University of Idaho
2011-2012 FACULTY SENATE AGENDA

Meeting #24

3:30 p.m. - Tuesday, April 10, 2012
BRINK HALL FACULTY LOUNGE – Moscow
IWC Room 390 – Boise
TAB 321 IF4 – Idaho Falls

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2011-12 Faculty Senate Meeting #23, April 3, 2012

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.

VI. Committee Reports.

VII. Special Orders.
   • University Budget & Finance Committee (Joyce)
   • FS-12-038: FSH 2350 – Sexual Harassment & Sexual Violence Policy Pertaining Specifically to Students (Nelson/Costa)

VIII. Unfinished Business and General Orders.
   • FS-12-037rev: Ubuntu (formerly Affirmative Action and Disabilities Committee and Juntura)(vote)(Bird)
   • FS-12-032rev: FSH 1590 – Unit By-laws (vote)(Marshall)
   • FS-12-033: FSH 1420 – University Administration (vote)(Marshall)
   • FS-12-034: FSH 1580 – Bylaws of Faculty Senate (vote) (Students)
   • FS-12-035: FSH 1520 – University Constitution - Faculty Senate Membership
     o Increase Staff to Two (2) members (vote – Mark Miller)
     o Add Student Bar Association Representation (vote – Will Gunderson)

IX. New Business.
   • FS-12-039: Vandal hour (Christiansen, Perez, Pitman)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Paul Joyce, Chair 2011-2012, Faculty Senate

Attachments: Minutes of 2011-2012 FS Meeting #23
FS-12-032rev, 033, 034, 035, 037, 038, and 039
A quorum being present, Senate Chair Joyce called the meeting to order at 3:30PM.

Minutes: It was moved and seconded (Padgham-Albrecht, Marshall) to approve the minutes of meeting #22. Motion approved.

Chair's Report. The Chair reported on the following items:
- The 2012 University Distinguished Professor rank recipients are Dr. Carolyn Bohach, School of Food Science, and Dr. Holly Wichman, Biological Sciences.
- Colleges must complete elections for new senators by April 15.
- Next week senators will elect two senators to fill vacancies on the University Budget and Finance Committee (UBFC) for the next academic year. One vacancy is for a current freshman senator; those eligible to serve are Hartzell, Morra, Ostrom and Pendegraft. The second vacancy on UBFC is a one-year term to temporarily replace Senator John Marshall who will be on sabbatical leave for the next academic year. Senate will elect a junior senator to fill that slot on UBFC.
- At senate’s request Chair Joyce has requested more information from Dr. Ruth Lapsley, chair of faculty senate at Lewis-Clark State College (LCSC), regarding past numbers of educational waivers granted to LCSC faculty spouses. Dr. Lapsley has not yet responded.
- Be sure to read the email message and attachments from Ann Thompson, Assistant to the Faculty Secretary, regarding the most recent changes to the Administrative Procedures Manual (APM). These procedural changes do not come to senate for approval, but senate does have the opportunity to give input on them. For more information, visit the APM website: http://www.uidaho.edu/apm

Provost's Report. Provost Baker reported on the following items:
- The annual Excellence Awards banquet is April 16 at 6PM in the Student Union Building (SUB) Ballroom. These awards are given to faculty and students in recognition of excellence in teaching, research, advising and outreach. For more information: http://www.uidaho.edu/provost/recognizing-excellence
- Delores Huerta, co-founder of the United Farm Workers, was the keynote speaker for the annual Cesar Chavez Celebration at the UI Auditorium on Saturday, March 31.
- UI is examining international travel policies to come up with a system for tracking students, faculty and staff traveling abroad so that we’re able to contact them in emergency situations. There will be more information on this at a later date.

FS-12-036: American with Disabilities Act Advisory Committee. Vice-chair Kenton Bird spoke about the Committee on Committees (ConC), which he chairs, and its role in examining the structure and function of university-level committees. Last fall the current chair of the Juntura committee, Dr. Jamie Nekich, brought a proposal to the ConC for re-focusing the functions of the Affirmative Action and Disability Affairs committee (AADA), Juntura and the Americans with Disabilities Act (ADA) Task Force. Carmen Suarez, Director of Human Rights, Access and Inclusion, chairs the ADA Task Force. The task force's role
in disability affairs is consistent with that of the AADA. Before dismantling the AADA, ConC wanted to institutionalize AADA’s disabilities’ role and function within the ADA Task Force, to be renamed the Americans with Disabilities Act Advisory Committee (ADAAC); and refer AADA’s multicultural responsibilities to Juntura. The ADAAC is not a senate committee, but does include faculty who are appointed by the ConC. Approved unanimously.

