University of Idaho  
2012-2013 FACULTY SENATE AGENDA  
Meeting #11  
3:30 p.m. - Tuesday, November 6, 2012  
Brink Hall Faculty Lounge  
IWC Room 390 – Boise  
213 – Coeur d’Alene  
TAB 321B IF4 – Idaho Falls  

Order of Business

I. Call to Order.

II. Minutes.  
   • Minutes of the 2012-13 Faculty Senate Meeting #10, October 30, 2012

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.  
   • Overview of Research and Economic Development (McIver)  
   • FS-13-012: FSH 5650 - Disclosure of conflicts of interest (Inge/Knutson)(vote)  
   • FS-13-011: FSH 1565 H-2 b - Research Assistant (vote)

VI. Committee Reports.  
   • Administrative Hearing Board (Bitterwolf)

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Kenton Bird, Chair 2012-2013, Faculty Senate

Attachments: Minutes of 2012-2013 FS Meeting #10  
FS-13-011; FS-13-012
Present: Aiken, Baillargeon, Bathurst, Bird (Chair), Cobb, Eckwright (w/o vote), Flores, Goddard, Hartzell, Karsky, Kennelly, Kitchel, Morra, Sisodiya for Pendegraft, Qualls, Safaii, Smith, Strawn, Teal, Ytreberg
Absent: Baker, Budwig, Frey, Hasko, Hopper, Manic, Miller, Ostrom, Stuntzner Guests: 9

A quorum being present, Senate Chair Bird called the meeting to order at 3:30PM.

Minutes: It was moved and seconded (Goddard, Baillargeon) to approve the minutes of meeting #9. Motion carried.

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

- President Nellis’s cabinet met this morning. Steve Neiheisel, assistant vice president for enrollment management, gave an update on enrollment strategies. Chair Bird has invited Mr. Neiheisel to speak to senate early next semester.
- There are 3 senate meetings remaining this semester: November 6, November 13 and December 4. If you have any items requiring senate attention or suggestions for speakers, please contact Chair Bird, Vice Chair Hartzell or Secretary Eckwright.
- Vice Provost Jeanne Christiansen is seeking nominations for 2 faculty members to serve on the distinguished university professor advisory committee. Nominations are due on or before November 7. Please send nominations to Patti Heath, office of academic affairs: pattih@uidaho.edu
- Chair Bird asked senate’s consent to adjust the order of the agenda to move the future academic calendars item to immediately follow the Provost’s Report. There were no objections to doing so.

Provost's Report. Provost Baker was unavailable for today’s meeting. Dean Katherine Aiken provided a wealth of information on the following:

- The Vandal Challenge Leadership conference was held in Moscow last weekend. The highly successful conference brought 50 minority students, mostly from the Boise area, to Moscow for a weekend of activities. We appreciate the participation of nearly all U-Idaho colleges and many U-Idaho offices in this event.
- Several hundred advisory board members will be on the Moscow campus for advisory board weekend, beginning Friday, November 2. Advisory board members are generally U-Idaho’s biggest supporters and important stakeholders. There will also be a gala event for big donors.
- The distinguished university professor advisory committee is seeking nominations for deans’ representatives, as well as for faculty representatives.

Chair Bird next invited guest Charles Tibbals, academic publications editor for the registrar’s office, to speak about the registrar’s proposal to move the fall 2013 start date from August 26 to August 19. The proposal was defeated on a 9-2 vote by the University Curriculum Committee. Mr. Tibbals explained that the academic calendar is not designed by the registrar and it is published in FSH 4620 (http://www.webs.uidaho.edu/fsh/4620.html). The calendar is refined every 5 or 10 years and this misalignment of the fall 2013 starting dates at U-Idaho and WSU was brought to light last month. The proposal to change the fall 2013 starting date came about for a number of reasons:
• Desire to align fall start date with WSU’s start date in order to accommodate students in cooperative courses and particularly those students in the bi-state food science program.

• Problems with final grades and end of term process. With the August 26 start date the 2013 fall semester will end on Friday, December 20, and final grades will be due on December 24, Christmas Eve. U-Idaho is closed to the public at that time, resulting in problems with acquiring final grades for processing disqualification notifications, financial aid, disbursement of aid, and so on.

Mr. Tibbals responded as follows to senators’ comments and questions:

• Students are concerned about the availability of hotel rooms for families bringing students to U-Idaho and WSU if both schools share a starting date.

• Is WSU interested in collaborating with us on establishing dates? In the past WSU has been interested in collaborating and they have worked with Dwaine Hubbard, assistant registrar, to coordinate dates before we bring proposed calendars to senate. The calendars were aligned when we last submitted them to senate but something has transpired in the meantime that resulted in their calendar deviating from U-Idaho’s calendar.

• Is senate required to act on this proposed change? [Chair Bird responded to this question] The existing calendar remains in place as UCC voted against changing to the August 19 start date. Therefore there is no motion to adopt this proposed change, although a senator could make a motion to adopt the earlier start date.

• Staff at U-Idaho, Idaho Falls, work with Idaho State University (ISU) to align their schedules. They have suggested that we work with the State Board of Education (SBOE) to ensure that all Idaho schools are on the same schedule. Most Idaho institutions start on August 26 in fall 2013, with the exception of North Idaho College which plans to start on August 19 although that date is not yet approved.

• What would it take to make WSU’s calendar adhere to U-Idaho’s calendar? It seems like that is something we should pursue, as we seem to be holding to WSU’s calendar for no apparent reason. I do not know if WSU employs a formal mechanism for establishing their calendar or whether it comes from the registrar’s office or faculty senate. We probably would want to begin any discussion about the calendar with their faculty senate.

Chair Bird next invited John Foltz, associate dean of the College of Agricultural and Life Sciences (CALS), to speak about the proposed calendar change. Associate Dean Foltz questioned senate’s purview in determining the starting date for the fall 2013 semester and added 2 contingencies:

• If U-Idaho’s calendar had conformed to WSU’s calendar for fall 2013 with an August 19 starting date, this matter would not have come to senate’s attention.

• Not aligning our calendar with WSU’s calendar creates significant challenges for CALS. The bi-state food science program is the best example of U-Idaho and WSU cooperation, but we are bound by both the WSU and U-Idaho calendars.

