vice presidents, deans, professors, associate professors, assistant professors, senior instructors, instructors (including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, clinical or visiting designations, e.g., “assistant research professor”, “assistant clinical professor” and “visiting associate professor”), and lecturers who have served at least four semesters on more than half-time appointment [see 1565 G-1]. Those who qualify under this section have the privilege of participation with vote in meetings of the university faculty and the appropriate constituent faculties. [ed. 7-99, 7-09, rev. 7-01, 7-11]

Section 2. Emeriti. Faculty members emeriti have the privilege of participation without vote in meetings of the university faculty and the appropriate constituent and associated faculties. Also, they may be appointed to serve with vote on UI committees. [See also 1565 E.] [ed. 7-00, 7-09]

Section 3. Associated Faculties.

Clause A. The adjunct faculty [see 1565 F-1] and the affiliate faculty [see 1565 F-2] are associated faculties. Other associated faculties may be established as needed with the approval of the university faculty, president, and regents. [ed. 7-00, 7-09]

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote, they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty’s representation on the Faculty Senate. [ed. 7-09, rev. 7-11]

Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.
ARTICLE III--FACULTY MEETINGS.

Section 1. Meetings. The university faculty meets at least once each semester. Meetings of the university faculty may be called at any time, with due notice, by the president. Meetings of the university faculty must be called with due notice by the president on the request of the Faculty Senate or on the written petition of 25 members of the university faculty. The president, or a member of the university faculty designated by the president, presides at meetings of the university faculty. [ed. 7-09]

Clause A. Venue. University faculty may participate and vote in faculty meetings by being physically present at the designated venue on the Moscow campus, or by being physically present at another designated venue (see 1540 A-1) in the state that is connected via electronic video and audio link as outlined in Clause B below. [add. 7-09]

Clause B. Participation. To be eligible for meeting participation, venues remote from the Moscow campus must be linked to the Moscow venue via compressed video link or other electronic means that conveys audio and visual signals in both directions between Moscow and the remote venue. In addition, an authorized delegate of the Secretary of the Faculty must be present at each site to facilitate meeting participation and counting and reporting of votes (see Section 3, Clause C, Secretary’s delegates at remote sites). [add. 7-09]

Section 2. Secretary. The president appoints the secretary of the faculty from among the tenured members of the university faculty [see 1570]. The secretary is responsible for recording and distributing the minutes, tallying and recording of votes, and performs such other duties as may be assigned by the president or the university faculty. [rev. 7-09]

Section 3.

Clause A. Quorum, Recognition of Speakers, Recording of Votes and Delegates. A quorum consists of one-eighth of the membership of the university faculty, as defined in article II, section 1. If there is not a quorum at a faculty meeting, Faculty Senate actions reported in the agenda for that meeting have faculty approval and are forwarded to the president and regents. [rev. 7-97, 7-09]

Clause B. Recognition of Speakers. Participants wishing to speak at the Moscow site or at remote sites will be recognized by the presiding officer in Moscow and may obtain the floor with his/her approval. [add. 7-09]

Clause C. Recording of Votes. In determining the outcome of motions, the secretary will determine the number of votes for or against. The Secretary’s delegates at each electronically linked site will convey votes for and against to the Secretary (see FSH 1540 A). [add. 7-09]

Clause D. Secretary’s Delegates. Delegates at remote sites shall be members of the University Multi-Campus Communications Committee appointed by the Committee on Committees as outlined in 1640.94. [add. 7-09]

Section 4. Agenda. An agenda listing all subjects to be voted on, other than routine matters, must be issued to all members of the university faculty at least one week in advance of each meeting of the university faculty, except as provided in clause E. Faculty Senate actions that require approval by the university faculty must be published in full in the agenda. [See also 1420 A-1-c.] [ed. 7-00, 7-09]

Clause A. Responsibility. The president is responsible for the agenda and it is issued under the president’s direction.

Clause B. Agenda Items from Individual Members. Individual members who wish to suggest items for the agenda are to submit them to the president. No items may be considered under this clause that are presented to the president less than 12 calendar days before the meeting.
Clause C. Resolutions Requiring Action. Ten or more members of the university faculty desiring to submit a resolution that requires action at the next meeting are to submit the signed resolution to the president at least twelve calendar days before the meeting. Such resolutions must be published in full with, and included in, the agenda. [But see 1540 B.] [ed. 7-00]

Clause D. Proposed Changes of Written Policies or Regulations. Any proposed change in a written policy or regulation of the university to be voted on by the university faculty must be published in full in the agenda, or final action on the proposal must be delayed until the next meeting. This provision can be waived only by unanimous consent.