FS-12-037: Ubuntu (Formerly Affirmative Action and Disabilities Committee and Juntura). At the request of the Juntura chair the committee will be renamed “Ubuntu” which is an African term, popularized by Desmond Tutu, referring to the interconnectedness of human relationships. Senators questioned the use of the word “Ubuntu” as a name for a committee with this important function, as it’s not readily recognizable and all other UI university-level committees have names that reflect the committees’ functions. A senator suggested including a Graduate and Professional Student Association (GPSA) or the Student Bar Association (SBA) student on the new committee. Vice-chair Bird will bring the “Ubuntu” name back to the ConC for further discussion and renaming. Vote on Ubuntu is postponed until the next senate meeting.

FS-12-030: Partner Benefits. Vice-chair Bird directed senators’ attention to the unfinished business of the proposed Partner Benefits policy. The most recent version of the policy eliminates redundant and unnecessary language of the earlier version. Prof. Ed Bechinski, chair of the Faculty Affairs Committee (FAC), had provided the following comments:

- FAC views the Partner Benefits policy as important because honoring diversity is the right thing to do;
- FAC requests that Faculty Senate work in partnership with President Nellis on implementing the policy;
- FAC has concerns about definitions of “partner”, particularly regarding exclusion and fairness, but no specific suggestions for more precise language.

Mark Miller, Vice-chair of Staff Affairs Committee, stated that most UI staff and SAC members favored this policy. A subcommittee comprised of Professor Elizabeth Brandt, College of Law, Dr. Don Crowley, chair of Political Science, and Professor Jack Miller, College of Law, reviewed current court rulings regarding partner benefits and developed language for the Partner Benefits policy. J. Miller and Crowley presented additional background information to senate, including the 4-year history of this proposed policy at UI. Senators voiced concerns about the definition of the word “partner” and the phrase “and is financially responsible.” Senators also questioned whether this policy needs review by General Counsel before senate acts on it. Vice-chair Bird reminded senators that senate action alone does not create policy – President Nellis, General Counsel, and the faculty of the whole via University Faculty Meetings all participate in the process. A senator pointed out that it is not senate’s concern whether or not this policy violates Idaho constitution; if the policy is challenged, then the courts may decide its constitutionality. It was moved and seconded (Corry, Aiken) to remove “and is financially responsible with the employee for the other’s welfare” from 3705-B (Definitions). Motion carried. For the record Senator Pendegraft stated his support for the policy, not because of the arguments that have been so well articulated but rather the university should do this because it’s to the university’s advantage to do so. It was moved to postpone voting on the policy until General Counsel reviews the wording of the definition. Motion failed for lack of a second. It was moved and seconded (Hartzell, Hopper) that senate pass the recommended Partner Benefits policy, as amended. Approved unanimously.

FS-12-032: FSH 1590 – Unit By-laws (introduction). Senator John Marshall chaired a subcommittee responsible for reviewing this policy. Marshall stated that in the spirit of faculty governance bylaws
should come up from the faculty. Bylaws do require approval by the president or his/her designee, as mandated by the state Board of Regents’ policy. Proposed changes address the roles of colleges in the bylaws’ approval process; encourage units to seek assistance from General Counsel when writing bylaws; and allow for more flexibility in what units may include in their by-laws. Senate will vote on FSH 1590 at the April 10 meeting.

FS-12-033: FSH 1420 – University Administration (introduction). Senator Marshall’s subcommittee recommends changes to the portion of this policy addressing how authority flows down through the university, particularly in regard to dean hiring decisions. Provost Baker indicated that he never asks the search committee for a recommendation but he does ask them for an in-depth discussion of each candidate, addressing strengths, concerns and weaknesses. He pointed out that an in-depth qualitative analysis is much more informative than a 1-2-3 ranking. Provost Baker added that he specifically asks for no rankings of candidates. Several senators replied that an argument for ranking candidates is to allow committee members to assign value, leads to a good discussion and enables the college to make a better decision. A senator asked about the addition of the word “or designee” to the policy when it’s not included in regents’ policy? Chair Joyce responded that General Counsel has advised that anytime the president has final approval, he can appoint a designee. A sub-committee member, also a senator, noted that the subcommittee had removed “designee” because in this context it could mean a dean or unit administrator. Senate will vote on FSH 1420 at the April 10 meeting.