Denise Smith, director of the school of food science, presented additional details about the school’s ongoing efforts to operate as a bi-state school, and noted that there are little things constantly thrown in the way of their success:

• The food science academic coordinator learned of the misaligned starting dates last month and notified the registrars at each institution. The registrars discussed the matter and decided to move the starting date to August 19 to allow for final grades to be completed in an efficient manner.
A total of approximately 200 WSU and U-Idaho students are taking joint classes and are affected by the difference in calendars. Smith does not have a breakdown of the numbers of freshmen included in the 200. This fall there are 80 U-Idaho students at WSU and 117 WSU students attending the University of Idaho.

There are about 150 classes available to U-Idaho students at WSU and probably about the same number of courses at U-Idaho that are available to WSU students. The cooperative courses are offered in a wide-range of disciplines, but food science is more integrated than other courses.

We deal with an offset calendar during spring semesters which start with a 2-day offset and end with a week offset between the two institutions. Approximately 20% of students do not show up for classes at whichever institution begins the semester earliest.

WSU classes begin on August 19 in 2013 and U-Idaho dorms open August 22, so U-Idaho students will not have housing when WSU begins the semester.

Orientation becomes a problem, as freshmen transfer students and international students will be busy with orientation and dealing with visas while classes are going on at WSU.

WSU finals end on December 13 and the dorms close on December 14 at noon, while U-Idaho exams begin on December 16. WSU students living in dorms will not have housing for that full exam week. Faculty in the bi-state program try to adjust and end up with two fewer weeks of classes because they move exams up at whichever institution ends later, to avoid forcing students to stay in hotels.

The later ending date results in students having a shortened winter break, with classes ending on December 20 at U-Idaho and starting at WSU on January 6.

Ray Gasser, housing director, provided information about housing options for U-Idaho students who might arrive in time to take WSU classes:

- U-Idaho housing is able to accommodate students who arrive before the semester begins or those who need to stay through winter break. Housing currently accommodates football players, sororities, band students and others who need this option.
  - There are additional costs.
  - No U-Idaho housing has air-conditioning.
  - Generally students need to move to other rooms for early or late accommodations.
- Housing will be making room assignments beginning November 1 and students wanting the option of arriving early will need to indicate so before room assignments are made.

Andrew Brewick, director of university advising services, spoke about the effects of the later start date on some of U-Idaho’s signature retention activities:

- Student Options Advising Retreat (SOAR) program, a one-day retreat offered to freshmen who are on academic probation after their first semester.
- SOAR program sponsors have found that students typically do not check their email Christmas until they show up on campus for the start of the spring semester.
- If we keep the later starting date for fall 2013, final grades will be due on December 24 and the earliest we will be able to run academic standing is also December 24. The registrar is reluctant to send the message that students are disqualified on December 24.
- If we delay sending the academic standing notice until early January, it makes it very difficult to reach the students who need to return for the one-day retreat prior to the start of the spring semester.
Mr. Brewick responded as follows to senators’ comments and questions:

- **How many students participate in SOAR?** Last year approximately 135 students of the 320 who qualified participated in the program.

- **Is it that students do not check email after Christmas (holiday) or after Christmas break begins?** After break starts there is a significant decrease and typically there is no response from students after December 24 through January 5. Academic standing is not posted until after approximately 98% of grades have been turned in.

- **Are you able to prepare students earlier by informing them that if their GPA is below a given average they will receive a letter explaining the consequences, so that they have some forewarning of what could happen?** We already do that at orientation and we send out a notice of what our criteria are. Some students do not check their grades during the semester and it is only after they receive an email message from the registrar that they get some indication about their academic standing. SOAR conducted an extensive calling campaign and learned that many students have no idea of what grades they received during the fall semester – they do not check their grades and they do not check their email.

- **Is this later starting date only for 2013 or will we be starting earlier in 2014, too?** My understanding is that the proposed August 19 starting date for 2013 would be the earliest we would ever start and that we are scheduled to start on August 25 in fall 2014. If we change to the earlier starting date in 2013, we are doing the reset one year earlier than WSU.

- **If this will be an issue again the following year then why are we concerned about this “patch” for 2013?** In 2014 grades will be due on December 23 and we will push to make sure all grades are in so that we can then produce academic standing information. If we stay with the August 26 starting date for 2013 please work with your faculty to make sure grades are submitted by deadlines.

- **Given that the 80 U-Idaho students participating in cooperative courses at WSU represent less than 1% of the student population, a better solution may be to have the registrar require grades be received a day earlier, such as Monday rather than Tuesday noon.** We could also consider compressing finals to 4 days, as is done at Lewis-Clark State College. [Mr. Hubbard responded to this comment] The university is closed that week and even if grades are due a day earlier there is no one here to process those grades. It is important that faculty submit grades on time so that academic standing, financial aid and disqualification notices may be provided to students in a timely manner.

A senator observed that people who are required to come early in fall 2013 would also be losing out on other opportunities. For example, the Lionel Hampton School of Music has summer programs that would conflict with the earlier starting date. These summer programs are part of students’ education and if students could not participate in the full program they would not be allowed into the summer program. How many other students will be affected by the earlier start date as opposed to the 200 students affected now by the late start date?

Chair Bird reminded senators to read an email message supporting the proposed fall 2013 date change from Greg Moller, professor of environmental chemistry and toxicology. Also, the academic calendar is currently available through 2017-2018 [http://www.webs.uidaho.edu/fsh/4620.html](http://www.webs.uidaho.edu/fsh/4620.html) and at some point the registrar will bring a proposal for the next 10 year cycle.

Chair Bird asked senators a second time if they wished to take action today or allow the decision of the UCC to stand? Several senators responded that it would be beneficial to have more information from
WSU before making a decision. The Chair noted that he will speak with the senate chair at WSU and he asked Mr. Hubbard to ask our registrar to communicate further with WSU’s registrar, as well, on the benefits and drawbacks of coordinating the calendar with particular attention to the issue of the bi-state food science program. Chair Bird also mentioned the possibility of having a dialogue on the matter at the provost-level.

**FS-13-011: FSH 1565 H-2-b, Research assistants.** The Chair introduced Casey Inge, associate general counsel and special assistant to the vice president for research and economic development, and reported that this policy change originated with the Research Council and that it changes the definition of a research assistant (RA) to distinguish it from a teaching assistant (TA). Senator Cobb added that Jack McIver, vice president for research and economic development, presented the changes at a recent graduate and professional students’ association (GPSA) meeting. At that time Dr. McIver explained that the proposed change will remove teaching responsibilities from research assistants so as to make an appropriate distinction between RA and TA graduate assistants.