Clause E. Agenda for Emergency Meetings. If circumstances require an emergency meeting of the university faculty, the president declares the emergency and calls the meeting. In such circumstances the agenda may be limited to items approved by the president and must be published not less than three calendar days before the meeting. Policy actions taken at emergency meetings require an approving vote of two-thirds of the members of the university faculty in attendance at the meeting, a quorum being present. This constitution cannot be amended at an emergency meeting.

ARTICLE IV--RESPONSIBILITIES OF THE UNIVERSITY FACULTY. Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including, but not restricted to:

Section 1. Standards for Admission. The university faculty establishes minimum standards for admission to the university. Supplementary standards for admission to individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty.

Section 2. Academic Standards. The university faculty establishes minimum academic standards to be maintained by all students in the university. Supplementary academic standards to be maintained by students in individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty. [See I-4-D.]

Section 3. Courses, Curricula, Graduation Requirements, and Degrees. Courses of instruction, curricula, and degrees to be offered in, and the requirements for graduation from, the individual colleges or other units of the university, as recommended by the appropriate constituent faculties, are subject to approval by the university faculty. [See I-4-D.]

Section 4. Scholarships, Honors, Awards, and Financial Aid. The university faculty recommends general principles in accordance with which privileges such as scholarships, honors, awards, and financial aid are accepted and allocated. The university faculty may review the standards recommended by the individual constituent faculties for the acceptance and allocation of such privileges at the college or departmental levels.

Section 5. Conduct of Students. The faculty’s responsibility for approving student disciplinary regulations and the rights guaranteed to students during disciplinary hearings and proceedings are as provided in the “Statement of Student Rights,” the “Student Code of Conduct,” and the “Student Judicial System.” [See 2200, 2300, and 2400.]

Section 6. Student Participation. The university faculty provides an opportunity for students of the university to be heard in all matters pertaining to their welfare as students. To this end, the students are entrusted with their own student government organization and are represented on the Faculty Senate. If students so desire, they are represented on faculty committees that deal with matters affecting them. [ed. 7-09]

Section 7. Selection of Officers. The university faculty assists the regents in the selection of the president and assists the president in the selection of the provost, vice presidents and other administrative officers of the university.

Section 8. Governance of Colleges and Subdivisions. The university faculty promulgates general standards to
Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.

Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.] [ed. 7-05]

Section 11. Committee Structure. The university faculty, through the medium of its Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies. This section does not apply to ad hoc advisory committees appointed by the president or committees made up primarily of administrators. [See 1620 and 1640] [ed. 7-97, 7-09]

Section 12. Organization of the University. The university faculty advises and assists the president and the regents in establishing, reorganizing, or discontinuing major academic and administrative units of the university, such as colleges, schools, intracollege divisions, departments, and similar functional organizations.

Section 13. Bylaws of the Faculty Senate. The bylaws under which the Faculty Senate discharges its responsibilities as the representative body of the university faculty are subject to review and approval by the university faculty. [See 1580.] [ed. 7-09]

ARTICLE V--FACULTY SENATE.

Section 1. Function. The Faculty Senate functions as provided in this constitution and in accordance with its bylaws as approved by the university faculty. [See I-3 and 1580.] [ed. 7-09]

Section 2. Structure. The senate is constituted as follows: [ed. 7-09]

Clause A. Elected Members. [ed. 7-00]

(1) College Faculties. The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If, because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college’s representation in the senate, the reduction does not take place until the expiration of the term of office of an elected senator from the college. [ed. 7-09]

(2) University Centers. The resident faculty of the university centers in Boise, Coeur D’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of telephone or other appropriate technology available two way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators representing a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific. [add. 7-09, rev. ?]

(3) Faculty-at-Large. Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for...
college faculties. [See 1566.] [ed. & ren. 7-09]

(4) **Dean.** The academic deans elect one of their number to serve with vote in the senate. [ed. & ren. 7-09]

(5) **Staff.** The representative body of the university staff elects one employee who does not have faculty status to serve with vote in the senate. [ed. & ren. 7-09]

(6) **Students.** Two undergraduate students and one graduate student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.] [ed. & ren. 7-09]

**Clause B. Members Ex Officiis.** The president or the president’s designated representative and the secretary of the faculty are members *ex officis* of the senate, with voice but without vote. [ed. 7-09]

**Section 3. Officers.** Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate. [ed. 7-09]

**Section 4. Terms of Office.** Elected faculty members of the senate serve for three years. The academic dean and the staff representative serve for one year. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. No elected faculty member of the senate may serve an immediately ensuing term [but see 1580 III-3]. [ed. 7-09]