FS-12-034: FSH 1580 – Bylaws of the Faculty Senate (introduction). ASUI appoints undergraduates to senate, but does not appoint graduate students to senate. This proposed change will clarify that graduate student appointments to senate are made by GPSA. A second proposed change to this policy relates to a request by the Student Bar Association (SBA) to gain representation on senate (see also FS-12-035 – FSH 1520). Senate will vote on FSH 1580 at the April 10 meeting.

FS-12-035: FSH 1520 – University Constitution – Faculty Senate Membership (introduction). Proposed changes to this policy include the addition of one elected staff member and one SBA member to senate. Mark Miller, Vice-chair of Staff Affairs Committee, spoke briefly about the request. The first staff member was added to senate in 1986 and has not been revisited since then. Miller recommends staggered terms of office for the two staff senators. Staff senators are board-appointed UI employees and would represent different factions at UI. Will Gunderson, a UI law student and member of SBA, said the approximately 350 law students would like to gain representation on senate because they want to become more familiar and integrated with the rest of the university; also, an SBA member could offer a unique perspective at senate. Elections for an SBA senator would occur at the same time as other student elections at UI. SBA is not part of GPSA because the two organizations broke away from ASUI in the mid-90s and only recently have the 3 organizations begun meeting together again. Senate will vote on FSH 1520 at the April 10 meeting.

It was moved and seconded (Baillargeon, Miller) to adjourn at 4:47PM. 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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<th>Emergency</th>
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**Chapter & Title:** 2350 – Sexual Harassment & Sexual Violence Policy Pertaining Specifically to Students

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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Reviewed by General Counsel  
X Yes  
No  
Name & Date: Guilherme Costa April 5, 2012

### 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.

President Nellis signed an emergency policy that became FSH 2350. This is the permanent policy to replace the emergency policy. This permanent policy has some minor changes that have been reviewed and approved by Bruce Pitman, the Dean of Students and Samantha Perez, ASUI.

### 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.

Current FSH 2350, which is temporary as it was enacted by President Nellis as an emergency policy.

### 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.

Immediately upon final approval by the President.

If not a minor amendment forward to: ________________________________

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SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY PERTAINING SPECIFICALLY TO STUDENTS

PREAMBLE. In March of 2012 President Nellis, pursuant to FSH 1460 C-3, enacted the following emergency policy (in the form of an emergency policy pursuant to FSH 1460 C-3) to implement revisions to University Policy addressing claims of Sexual Harassment (including Sexual Violence) and claims of Gender-Based Harassment to conform to legal requirements promulgated by the U.S. Department of Education.

NOTE: The following emergency policy will apply to claims of Sexual Harassment (including Sexual Violence) and claims of Gender-Based Harassment whether occurring on or off campus. The terms of this emergency policy supplement current University policy regarding Sexual Harassment, and supersede any contrary terms in any current University policy (including any contrary terms in FSH 2200 - Statement of Student Rights; FSH 2300 - Student Code of Conduct; FSH 2450 - Appeals to Faculty Senate in Disciplinary Cases; FSH 3215 – Non-Discrimination on the Basis of Sexual Orientation and Gender Identity/Expression; FSH 3220 – Sexual Harassment) until such time as this emergency policy lapses pursuant to FSH 1460 C-3 or until a permanent University policy replacing this emergency policy becomes effective.

A. DEFINITIONS:

A-1. “Gender-Based Harassment” includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A-2. “Sexual Harassment” is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual Violence is a form of Sexual Harassment.

A-3. “Sexual Violence” refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall within the definition of Sexual Violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion. All such acts of Sexual Violence are forms of Sexual Harassment.

A-4. “Educational Setting” refers to all the academic, educational, extracurricular, athletic and other programs of the University of Idaho, whether those programs take place in a University facility, at a University class or training program, or elsewhere.

B. REPORTING SEXUAL VIOLENCE. For information and resources available for survivors of sexual violence, please see the Administrative Procedure Manual (APM) 95.20.

C. JURISDICTION. The jurisdiction of University of Idaho disciplinary regulations shall expand to govern off-campus conduct when such off-campus conduct constitutes Sexual Harassment or Gender-Based Harassment that may have continuing adverse effects in the Educational Setting.