**FS-13-012: FSH 5650 – Disclosure of conflicts of interest.** Dr. Inge explained that this was implemented as an emergency policy in August 2012 was intended to address specific regulatory requirements of Public Health Services (PHS), National Institutes for Health (NIH) and other awarding agencies. The required disclosures differ from previous PHS disclosures; for example, the disclosure threshold has been reduced from $10,000 to $5,000 and there is a travel disclosure requirement. Also, this policy applies to some non-profit organizations that sponsor research through U-Idaho. We have made a few changes to the policy since the August implementation date for administrative purposes and to ensure consistent application of the policy: this policy applies to PHS and other agencies that have adopted the PHS policy as their own conflict policy; and researchers and investigators may apply the $5,000 minimum threshold to travel. The research office is working to refine the administrative review of the disclosures by researchers and investigators in order to simplify the process. For example, if changes are made to this policy, PHS policy requires re-training for anyone covered by the policy; U-Idaho, however, is implementing these changes under the administrative review side, so no re-training will be required. No management plans have been determined to be necessary under this policy. The application of the policy should not be overly burdensome to investigators, especially if the investigators have previous disclosures on file that may be updated.

Chair Bird noted that the two policies are being introduced today and senate will vote on them next week. FSH 5650 was adopted in August on an emergency basis and will expire in February 2013 unless the faculty endorse the policy or the President chooses to renew the policy.

Next Chair Bird invited Robert Perret, chair of the faculty affairs committee (FAC), to provide an overview of the committee’s current agenda. Professor Perret reported the following:

- **FSH 3160, Academic Freedom, Rights and Responsibility.** Academic freedom is oddly tied to job performance, so FAC is taking a look at that. FAC is also investigating the possibility of adding language to include faculty governance with the activities that are protected by academic freedom.
- **FSH 1565 H-2, Graduate Student Appointees.** FAC would like to distinguish between Research Assistants and Teaching Assistants (introduced at today’s meeting).
- **Clinical faculty promotion.** FAC determined that criteria for extension faculty found in FSH 1565 D-4 would be a good model for clinical faculty.
- **Clinical faculty service on promotion committees.** FAC favors this especially in cases of clinical faculty serving on committees for other clinical faculty.
• Periodic performance evaluations for instructors. FAC concluded this should be addressed in unit bylaws. FAC recognizes and is revisiting issues created by conflicts between FSH 3560 D-1 (up or out after 3 years) and FSH 1565 D-1-b (15% cap on senior instructors).
• FSH 3820, Ombuds. FAC approved these revisions [senate approved these FSH 3820 changes at the October 23 meeting].
• Faculty Affairs Committee meets in the Brink Lounge on Thursdays at 12:30-1:30. All are welcome to attend and you may email Professor Perret, rperret@uidaho.edu if you have items for FAC to discuss.

Professor Perret responded as follows to senators’ comments and questions:
• Could you explain more about the graduate student discussion in FSH 1565-H-2? This was passed by FAC and was introduced earlier as a seconded motion. Graduate student/research assistant/teaching assistant/graduate assistant terms were used somewhat interchangeably during the discussion which led to some confusion for senators. The confusion is also somewhat representative of the overall confusion regarding RAs and TAs and their responsibilities.
• [To assist with clearing up this confusion, provided below is the current FSH language for H-2 with proposed redline for b. This is scheduled for vote at the next senate meeting when Jack McIver will be present to address questions.

  “H-2. Graduate Student Appointees: [See also 3080 D-2-a.]
  a. Teaching Assistant. Teaching assistants conduct classroom or laboratory instruction under the supervision of a full-time member of the faculty.
  b. Research Assistant. Research assistants provide research service, grade papers, and perform other nonteaching duties.
  c. Graduate Assistant. Graduate assistants perform paper-grading and other nonteaching duties.
  d. Research Fellow. This title is appropriate for registered graduate students engaged in research or scholarly activities sponsored by funds designated for fellowships.

  Proposed edit to b. Research Assistant. Research assistants provide research service, grade papers, and perform other nonteaching duties are academically qualified and registered graduate students who perform professional-level work in support of research, scholarship, or creative activity. These positions can only have duties within the scope of work permitted by the funding source.”]
• Our unit has RAs paid through departmental funds and it seems like there could be some qualification regarding RAs paid off of department funds versus those paid through outside funding? The original proposal that came from the research office was tied to funding sources and FAC made it more general. Research assistants differ from graduate assistants by definition.
• We were audited for compliance on this in the past based upon what people were called and how they were paid and we needed to redefine these positions.
• RAs supported by departmental funds may become an issue as it relates to new faculty and start-up funds. Assistants in these situations are generally defined as RAs so as to make them eligible for fee waivers. These students are in the spirit of RAs, even though they are not funded by the National Aeronautics and Space Administration (NASA) or the National Science Foundation (NSF).
• RAs funded by departments may perform work in support of research, scholarship or creative activity, as described in FSH 1565 H-2-b, if departmental sources allow for it. FSH 1565-H-2 provides guidance in the event of externally funded RAs.
• Sometimes students were paid by their departments as TAs but their advisors paid their fees from grants. Because of the way things are defined, that is not allowed and that needed to be cleaned up. We will still have RAs and TAs; TAs will do their research.

Chair Bird reminded senators that Dr. McIver will be present next week to answer questions on this proposed policy change and senate will vote on it next week, as well.

The next 6 items were forwarded from UCC as seconded motions.

FS-13-014 (UCC-13-026). CNR – Rename Resource Recreation and Tourism. The Chair then invited Ed Krumpe, principle scientist in Conservation Social Sciences, to discuss the two College of Natural Resources (CNR) items on the agenda. Professor Krumpe explained that FS-13-014 is a proposal to change the name of their major. In 1989 the department was named Resource Recreation and Tourism to reflect what they were doing at that time. In 2000 the name was changed to Conservation Social Sciences but the department did not change the degree name at that time. Conservation Social Sciences (CSS) faculty have met with focus groups, students, and alumni before making the recommendation to keep the department name and change the degree to a B.S. in Natural Resources Conservation with two options: Conservation Planning and Management; and Conservation Science (generalist degree). CSS faculty had struggled with the Conservation Science (general degree) concept and had talked with Environmental Science, to make sure there was no overlap with them. The College of Education also supports the degree. Students who want the generalist degree need to know how to work with a broad variety of people, so it makes sense to house the degree in CSS. Motion carried with one opposing vote.