**Section 5. Eligibility.** Every member of the university faculty is eligible to vote for members of the senate representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate. [ed. 7-09]

**Section 6. Elections.** Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit. [ed. 7-09]

**Section 7. Vacancies.**

**Clause A.** If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.] [ed. 7-09]

**Clause B.** The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned. [ed. 7-09]

**Section 8. Recall.** The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented.
The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote. [ed. 7-09]

ARTICLE VI--RULES OF ORDER. The rules contained in Robert’s Rules of Order Newly Revised govern all meetings of the university faculty, other faculties, the Faculty Senate, and faculty committees in all cases to which they are applicable and in which they are not in conflict with this constitution, regents’ policies, or any bylaws or rules adopted by any of those bodies for the conduct of their respective meetings. An action taken by the university faculty, a constituent or associated faculty, the Faculty Senate, or a faculty committee that conflicts with a previous action by that body takes precedence and, in effect, amends, in part or in full, the previous action. [ed. 7-09]

ARTICLE VII--AMENDMENTS. This constitution may be amended by a two-thirds affirmative vote of the members of the university faculty, as defined in article II, section 1, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting previous to the one at which the vote is to be taken. Amendments to this constitution are subject to review and approval by the president and by the regents.
POLICY COVER SHEET

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

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

Chapter & Title: FSH 1540 – Standing Rules of the University Faculty

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.”

<table>
<thead>
<tr>
<th>Originator(s):</th>
<th>Ann Thompson, Assistant to Faculty Secretary</th>
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<tbody>
<tr>
<td>(Please see FSH 1460 C)</td>
<td>Name</td>
</tr>
<tr>
<td>Telephone &amp; Email:</td>
<td>885-6151 <a href="mailto:annat@uidaho.edu">annat@uidaho.edu</a></td>
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</tbody>
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Policy Sponsor: (If different than originator.)

| Gail Eckwright, Faculty Secretary |
| Name | Date |

Reviewed by General Counsel 

| Yes | No |
| Name & Date: | Hoey Graham 11/16/11 |

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.

Support functions for faculty voting across the state at general faculty meetings and determine venues.

1. Clarify voting rights of affiliate faculty per FSH 1520 Article II, Section 3.
2. Remove language that indicates venue determination is done annually which is unnecessary for sites already approved by senate, clarify process and hold approval of venue determination at the same time as Senate elections, April 15th.
3. Insert words inadvertently removed in the July 2011 changes in C-2.

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

None known.

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

FSH 1520

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. July 2009

If not a minor amendment forward to: __________________________

Policy Coordinator

Appr. & Date: __________

[Office Use Only]

FSH

| Appr. | __________ |
| FSH | __________ |
| GFM | __________ |
| Pres./Prov. | __________ |

[Office Use Only]

Track # __________

Date Rec.: __________

Posted: t-sheet __________

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web __________

Register: __________

[Office Use Only]
STANDING RULES OF THE UNIVERSITY FACULTY

PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, rev. 7-09]

CONTENTS:

A. Voting Privilege
B. Referral of Catalog-Change Proposals
C. Circulation of Curricular and Policy Proposals
D. Admission of Nonmembers to Faculty Meetings
E. Procedures for First Fall Meeting
F. Minutes
G. Identification of Speakers

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See 1520 II-1 and II-3.] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See 1520 IV-8.] Emeritus, and adjunct faculty and affiliate faculty members, staff members, students, and others may be permitted to participate in faculty meetings in an advisory capacity only, and they may serve as voting members of committees (see FSH 1520 Article II, Section 3 for affiliate voting rights).

A-1. Venue Determination. Remote sites that seek full participation at faculty meetings must submit to the Office of the Faculty Secretary by April 15th (when senate elections are due) a participation form for approval of their venue by Faculty Senate. The form is available on the Faculty Senate website under University Faculty Meetings. The approved sites remote from the Moscow campus for University Faculty Meetings will be determined annually. At the first faculty senate meeting in the fall, with other committee elections, the remote sites for the year will be approved. [See also 1520, III-1-A]. [add. 7-09, ed. 7-11]

B. REFERRAL OF CATALOG-CHANGE PROPOSALS. When substantive catalog changes of a curricular nature that have not been considered by the University Curriculum Committee are presented directly to the university faculty, such proposals are referred automatically to the University Curriculum Committee for study and recommendation.