D. VIOLATIONS OF THE STUDENT CODE OF CONDUCT:
D-1. Sexual Harassment and Gender-Based Harassment are violations of the Student Code of Conduct (see FSH 2300).

D-2. Because campus security and safety are critical to the essential operation of the University, even a single violation of the Student Code of Conduct’s prohibition of Sexual Harassment or Gender-Based Harassment may merit expulsion.

E. CHARGES OF SEXUAL HARASSMENT OR GENDER BASED HARASSMENT:

E-1. When the allegations in a student’s complaint include Sexual Harassment or Gender-Based Harassment, the Dean of Students office (“DOS”) must investigate the incident and take immediate steps to protect the complainant in the Educational Setting. This applies whether the alleged conduct occurred on or off campus.

E-2. A preponderance of the evidence (more likely than not) standard will be used to evaluate allegations of Sexual Harassment or Gender-Based Harassment.

E-3. The DOS may determine to temporarily delay fact-finding in an investigation regarding Sexual Harassment or Gender-Based Harassment while law enforcement authorities are gathering evidence; but once notified that law enforcement has completed gathering of evidence, the DOS must promptly resume fact finding. The DOS may not await the ultimate outcome of a law enforcement investigation or the filing of charges before resuming or beginning fact finding.

E-4. Both parties must be afforded similar and timely access to any information that will be used at the hearing, other than each party’s work product (or that of the party’s advisor), consistent with FERPA and other relevant laws, including any recognized privilege.

F. RIGHT TO A HEARING:

F-1. The University Judicial Council (“UJC”) (see FSH 2400 B-2 & 1640.93) hearing shall be private when the matter involves charges of Sexual Harassment or Gender-Based Harassment.

F-2. During a hearing involving charges of Sexual Harassment or Gender-Based Harassment, neither the accused student nor his or her representative will be permitted to directly question the complainant(s). Instead, such persons may submit written questions to the Chair of the UJC hearing board, which will be asked by the Chair.

G. TIMELINESS-TYPICAL TIMEFRAME OF THE PROCESS: (see FSH 2300 X). A typical timeframe for the complaint investigation and hearing procedure is as follows: (1) The University investigation of the complaint is generally completed within 60 calendar days following receipt of a complaint; (2) Both parties receive a response regarding the outcome of the complaint within 10 business days following the UJC’s decision; (3) Either party may appeal the UJC’s decision within 14 calendar days in accordance with the Appeals provision below. Both parties should receive periodic updates from the DOS. A number of factors may influence the timeframe of any particular complaint investigation and hearing procedure; this typical timeframe is provided for informational purposes only and does not bind the University to this timeframe for any particular complaint.

H. APPEALS: (see FSH 2450)

H-1. Either party has the right to appeal the decision of the UJC by notifying the Office of the Faculty Secretary to that effect in writing, within 14 calendar days following receipt by the party
of the written decision of the UJC. Parties wishing to appeal must include valid contact information. Appeals may be sent to: Office of the Faculty Secretary, P.O. Box 441106, Moscow, ID 83844-1106.

**H-2.** A subsequent hearing before the UJC or another board as the result of an appeal by either party, shall not be considered a second “trial” for purposes of FSH 2200 IV(10).

**H-3.** This Section H specifically supersedes any contrary provision of FSH 2450, including, specifically, subsection D-10.

**I. DISCLOSURE OF OUTCOME OF DISCIPLINARY PROCEEDING:**

**I-1.** Both the complainant and the accused student will be notified, in writing, of the outcome of a complaint and any appeal. “Outcome” for these purposes means whether the harassment was found to have occurred. The University will only disclose information about the sanctions imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.

**I-2.** When the allegations include a crime of violence or a non-forcible sex offense (as defined by FERPA), the University will, upon written request, disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the University against a student who is an alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. **The University may disclose to anyone, upon written request, the final results of a disciplinary proceeding if the University determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution’s rules or policies.** “Final results” for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the University.