FS-13-018 (UCC-13-030). CNR – Forest Products to Renewable Resources. SBOE recently approved the request to change the Forest Products undergraduate program to Renewable Resources. This proposal requests a name change for the minor associated with the program to be changed as well from Forest Products to Renewable Resources. Motion carried.

FS-13-019 (UCC-13-31). CALS/Science – Medical Technology to Food Science. Associate Dean Foltz explained that 2½ years ago the CALS Department of Microbiology, Molecular Biology and Biochemistry (MMBB) merged with the Department of Biological Sciences in the College of Science (CoS). The medical technology program was taught through MMBB, and it moved to CoS at that time, too. CoS no longer wishes to support the program, because the program has very low enrollment and the Biological Sciences Department has picked up 3 additional degrees. Faculty members who teach in the program are part of CALS and U-Idaho will give up the program if CALS does not retain it. CALS does not plan to put additional funds into the program at this time although an optimal outcome would be growth in the program. This proposal is viewed as a correction to a program misalignment and does not need to go through the full program proposal process (formerly, notice of intent/NOI process) at the SBOE level. Motion carried.

FS-13-027 (UCC-13-027). CALS – Agricultural Science, Communication and Leadership major in SW region of Idaho. This proposal is for a new location for an existing degree. The program has been in place for many years and has been offered at the College of Southern Idaho (CSI) for nearly 20 years. CALS would like to replicate the CSI program at the College of Western Idaho (CWI). CWI has requested the program and supports the program. The CSI program generates 3-5 graduates per year but it is anticipated that in the Treasure Valley the program will have much greater demand. Associate Dean Foltz expressed some concern about getting additional support for classes but he explained that it was no different than what it is today and that he will go to his departments and ask for additional classes. Motion carried.
FS-13-016 (UCC-13-028). Business – Marketing minor. Sanjay Sisodiya, professor in Marketing, briefly explained this request for a new minor housed in the Department of Business. Students and others have expressed an interest in a marketing minor. While marketing is of interest to a broader audience than just those students in the College of Business and Economics (CBE), the minor needs to be housed somewhere and the CBE seems a good place for it. Courses for the minor are offered in other university departments, e.g., Forest Products. If approved, the minor would become available in fall 2013. Motion carried.

FS-13-017 (UCC-13-029). Art & Architecture – Studio Art to Studio Art and Design. This proposed change better reflects course offerings and degrees, and will help the college with recruiting efforts. Motion carried.

Adjournment: It was moved and seconded (Baillargeon, Morra) to adjourn at 5:03PM. Approved.

Respectfully submitted,

Gail Z. Eckwright, Faculty Secretary and Secretary to Faculty Senate
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] X Addition □ Revision* □ Deletion* Minor Amendment □
Chapter & Title: FSH 5650: FINANCIAL CONFLICTS OF INTEREST IN PUBLIC HEALTH SERVICE RESEARCH FINANCIAL CONFLICTS OF INTEREST IN PUBLIC HEALTH SERVICE RESEARCH (Chapter 5) (Supplements/revises FSH 5600, Financial Disclosure Policy)

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): Polly Knutson, Director, Office of Sponsored Programs

Telephone & Email: pknutson@uidaho.edu

Policy Sponsor: (If different than originator.) John K. McIver, Vice President, Research and Economic Development

Telephone & Email: jmciver@uidaho.edu

Reviewed by General Counsel _X_Yes ____No Name & Date:_Casey Inge, 8/22/2012_____

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.

This policy is intended to replace the emergency version of this policy necessary to comply by, August 24, 2012, with the PHS regulations on Promoting Objectivity in Research (42 C.F.R. 50 and 42 C.F.R. 94) and supersedes application of FSH 5600 to financial conflicts of interest related to PHS-funded research. This version clarifies application of this policy to research funded by private sponsors that have adopted the PHS regulations.

FSH 5600 shall continue to govern financial conflicts of interest related to research funded by the National Science Foundation (NSF). This policy is intended to supplement University policies FSH 3170, University Ethics and FSH 6240, Conflicts of Interest or Commitment

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 January 1 or upon expiration of the emergency version of this policy previously approved by the Faculty Senate, whichever occurs sooner.

If not a minor amendment forward to: _____________________

Track # ____________ Date Rec.: ____________
Posted: t-sheet ____________ h/c ____________
web ____________
Register: ______________ (Office Use Only)

[Office Use Only]
EMERGENCY POLICY
FINANCIAL CONFLICTS OF INTEREST IN PUBLIC HEALTH SERVICE RESEARCH

PREAMBLE: This emergency policy is intended to comply with substantial changes in Public Health Service regulations (42 C.F.R. 50 and 45 C.F.R. 94). Further information may be obtained from the Office of Research and Economic Development (208-885-4989).

CONTENTS:
A. Financial Conflicts of Interest in Research Policy
B. Policy and Procedure Applicable to Public Health Service Funding
C. Remedies Cumulative
D. Other Law

A. FINANCIAL CONFLICTS OF INTEREST IN PUBLIC HEALTH SERVICE RESEARCH POLICY.

A-1. Purpose. In order to promote objectivity in research and to foster compliance with federal regulations, the University of Idaho requires Investigators seeking research funding (including but not limited to grants, cooperative agreements, and contracts) from a component of the Public Health Service (PHS) or any other sponsor that requires compliance with PHS regulations on Promoting Objectivity in Research, to comply with the following policy on the disclosure of significant financial interests and the management and reporting of financial conflicts of interest. This policy is intended to comply with the PHS regulations on Promoting Objectivity in Research (42 C.F.R. 50 and 42 C.F.R. 94) and shall supersede application of FSH 5600 to financial conflicts of interest related to PHS-funded research and research funded by sponsors that mandates compliance with the PHS regulations. FSH 5600 shall continue to govern financial conflicts of interest related to research funded by the National Science Foundation (NSF). This policy is intended to supplement University policies FSH 3170, University Ethics and FSH 6240, Conflicts of Interest or Commitment.