C. CIRCULATION OF CURRICULAR AND POLICY PROPOSALS.

C-1. Routine Catalog-Change Proposals. Additions, deletions, and changes of courses and changes in existing curricula may, after approval by the University Curriculum Committee, be circulated in a general curriculum report (GCR) to the faculty for consideration and published at an appropriate UI website. [ed. 7-02, rev. 7-11]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460. General university academic requirements, e.g., those in part 3 of the catalog, or that concern the addition or expansion of instructional programs may, after approval by the Faculty Senate, be circulated in a general policy report (GPR) to the faculty for consideration. The report is also published on the Faculty Senate website and its publication announced through electronic means to the faculty. [ed. 7-02, 7-09, rev. 7-11]

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 and C-2) are considered to have the necessary faculty approvals unless a petition requesting further consideration of specific items is signed by five faculty members and submitted to the chair of the Faculty Senate within 14 calendar days after the date of circulation. If no petition is received within 14 days, the
entire report is submitted to the president for approval and transmittal to the regents, if regents' action is required. [ed. 7-09, 7-11]

C-4. If a petition is received, the items in the report for which further consideration is requested will be referred to the Faculty Senate, and the remainder of the report will move forward. On items referred to it, the Senate may (a) affirm the action and report it to a meeting of the university faculty, (b) amend the action and report it to a meeting of the university faculty, or (c) rescind the action. [NOTE: If a petition concerns courses or curricula in the College of Letters and Science or in the College of Agriculture, and is signed by five faculty members of the respective college, those items will be returned to the college concerned for further consideration.] [ed. 7-09]

C-5. Faculty Approval. Any policy item approved by Senate and not circulated on a general policy report will be included in the agenda of the next appropriate university faculty meeting for faculty approval. Items approved at a university faculty meeting are forwarded to the president for approval and transmittal to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items. [add. 7-11]

C-6. Interim Approval. If there is insufficient opportunity for the faculty to act on a routine catalog-change proposal [see C-1] between the time of its approval by the University Curriculum Committee and the date that it is to be effective, it may be reported directly to the president. Upon approval by the president, the change will be considered temporarily approved for implementation. Such interim approval is valid only until the end of the succeeding semester. Actions thus approved will be reported to the faculty at the earliest possible time, either in the agenda for a faculty meeting or in a general curriculum-policy report. Continuing approval of the change is subject to ratification at a faculty meeting or by the procedures described in C-3 and C-4. [To illustrate: Late in the spring semester, the University Curriculum Committee approves a routine catalog change that is to be effective during the next fall semester. That action is reported to the president and, if approved by the president, the change can be put into effect. If it is included in a curriculum-policy report that is circulated to the resident faculty early in the fall semester, the approval of the change may, by means of the steps outlined in C-3 and C-4, become permanent or it may be terminated at the end of that semester. Alternatively, the faculty may take either of these actions in a meeting if the change is included in the agenda.) [rem. 7-11]

D. ADMISSION OF NONMEMBERS TO FACULTY MEETINGS. Nonmembers may be admitted to meetings of the university faculty under the following conditions:

D-1. Student government leaders, specifically the ASUI president, vice president, attorney general, and members of the ASUI Senate, may attend meetings of the university faculty. The presiding officer must be informed of the names of four of their number who may speak for the group at any particular meeting.

D-2. Two representatives from each campus or other news medium, designated to the presiding officer by the editor or manager, as applicable, may attend meetings of the university faculty as auditors.

D-3. Members of the Faculty Senate or of university-level committees who are not members of the university faculty may attend meetings of the university faculty at which proposals of the Senate or of their committees are being considered. They may speak only on issues presented by the body on which they serve. [ed. 7-09]

D-4. Under unusual circumstances any nonmember may submit a request to the Faculty Senate for admission to meetings of the university faculty for the purpose of discussing a particular issue that is stipulated in the request. [ed. 7-09]

E. PROCEDURES FOR FIRST FALL MEETING.

E-1. Substantive policy matters are not included in the agenda for the first fall meeting of the university faculty unless emergency action is needed on particular items.

E-2. To expedite the proceedings, each new member of the resident faculty is introduced by name and department
only. The person's name, degrees, past experience, new assignment, campus telephone number, and the location of his or her office are supplied by each dean or division head to the president’s office well ahead of the meeting. The president’s office compiles the information by colleges or similar units and distributes it at the meeting. [7-02]

**F. MINUTES.** Minutes of the meetings of the university faculty, constituent faculties, and committees are to be sent on a regular basis to the Department of Special Collections and Archives in the University Library.

**G. IDENTIFICATION OF SPEAKERS.** Those who are recognized by the chair for the purpose of speaking at meetings of the university faculty are to identify themselves by name and discipline or position.