**I-3.** When the allegations include a **forcible** sex offense (as defined by FERPA), both the complainant and the accused student must be informed of the outcome of any institutional disciplinary proceeding (APM 95.20 G-2) brought against the accused student. “Outcome” for these purposes means the University’s final determination with respect to the alleged sex offense and any sanctions imposed against the accused student.
AFFIRMATIVE ACTION AND DISABILITY AFFAIRS COMMITTEE
[Combined and revised Affirmative Action and Disability Affairs, 7-06]

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

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

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

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

B. STRUCTURE AND MEMBERSHIP. Six faculty members including one faculty member from the library, one academic administrator, ITS Director (or designee), Facilities Director (or designee), two staff members, two students, and the following without vote: Director of Human Rights, Access and Inclusion (or designee), director of Multicultural Affairs (or designee), director of Student Support Services (or designee), coordinator of disabled-student services, and director of the Women’s Center (or designee) shall serve continuously as ex officio members without vote. The HRC director will provide staff support to the committee. To provide the necessary expertise and continuity of operation, members may serve successive terms. [ed. 7-05, 7-10, rev. 7-06]

JUNTURA

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

B. STRUCTURE. Four faculty and two staff members (one of these six serves as chair), three students (two who belong to an under-represented and/or under-served student populations and the third is the ASUI Director of Diversity Affairs), and the following without vote or their designees: Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women’s Center, and the Director of Human Rights, Access and Inclusion, and the following ex officio members or their designees: The Director of Diversity & Community, the Director of the International Programs Office, the LGBTQ+ Coordinator, and the Director of the Native American Office. [rev. 9-02, 7-04, 7-05, 7-06, 7-08, ed. 7-10]
A. CONTEXT: Ubuntu, as explained by Desmond Tutu, is essential to the interconnectedness of being human and living in interdependent communities. Ubuntu is affirming and inclusive of others because we all belong to a larger whole which is diminished when any members are humiliated, disrespected or oppressed. People with Ubuntu enrich themselves but do so in ways that enable the community and all its members to also improve. In this spirit the Ubuntu committee is established to advance these ideals.

B. FUNCTION

B-1. Ubuntu will promote the values of respect, understanding, and fairness within our diverse university experience; review university policies and programs affecting under-represented and/or under-served students, staff, and faculty in consultation with appropriate representatives as necessary across campus; recommend changes and additions in university policies and programs that enhance student/staff/faculty success and advancement. [See also FSH 4340.]

B-2. This committee has the major faculty responsibility for Ubuntu will monitoring and advancing the university’s UI’s affirmative action and equal opportunity programs [see FSH 3060 B-3 being a strong and active voice as well as for monitoring and advancing UI’s commitment to ensuring that the university’s programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee will also works closely with the Americans with Disabilities Act Advisory Committee (ADA) administrative officers and attempts to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at the university. UI Ubuntu also as well as recommends policies and procedures to address specific disabled access challenges at the university consistent with requirements of applicable regulations and regents’ policy ensuring that the ‘spirit of the law’ is followed. [rev. 7-06]

B-3. This committee will advise the president on matters of equal opportunity, ensuring that UI’s programs, activities and services are available to persons with learning, sensory, physical and other disabilities, and identify avenues for ensuring the campus community creates a fair and inclusive environment for all.

B-4. This committee will also discharge such other functions as may be assigned by the Faculty Senate or by the president or the president’s designee. It will also submit periodic reports on its activities to the Faculty Senate including recommendations for appropriate program or policy changes (see FSH 1460).

C. STRUCTURE. Four faculty, one of whom serves as chair; and two staff members (one from Staff Affairs; of these six serves as chair), three-two students, one undergraduate (ASUI) and one graduate (GPSA or SBA), one of whom belongs to an under-represented and/or under-served student population; and the following ex officio members without vote or their designees: the ASUI Director of Diversity Affairs, Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women’s Center, a representative from Human Resources, and the Director of Human Rights, Access and Inclusion, and the following ex officio members or their designees: The Director of Diversity and Community, the Director of the International Programs Office, the LGBTQA Coordinator, and the Director of the Native American Student Center Office or the Native American Tribal Liaison. [rev. 9-07, 7-04, 7-05, 7-06, 7-08, ed. 7-10]
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 1590 – Unit Bylaws

Minor Amendment □
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: jdm@uidaho.edu 3/27/12
Policy Sponsor: (If different than originator.)
Telephone & Email: ___________________________________

Reviewed by General Counsel _X_ Yes ____No Name & Date: _Hoey Graham/Kent Nelson 4/2/12

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.