A-2. Responsible University Authority: Vice President for Research and Economic Development. The vice president for research and economic development, or designee(s), shall be the university authority who: provides and monitors training of investigators required by federal regulations and/or policy; evaluates all disclosures by investigators made under this policy; determines whether a financial conflict of interest exists; develops and implements a management plan for financial conflicts of interest subject to this policy; performs retrospective review of potential instances of noncompliance with this policy; makes, as required by federal regulation, information on investigator financial conflicts of interest publicly available; and reports, as required by federal regulation, on UI determination of the existence of a financial conflict of interest, UI implementation of management plan for a financial conflict of interest, UI determination of noncompliance, and the results of any retrospective review.

At his or her discretion, the vice president for research and economic development may recommend to the president the establishment of a committee, which shall be regarded as his or her designee under this policy, to fulfill the responsibilities of the vice president established by this policy. Members of such committee shall be nominated by the vice president for research and economic development and appointed by the president.

A-3. Compliance with Financial Conflicts of Interest (FCOI) Requirements of PHS:

a. PHS FCOI Compliance. Any individual who performs, or proposes to perform, research or other activities supported by an awarding component of the Public Health Service or supported by a sponsor that mandates compliance with the PHS regulations, shall be subject to the requirements for the disclosure of significant financial interests and management of financial conflicts of interest set forth in Section B. of this policy.
purposes of this policy, any sponsor that mandates compliance with the PHS regulations may be treated by the University in the same manner as a PHS awarding component.

b. Subrecipient/Subcontractor Reliance on UI Policy. UI may permit its subrecipients/subcontractors performing PHS-funded research to rely on this policy, when the subrecipient/subcontractor does not have established policies and procedures that comply with PHS regulations (42 C.F.R. 50 and 42 C.F.R. 94). Such reliance shall only be permitted by written authorization of the vice president for research and economic development, or designee, and when the subrecipient/subcontractor meets at least one of the following criteria:

1. subrecipient/subcontractor receives no funding as a prime awardee from PHS awarding component(s);
2. subrecipient/subcontractor receives less than $150,000 annually in subawards/subcontracts for PHS-funded research; or
3. subrecipient/subcontractor has fewer than three (3) PHS-funded subawards.

In the event that subrecipient/subcontractor reliance on this policy is authorized, subrecipient/subcontractor, and any subrecipient/subcontractor employees who meet the definition of Investigator (see B-1 below), shall agree, in writing, to comply with this policy; subrecipient/subcontractor shall be subject to all responsibilities and obligations established for Investigators by this policy.


1. When, because of existing funding and/or proposed research, an individual is subject to both the PHS and NSF FCOI requirements, the PHS requirements set forth in Section B. shall apply.
2. On a case by case basis, and when required by a prime awardee with obligations under PHS regulations, UI may agree to more stringent timeframes for disclosure of PHS SFI and reporting related to PHS FCOI. Investigators subject to more stringent timeframes for disclosure of PHS SFI will be notified by UI and will be responsible for disclosure consistent with such timeframes only with respect the award for which UI has agreed to accept disclosure and reporting standard that differ from those set forth in this policy.

d. Other FCOI Compliance Requirements. Any individual who is not performing, or proposing to perform, research or other activities supported by either PHS, or NSF funding governed by FSH 5600, shall comply with the COI requirements established by FSH 6240 and/or the external sponsor.

B. POLICY AND PROCEDURE APPLICABLE TO PHS FUNDING

B-1. Definitions.

a. Institutional Responsibilities means, solely for the purposes of conflict of interest procedures applicable to PHS funding described in this Section B, the professional activities of an Investigator on behalf of UI, including but not limited to those activities that fall within the responsibility areas identified in FSH 1565 -C and/or those activities Investigators are required to report and certify under APM 45.09.

b. Investigator refers to the project director, principal investigator, co-principal investigators, and any other person who is responsible for the design, conduct, or reporting of research funded by a component of the Public Health Service (PHS), including, but not limited to the National Institutes of Health (NIH), the Food and Drug Administration (FDA), Center for Medicare and Medicaid Services (CMS) and the Center for Disease Control and Prevention (CDC). (For a list of PHS components [HHS Operating Divisions] please refer to the FAQs maintained by OSP at www.uidaho.edu/osp/financial-conflicts-of-interest/faqs. In addition to UI faculty members, this definition may apply to staff, postdoctoral fellows, graduate students, and (as authorized by the vice president for research and economic development) subrecipient/subcontractor employees, when they assume independent responsibility for portions of the design, conduct, or reporting, of research of an Investigator’s proposed or funded project, or when they seek, as permitted by University policy, sponsored research funding subject to this policy.)
c. **Research** is a creative endeavor or a systematic investigation, study, or experiment designed to develop or contribute to generalizable knowledge. The term encompasses basic and applied research (e.g., a published article, book or book chapter) and product development (e.g., a diagnostic test or drug).

d. **Significant Financial Interest (PHS SFI)**, solely as it applies to conflict of interest procedures applicable to PHS funding, means:

1. A financial interest consisting of one or more of the following interests of an Investigator (and those of the Investigator’s spouse, dependent children, and any financially interdependent adult living with Investigator [See e.g. FSH 3705, Expanded Health Benefits]) that reasonably appear to be related to the Investigator’s Institutional Responsibilities:
   - With regard to any publicly traded entity, a *significant financial interest* exists if the value of any remuneration received from the entity within the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated, exceeds $5,000. For purposes of this definition, remuneration includes salary and any payment for services not otherwise identified as salary (e.g., consulting fees, honoraria, paid authorship); equity interest includes any stock, stock option, or other ownership interest, as determined through reference to public prices or other reasonable measures of fair market value;
   - With regard to any non-publicly traded entity, a *significant financial interest* exists if the value of any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds $5,000, or when the Investigator (or the Investigator’s spouse or dependent children) holds any equity interest (e.g., stock, stock option, or other ownership interest);
   - With regard to Intellectual Property rights and interests (e.g., patents, copyrights), a *significant financial interest* exists upon receipt of income related to such rights and interests.

2. Any sponsored travel (i.e., that which is paid on behalf of the Investigator and not reimbursed to the Investigator so that the exact monetary value may not be readily available) or any reimbursed travel, related to the Investigator’s institutional responsibilities; provided, however, that this disclosure requirement does not apply to travel that is reimbursed or sponsored by a Federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

3. The term *significant financial interest* does not include the following types of financial interests:
   - salary, royalties, or other remuneration paid by UI to the Investigator if the Investigator is currently employed or otherwise appointed by the UI, including intellectual property rights assigned to UI and agreements to share in royalties related to such rights;
   - income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles;
   - income from seminars, lectures, or teaching engagements sponsored by a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education;
   - income from service on advisory committees or review panels for a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an Institution of higher education.

e. **Financial Conflict of Interest (PHS FCOI)**, solely as it applies to conflict of interest procedures applicable to PHS funding, means a Significant Financial Interest that could directly and significantly affect the design, conduct, or reporting of PHS-funded research.
f. **Business** refers to a corporation, partnership, sole proprietorship, trust or foundation, or to any other individual or organization carrying on a business, whether or not operated for profit.

g. **Intellectual Property** means ideas, inventions, technology, creative expression and embodiments thereof in which a proprietary interest may be claimed without limitation, patents, copyrights, trademarks, know-how, and biological materials. (See also FSH 5300 and 5400)

**B-2. Disclosure and Training**

a. **Disclosure.** Prior to the submission of an application for funding from a component of PHS, each Investigator must disclose to UI all PHS SFI, as defined above, or affirm to UI that he or she has no PHS SFI to disclose. Any new Investigator, who, subsequent to the submission of an application for funding from a component of PHS or during the course of research funded by PHS, plans to participate in the proposed or funded research, must disclose any PHS SFI to OSP or affirm that he or she has no PHS SFI promptly and prior to participation in the proposed or funded research.

Each Investigator who is participating in PHS-funded research must submit an updated disclosure of PHS SFI at least annually during the period of the award. Such disclosure must include any information that was not disclosed initially to UI or in a subsequent disclosure of PHS SFI by the Investigator and must include updated information regarding any previously disclosed PHS SFI.

Each Investigator who is participating in PHS-funded research must submit an updated disclosure of PHS SFI within thirty (30) days of the discovery or acquisition of a new PHS SFI.

All required disclosures shall be submitted to UI through the Office of Sponsored Programs (OSP), using the disclosure mechanism made available by OSP and approved by the vice president for research and economic development.

The Principal Investigator or Project Director, upon consideration of an individual’s role and degree of independence in performing the proposed or ongoing PHS-funded research, shall be responsible for identifying to OSP all individuals involved in the research who meet the definition of Investigator.

b. **Training.** Investigators shall complete training on the UI financial conflict of interest policy, Investigator responsibilities with respect to disclosure of SFI, and PHS regulations on *Promoting Objectivity in Research* prior to engaging in any PHS-funded research, at least every four years thereafter, and immediately when any of the following circumstances apply:

- UI revises its financial conflict of interest policies or procedures in any manner that affects the requirements of Investigators;
- an Investigator is new to UI; or
- UI finds that an Investigator is not in compliance with this conflict of interest in research policy, or a management plan developed and implemented pursuant to this policy.

**B-3. Review of PHS SFI Disclosures and Determination of PHS FCOI.** The vice president for research and economic development, or designee(s), shall timely review, as required by PHS regulations, all disclosed PHS SFI for funded research projects or for those projects for which UI has been notified by the agency that the application is to be funded, to determine whether the disclosed PHS SFI is related to the PHS-funded research of the disclosing Investigator and, if so, whether the disclosed PHS SFI rises to the level of a PHS FCOI, because it directly and significantly affects the design, conduct, or reporting of the PHS-funded research. **With respect to sponsored or reimbursed travel disclosed as PHS SFI (See B-1(a)), the vice president for research and economic development may within the discretion afforded by the PHS regulations, elect to apply to all such disclosed SFI the $5,000 de minimis threshold, when aggregated by entity.** The vice president for research and economic development may, at his or her discretion, seek additional information from an Investigator who has made a disclosure of PHS SFI.
B-4. Management of PHS FCOI. If a disclosed PHS SFI is determined to be PHS FCOI, the vice president for research and economic development shall determine the conditions or restrictions to be imposed and implemented as part of a formal management plan in order to manage or eliminate the conflict. Examples of conditions or restrictions that might be imposed include, but are not limited to:

- Public disclosure of financial conflicts of interest (e.g., when presenting or publishing the research);
- For research projects involving human subjects research, disclosure of financial conflicts of interest directly to participants;
- Appointment of an independent monitor capable of taking measures to protect the design, conduct, and reporting of the research against bias, resulting from the financial conflict of interest;
- Modification of the research plan;
- Change of personnel or personnel responsibilities, or disqualification of personnel from participation in all or a portion of the research;
- Reduction or elimination of the financial interest (e.g., sale of an equity interest); or
- Severance of relationships that create financial conflicts.

The vice president for research and economic development shall communicate this determination, and the means that he or she has identified for eliminating or managing the PHS FCOI, to the individual Investigator, the relevant Principal Investigator or Project Director (if applicable), the appropriate unit administrator and/or dean, the UI Committee on Ethical Guidance and Oversight, and, as necessary, the PHS awarding component.

Information regarding the existence and management of PHS FCOI may also be communicated to any University committees responsible for research compliance (including but not limited to the Institutional Review Board, the Institutional Animal Care and Use Committee, and the Institutional Biosafety Committee). Such committees may, consistent with their responsibilities, establish additional requirements with respect to any identified FCOI or may contribute, in satisfaction of their responsibilities related to financial conflicts of interest, contribute to management plans established under this policy.

No expenditures on PHS awards will be permitted until the Investigator has complied with the disclosure and training requirements of this policy and has agreed, in writing, to comply with any plan(s) determined to be necessary for the management of PHS FCOI.

B-5. Access to Information Related to PHS FCOI.

a. Public Access. Prior to expenditure of any funds under a PHS-funded research project, UI shall ensure public accessibility, via a publicly accessible web site or written response to any requestor within five business days of a request, of information concerning any significant financial interest disclosed to the Institution that meets the following three criteria:

1. The significant financial interest was disclosed and is still held by the senior/key personnel as defined by this subpart; and
2. The Institution determines that the significant financial interest is related to the PHS-funded research; and
3. The Institution determines that the significant financial interest is a financial conflict of interest.