These edits clarify the process by which unit by-laws are developed, adopted and approved. Specific areas include:

- in the true spirit of faculty governance, approval of unit by-laws by unit administrators/deans/provost has been removed. However, language has been added clarifying that president approval is required per Regents policy III C.3.
- consistency with the Faculty-Staff Handbook (FSH) - units are strongly encouraged to seek assistance from General Counsel when drafting/reviewing/revising their by-laws.
- allow units more flexibility in what to include in their by-laws.

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: ___________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet ________
h/c ___________
web_________
Register: ______________
(Office Use Only)

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

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PREAMBLE: Responding to widespread disparities among departmental or unit bylaws, the Faculty-Staff Handbook and Regents policies, this section was adopted by the university faculty at its April 27, 2004 meeting.

A. Definitions.

A-1. Unit: For purposes of this policy, units shall be those listed in the chart of the organization of the university faculty in FSH 1560.

B. Policy. Each academic recognized unit will develop a set of bylaws (see Regents Policy III. C. 3), setting forth the rules (see B-1 below) by which the unit is governed (for specifics with regard to promotion and tenure see 3050 B, 3320, 3520 G-1 and 3560, E-1 for specifics with regard to promotion and tenure). Departments/programs may incorporate or adopt college bylaws by reference and colleges may incorporate or adopt specific relevant Faculty-Staff Handbook provisions. The majority of the faculty of the unit, the unit administrator, the dean of the college, and the provost must approve the bylaws and any revisions. Unit bylaws and revisions must be approved by the president, as required by Regents Policy III C. 3.

Unit bylaws are subordinate to policies within the Faculty-Staff Handbook, and, each unit should review its bylaws annually for consistency with the Faculty-Staff Handbook (units are strongly encouraged to seek assistance from General Counsel). The bylaws will undergo a thorough review and be re-approved at least every five years, and copies shall be sent to the Offices of the Faculty Secretary and Provost. Office.

B-1. Each unit’s bylaws must contain the following information:

• the mission statement of the unit, including the objectives of the unit and its role;
• policies on unit governance, including rules of order, meeting procedures, quorum, attendance at meetings, student representation, and voting rights;
• the organizational structure of the unit, including the responsibilities of the unit administrator and the constitution and function of committees, their terms, and selection procedure;
• specific departmental unit procedures, in addition to required human resources procedures, by which faculty and staff searches and hirings are conducted;
• the process for negotiation of annual position descriptions;
• the unit’s criteria and procedures for annual performance evaluation and third-year review;
• the unit’s promotion and tenure guidelines (see 3050 140, B-1) and procedures; and
• the procedures for amendment of the bylaws.

Comment [a1]: FSH 1560 will need to be updated.

Comment [a2]: In keeping with faculty governance, approval of unit by-laws by provost/dean/administrator has been removed.
NOTE: By removing this language we will need to revise FSH 3520 G-5 d and 3560 E-2 e.

Comment [a3]: Allows units more flexibility (especially smaller units) in what must be put in their by-laws.

Comment [a4]: Moved to come before the Annual Performance.
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 1420 – Administration

Minor Amendment □

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): Senate Leadership – Sub-committee John Marshall Chair

(Telephone & Email: jdm@uidaho.edu 3/27/12)

Policy Sponsor: (If different than originator.)

(Telephone & Email: ___________________________

Reviewed by General Counsel X Yes No Name & Date: Hoey Graham/Kent Nelson 4/2/12

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.

These edits are to clarify:
• the role of the college faculty in the selection of deans
• that a candidate is selected from a list of acceptable candidates
• that college faculty may ask Senate Leadership to discuss the selection of a dean with the president/provost.

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: __________________________________________

Track # _____________________
Date Rec.: ___________________
Posted: t-sheet ______________
    h/e ______________
    web ______________
Register: ________________

(Office Use Only)
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 1993, 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. In July 2010 section E-6 was moved to FSH 3320 to consolidate the evaluation process into one policy. 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, 7-06, 7-10, ed. 7-00]

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.

I. 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 Senate via the faculty secretary. Any item not approved by the president within this time will be deemed to be disapproved. [rev. 7-06, ed. 7-09]

2. When an item has not been approved by the president:

   a. The Faculty Senate may reconsider; and/or [ed. 7-09]
   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 Senate and works closely with the vice president for finance and administration, Faculty Senate 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, ed. 7-09]

   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] [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
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 operations, auxiliary services, business systems 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, ed. 5-08]

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 president’s 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. [rev. 7-06]
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
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, staff, students, and/or external constituents to forward their comments and recommendations directly to the president. The search committee forwards its recommendations list of acceptable candidates to the provost who, in turn, forwards a recommendation from the list 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 faculty may request senate leadership (Faculty Senate Chair, Vice Chair and Faculty Secretary) to discuss the selection of a dean with the president/provost.

d. 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-e. 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 Senate or its committees matters that have been proposed by the college faculty and require approval by the Faculty Senate. [ed. 7-09]

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-6 was moved to FSH 3320 7-10.]