Information regarding any PHS FCOI made publicly available by UI, whether by web site or written response, shall include, at a minimum:

- The Investigator’s name;
- The Investigator’s title and role with respect to the research project;
- The name of the entity in which each PHS SFI is held;
- The nature of each PHS SFI; and
- The approximate dollar value of each PHS SFI, in the following ranges:
  - $0-$4,999
b. Reporting to PHS Awarding Component and PHS Awarding Component Access to Information Related to PHS FCOI. Prior to the expenditure of any funds under a PHS-funded research project, UI shall provide to the PHS awarding component a report, compliant with PHS regulations, regarding any Investigator’s significant financial interest found by UI to be conflicting (i.e. PHS FCOI) and the corresponding plan established and implemented by UI to manage the PHS FCOI. With regard to an ongoing PHS-funded research project (including any extension with or without funds), UI shall provide for any PHS FCOI previously reported to a PHS awarding component an annual report that addresses the status of the previously reported PHS FCOI and any changes in the corresponding management plan.

For any PHS SFI that is identified as conflicting subsequent to an initial conflict report made by UI to a PHS awarding component during an ongoing PHS-funded research project (e.g., upon the participation of an Investigator who is new to the research project), UI will provide to the PHS awarding component, within sixty days, an FCOI report regarding the PHS FCOI and will ensure that a management plan has been established and implemented for the identified PHS FCOI.

For any failure to comply with this policy, as described in Section B-6 below, UI shall provide the PHS awarding component a report that describes any retrospective review performed and any mitigation plan established and implemented to eliminate or mitigate bias in the research related to a failure to comply with this policy.

B-6. Failure to Comply with Policy Applicable to PHS Funding and Sanctions.

a. When PHS SFI is not timely disclosed (within thirty [30] days of discovering or acquiring a PHS SFI) by an Investigator, an Investigator fails to comply with a management plan established by UI, or, for whatever reason, PHS SFI was not previously reviewed or, if determined to be PHS FCOI, managed by UI, UI shall within one hundred and twenty (120) days of UI’s determination of noncompliance, complete a retrospective review of the Investigator’s activities and the PHS-funded research project to determine whether any PHS-funded research, or portion thereof, conducted during the time period of the noncompliance, was biased in the design, conduct, or reporting of such research. If bias is found, UI shall develop and implement a plan to eliminate or mitigate the effect of the bias and shall submit a mitigation report, as required by regulation, to the PHS awarding component.

b. Failure to fully and timely disclose all PHS SFI (including but not limited to failure to submit a PHS SFI disclosure report, required updates to such disclosures, or submission of an incomplete, erroneous, or misleading initial, updated, or annual disclosure of PHS SFI), failure to comply with the conditions of a management or mitigation plan, or violations of this policy by an Investigator shall be considered a violation of university policy and regulations and shall result in a formal inquiry and an investigation by the vice president for research and economic development, or designee(s). The vice president for research and economic development, or designee(s), may recommend sanctions such as, but not limited to, the following:

(1) disciplinary action up to and including suspension and dismissal;
(2) requiring repayment of all financial benefits resulting from such violation;
(3) freezing research funds or accounts;
(4) rescinding contracts entered in violation of this policy, federal law, or state law;
(5) bringing legal action to recover the amount of financial benefit received by an employee as a result of the employee’s violation of this policy;
(6) disclosing FCOI in each public presentation of the results of research;
(7) requiring an addendum related to FCOI for inclusion in previous publications or presentations.
Formal inquiry and investigation by the vice president for research and economic development, including any recommendations pursuant to such inquiry and investigation, shall not limit, delay, or supersede any actions undertaken by UI, including but not limited to the establishment and implementation of PHS FCOI management or mitigation plans and the reporting of noncompliance, deemed necessary by UI to ensure compliance with this policy and applicable regulations.

**B-7. RECORD RETENTION.** UI, through OSP, shall maintain all records relating to all Investigator disclosures of financial interests and UI’s review of, and response to, such disclosures (whether or not a disclosure resulted in the Institution’s determination of a financial conflict of interest) and all actions under this policy or retrospective review, if applicable, for at least three years from the date the final expenditures report is submitted to the PHS awarding component or, as applicable, for the retention period identified by other applicable federal regulations (including but not limited to 45 CFR 74.53(b) and 92.42(b)).

**C. REMEDIES CUMULATIVE.** The remedies provided and referenced herein are cumulative and shall be deemed to include any other remedies required or provided by applicable state or federal law.

**D. OTHER LAW.** This policy shall be deemed to include all requirements relating to conflicts of interest to which UI is subject under state or federal law. To the extent that requirements and standards under applicable state or federal law are more stringent than those identified in this policy, the more stringent requirements and standards shall take precedence.
NIH Provides Policy Clarification Concerning Disclosure Requirements for Reimbursed and Sponsored Travel - 42 CFR Part 50 Subpart F, "Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought"

Notice Number: NOT-OD-13-004

Key Dates
Release Date: October 18, 2012

Issued by
National Institutes of Health (NIH)

Purpose
NIH is providing policy clarification concerning Investigator disclosure of reimbursed or sponsored travel under the Final Rule at 42 CFR Part 50 Subpart F, “Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought.”

Consistent with NIH’s March 2012 policy clarification concerning disclosure requirements for reimbursed and sponsored travel (See Frequently Asked Questions E.1. posted on NIH’s Office of Extramural Research, Financial Conflict of Interest (FCOI) Web site), Investigators who are planning to participate in PHS-funded research must disclose their Significant Financial Interests (SFIs) over the previous twelve-month period to their Institution no later than at the time of application for PHS-funded research. As with other SFIs defined in 42 CFR 50.603, the Investigator must disclose his/her interests, as well as those of the Investigator’s spouse and dependent children, that reasonably appear to be related to the Investigator’s institutional responsibilities.

During the rule making process, we considered how to best balance the need for the Institution to have information on an Investigator’s reimbursed or sponsored travel versus the added burden on the Investigator to disclose the value of travel reimbursements. Particularly in the case of sponsored travel, which is paid on behalf of the Investigator, the exact monetary value may not be readily available to the Investigator. The Final Rule, therefore, does not require Investigators to disclose the monetary value of the sponsored or reimbursed travel; rather, it is the Institution’s responsibility to determine upon review if further information, such as the monetary value of the travel, is needed. Accordingly, the Final Rule does not impose a general requirement to apply the de minimis threshold to all reimbursed or sponsored travel disclosure. With that said, in response to requests for further clarification, we want to make clear that Institutions may, within the discretion afforded by the Final Rule, impose the $5,000 de minimis threshold to reimbursed or sponsored travel disclosure in their institutional policies which specify the disclosure details. For example, consistent with the requirement for other types of financial interests within the regulatory definition of SFI, Institutions could apply the de minimis threshold when aggregated per entity. Disclosure of reimbursed or sponsored travel is also subject to the exclusions described in 50.603(3). However, it remains NIH’s position that Investigators must disclose their SFIs, including reimbursed or sponsored travel, no later than at the time of application over the previous twelve-month period (initial disclosure), which is also the same disclosure requirement that applies to all other SFIs. The initial disclosure of SFIs over the previous twelve-month period provides baseline information that allows Institutions to take into account whether Investigators have an ongoing financial relationship with an entity providing a payment or reimbursement or whether the payment or reimbursement was limited in duration. Once Investigators have made their initial disclosure, they are required to update their disclosures within 30 days of discovering or acquiring a new SFI and annually during the period of award. We believe that these disclosure requirements provide Institutions with a comprehensive understanding of an Investigator’s SFIs related to the PHS-funded research project.

In addition to this Notice, NIH will post and update FAQs on the NIH Office of Extramural Research, Financial Conflict of Interest Web site for reference by the grantee community to capture the clarification provided
Inquiries

Please direct all inquiries to:

Division of Grants Compliance and Oversight  
Office of Policy for Extramural Research Administration  
Office of Extramural Research  
National Institutes of Health  
6705 Rockledge Drive, Suite 350  
Bethesda, MD 20892  
Telephone: (301) 435-0949  
FAX: (301) 435-3059  
Email: FCOICompliance@mail.nih.gov

Weekly TOC for this Announcement  
NIH Funding Opportunities and Notices
## 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) [3/09])

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

- Chapter & Title: **1565 Academic Ranks and Responsibilities (section H-2.b only)**

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

- Chapter & Title: __________________________

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

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

### Originator(s):

John K McIver
Name: __________________________
Date: 9/18/12

Telephone & Email: 885-6689 jmciver@uidaho.edu

### Policy Sponsor:

(If different than originator.)

Name: __________________________
Date: __________________________

Telephone & Email: __________________________

Reviewed by General Counsel

_X_ Yes ___ No Name & Date: ___Kent Nelson 9/7/12______________

### 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.

To better define what constitutes a Graduate Student Research Assistantship, and to clearly differentiate the work of an RA from a Teaching Assistantship (TA).

This policy change has been reviewed and approved by the Research Council.

### II. Fiscal Impact:

What fiscal impact, if any, will this addition, revision, or deletion have?

None expected

### III. Related Policies/Procedures:

Describe other policies or procedures existing that are related or similar to this proposed change.

None

### 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.

January 1, 2013

If not a minor amendment forward to: __________________________

### FSH

Appr. __________________________
FC __________________________
GFM __________________________
Pres./Prov. __________________________

[Office Use Only]

### APM

F&A Appr.: __________________________

[Office Use Only]
PREAMBLE: This section defines the various academic ranks, both faculty and non-faculty (e.g. graduate student appointees and postdoctoral fellows), and their responsibilities. Subsections A, C, D, E, F, and I should be read in conjunction with the policy and procedures concerning granting of tenure and promotions in rank which are contained in 3520 and 3560 (subsection I only in conjunction with 3560). Most of the material assembled in this section was a part of the original 1979 Handbook. The material in section I was added July, 1987. The definitions of ‘postdoctoral fellow’ (J-3), ‘graduate assistant’ (K-3) and ‘research fellow’ (K-4) were revised in July 1996. Section J-I, voting rights for lecturers, was changed in July 2001. Section A was substantially revised in July 1994, so as to underline better the importance of both teaching and scholarship. At that time the so-called “Voxman Amendment” (the addition of ‘in the classroom and laboratory’ to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance. Section A underwent additional substantial revision in July 1998 and July 2006, always with the hope of creating greater clarity in a complex subject. Extensive revisions along those same lines were made to B (entirely new and in 2008 B was moved to 3570), C, D, and E, in July 1998. Further, less extensive revisions were made to C-I, D-I, and E-I in July 2000. In July 2008, this section was reorganized to better reflect classifications as stated in FSH 1520 Article II, no substantive changes were made to policy. In 2009 changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy as of January 2010. Ranks for Associated Faculty in F were removed because the promotion process as detailed in 3560 for faculty ranks was deemed excessive for associated faculty. Those currently holding a specific rank in adjunct or affiliate will retain that privilege. In July 2010 the affiliate and adjunct terms were switched to conform to national norms and rank of Distinguished Professor was added. In July 2011 voting for associated faculty was clarified and Clinical Faculty under “G. Temporary Faculty” moved to “D. University Faculty” as D-9 and was revised. In July 2012 edits were made to the Distinguished Professor under D-8 and to the qualifications for Emeritus status and a search waiver under E. Further information may be obtained from the Provost’s Office (208-885-6448). [rev. 7-98, 7-00, 7-01, 7-06, 1-08, 7-08, 1-10, 7-10, 7-11, 7-12]

A. Introduction
B. Definitions
C. Responsibility Areas
D. University Faculty
E. Emeriti
F. Associated Faculty
G. Temporary Faculty
H. Non-Faculty
I. Qualification of Non-faculty Members for Teaching UI Courses
   Only section being changed is H.

H. NON-FACULTY: Those within this category are not members of the faculty. [ed. 1-10]

H-1. POSTDOCTORAL FELLOW. Postdoctoral fellows are persons who hold the doctoral degree or its equivalent at the time of their appointment and are continuing their career preparation by engaging in research or scholarly activity. Postdoctoral fellows are special exempt employees in the category of “temporary or special” (FSH 3080 D-2 a) employees recognized by the regents. [See also 3710 B-1.b.] [ed. 1-10]

H-2. GRADUATE STUDENT APPOINTEES: [See also 3080 D-2-a.]
   a. Teaching Assistant. Teaching assistants conduct classroom or laboratory instruction under the supervision of a full-time member of the faculty. [ed. 1-10]
   b. Research Assistant. Research assistants provide research service, grade papers, and perform other nonteaching duties are academically qualified and registered graduate students who perform professional-level work in support of research, scholarship, or creative activity. These positions can only have duties within the scope of work permitted by the funding source. These positions are typically funded by sponsored projects and can only have duties within the scope of work permitted within the funding source. [ed. 1-10-12]
   c. Graduate Assistant. Graduate assistants perform paper-grading and other nonteaching duties. [ed. 1-10]
   d. Research Fellow. This title is appropriate for registered graduate students engaged in research or scholarly activities sponsored by funds designated for fellowships. [ed. 1-10]