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. [rev. 7-10].

[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)

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

Chapter & Title: Chapter 1, Title 1520; Chapter 1, Title 1580

Minor Amendment □

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)
Name: Will Gunderson Date: March 26, 2012
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Policy Sponsor: (If different than originator.)
Name: Professor John Hasko Date: March 26, 2012
Telephone & Email: 208-885-2160 jhasko@uidaho.edu

Reviewed by General Counsel ___ Yes ___ No Name & Date: ___________________________________________________________________

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.

The purpose of the revisions to sections 1520 and 1580 of Chapter 1 are to allow the College of Law to attain representation on the faculty senate. Currently, the college has no such representation.

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

None

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

None known

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

If not a minor amendment forward to: ____________________________________________
Track #: __________________ Date Rec.: __________________
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UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
July 2011

BYLAWS OF FACULTY SENATE

PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution (1520). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In January 2010 the Faculty Council changed its name to Faculty Senate. In 2011 the requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-10, 7-11]

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Article II. Duties of Officers
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ARTICLE I—FUNCTION AND MEMBERSHIP. The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. [See 1520 I-3 and V.] [ed. 7-10]

ARTICLE II—DUTIES OF OFFICERS.

Section 1. Chair. The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or ad hoc committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent. [ed. 7-10]

Section 2. Vice Chair. The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate. [ed. 7-10]

Section 3. Secretary. The secretary shall: maintain an accurate record of all meetings of the senate; publish the minutes or a summary thereof on the Faculty Senate website as soon as possible after they are approved; file official copies of the minutes, together with appropriate exhibits, in the Department of Special Collections and Archives in the University Library for safekeeping; prepare reports of policy actions taken by the senate for review by the university faculty, president, and regents; maintain a file of the minutes of university-level standing committees; maintain a file of the current bylaws of the senate and of its standing committees; and perform such other duties as may be assigned by the chair or by the senate. [ed. 7-97, 7-10, rev. 7-11]

ARTICLE III—TERMS OF OFFICE.

Section 1. Members. The terms of office for members of the senate are as provided in the constitution of the university faculty [1520 V-4] and in accordance with these bylaws. [ed. 7-10]

Section 2. Officers. The term of office for officers of the senate is one year, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. [ed. 7-10]
Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that member’s normal term of office is ineligible for membership on the senate until one year has elapsed. [ed. 7-10]

ARTICLE IV—ELECTION OF OFFICERS.

Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president’s designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. [ed. 7-10]

Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president’s designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). [ed. 7-97, 7-10]

ARTICLE V—MEETINGS.

Section 1. Regular Meetings. The senate determines the time and place for its regular meetings. [ed. 7-10]

Section 2. Special Meetings. Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president’s designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members. [ed. 7-10]

Section 3. Quorum. A quorum is half of the voting members of the senate, including half of the elected membership. [ed. 7-10]

Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

Section 6. Communications. Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary. [ed. 7-10]

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. [ed. 7-10]

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also a link to the proposed redline
ARTICLE VIII

ARTICLE VII

The College of Law student must be regularly enrolled in the college’s program leading to a law degree.

The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

The meeting designates a chair pro tempore. [ed. 7-10]

ARTICLE VI

The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours’ written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee. [ed. 7-10]

ARTICLE V—STUDENT MEMBERS.

ARTICLE IX—OPEN MEETINGS.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XI—TERMS OF OFFICE.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XII—MINUTES.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XIII—PUBLIC MEETINGS.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XIV—RECORDS.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XV—COMMITTEES.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XVI—STAFF HANDBOOK.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XVII—BYLAWS OF FACULTY SENATE.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XVIII—ORDER OF BUSINESS.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XIX—POINTS OF ORDER.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XX—AMENDMENTS.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]

ARTICLE XXI—APPENDIX.

The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in 1620. [ed. 7-10]
the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. [See 1420 A-1-c and 1520 IV-11.] [ed. 7-00, 7-10]

Section 2. General Regulations. The general regulations governing committees, as adopted by the senate and the university faculty, are contained in 1620. [ed. 7-10]

ARTICLE IX—RULES OF ORDER. [See 1520 V1.]

ARTICLE X—AMENDMENTS. These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty [see 1520 II-1], in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents’ policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.
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: 1520, Constitution of the University Faculty

Minor Amendment □
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): Mark Miller March 19, 2012
(Please see FSH 1460 C)

Telephone & Email:

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel ___ Yes X No Name & Date: ____________________________________________

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.
The purpose of this change is to give Staff Affairs an additional representative on Faculty 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.
The Faculty Constitution currently allows only one Staff Affairs representative on Faculty Senate

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

If not a minor amendment forward to: __________________________________________

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

FSH
Appr. ___________
FC ___________
GFM ___________
Pres./Prov. ___________
[Office Use Only]

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

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CONSTITUTION OF THE UNIVERSITY FACULTY

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.

No Changes proposed until Article V.

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
Section 7. Vacancies.

(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.

(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 [Staff Affairs] of the university staff elects the two employees who do not have faculty status to serve with vote in the senate. [ed. & ren. 7-09]

(6) Students. Two undergraduate students, and one graduate student, [and one student from the College of Law] 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.
Vandal Community Hour Proposal

Proposal

To establish a “Vandal Community Hour” that would provide a regular time period from 1:30-2:20 p.m. on Mondays that could be used by the university community (students, faculty, staff, and administrators) to schedule meetings and activities. This common hour would encourage greater student involvement in curricular and co-curricular activities while easing the difficulty in scheduling meetings throughout campus. Examples of meetings and activities that could be scheduled in this common hour include student organization meetings, faculty and staff meetings, department and college meetings, student class project meetings, special events and ceremonies, professional development activities etc. Classes currently scheduled in the Monday 1:30 - 2:20 time period would need to be rescheduled or could be shifted into the newly-created Wednesday/Friday 1:30-2:45 p.m. scheduling slot.

Background and Rationale

For a number of years, students, faculty, staff and administrators have discussed the concept for a common community hour, but none of the ideas were ever formally developed nor distributed for campus input and approval. The intent of this proposal is to put forth a formal proposal that can be discussed and evaluated.

In general, there is substantial difficulty in scheduling meetings during the 8:00 a.m. to 5:00 p.m. work day because of class and teaching schedule conflicts, and thus most student organizations are forced to meet in the evenings. In turn, evening meetings create challenges for students who work, who live off-campus, and who have family responsibilities. In addition, faculty/staff advisers to clubs and organizations are challenged to return to campus for evening meetings. Administrators, faculty, and staff also have substantial difficulty in finding time slots to schedule meetings which allow full participation of all the group members. For these reasons, a weekly, common hour would increase attendance, participation, and leadership in student curricular and co-curricular activities; in faculty/staff meetings; and in special events such as convocations, POW/MIA ceremonies, award ceremonies, pep rallies, etc. As examples, several universities (Utah State University, Buffalo State University, and Slippery Rock University) as well as a number of small private institutions have implemented a common community hour on their campuses.

Common Hour Details

A common hour would be established from 1:30 -2:20 on Mondays to allow for student and university community meetings. This time period was selected from three Monday class period options (12:30 – 1:20, 1:30-2:20, and 2:30 – 3:20) as it had the least impact, conflicting
with only 3% of the total sections across the day. No courses, labs or studios would be scheduled during this time period for fall or spring semesters. Courses could be re-scheduled from 1:30 - 2:45 p.m. on Wednesday/Friday for two, seventy-five minute class periods per week or for a three-hour block on either Wednesday or Friday beginning at 12:30, if another course is matched from the college on the open day to fully utilize classroom space. Lab and studio durations can be one, two, or more hours in length, and must adhere to the standard start and end times outlined above. Although, this new scheduling alternative would inconvenience a limited number of faculty and students (3% of total number of sections), it would allow a few classes on W and F to have a new 1 hr and 20 minute format which is pedagogically preferred by some faculty. UI Centers would be allowed to “opt in” or “opt out” of the common hour. As examples, the Common Hour could be scheduled in the following ways:

- Student club/organization meetings and faculty/staff meetings could be scheduled on the first and third Mondays of every month
- Special events and presentations could be scheduled the second and fourth Mondays of every month