REVISION No. 2
University of Idaho
2012-2013 FACULTY SENATE AGENDA

Meeting #16

3:30 p.m. - Tuesday, February 5, 2013
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 #15, January 29, 2013 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Committee Reports.

   Sabbatical Leave 2013-14 Approval
   University Curriculum Committee:
   • FS-13-034: UCC-13-056 - Regulation J-3 (Frey, Brewick, Hubbard) (vote)

VI. Other Announcements and Communications.

   • Communications and Marketing (Cooney)

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

   • FS-13-031: APM 45.22 – Eligibility, Competency and Effort Requirements for PIs, Co-PI and PDs (FYI)

X. Adjournment.

Professor Kenton Bird, Chair 2012-2013, Faculty Senate

Attachments: Minutes of 2012-2013 FS Meeting #15
FS-13-031; 034
University of Idaho
Faculty Senate Meeting Minutes
2012-2013 Meeting #15, Tuesday, January 29, 2013

Present: Aiken, Baillargeon, Baker (w/o vote), Bird (Chair), Budwig (Boise), Dodd, Eckwright (w/o vote), Flores, Frey, Garrison, Goddard, Hartzell, Hopper, Karsky, Kennelly, Goc Karp (w/o vote) for Kitchel, Manic (Idaho Falls), Morra, Ostrom, Pendegraft, Qualls, Safaii, Smith, Strawn, Stuntzner (Coeur d’Alene), Teal, Ytreberg Absent: Hasko, Miller, Kitchel Guests: 5

A quorum being present, Senate Chair Bird called the meeting to order at 3:30 pm. The Chair welcomed Dr. Grace Goc Karp who is substituting for Dr. Kitchel and representing the College of Education today with voice but not vote. Chair Bird also asked senate’s permission to alter the agenda today and move unfinished business to immediately follow the minutes. This change allows Dean Aiken, senator Stephan Flores and guest Dr. Gary Williams to participate in the meeting before leaving for other appointments.

Minutes: It was moved and seconded (Garrison, Pendegraft) to approve the minutes of meeting #14. Approved.

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

- Chair Bird was in Boise last week and attended Idaho legislative meetings with the Joint Finance-Appropriations Committee (JFAC) and House Education Committees. President Nellis made an eloquent request for salary increases for faculty and staff, although this request was not included in the governor’s budget. President Nellis particularly noted the importance of retaining U-Idaho faculty who on average are paid 90% of peer institutions.
- Chair Bird represents senate on the Vision 2020 Task Force. Dr. John Lawrence, College of Business and Economics, has recently joined the task force as an additional faculty representative. Mary Ellen Brewick will be the Staff Affairs representative. Task force members are putting together a list of FAQs to share with faculty and staff. Dr. Bob Smith, Associate Vice President, Idaho Falls Center, chairs the task force and will address senate at our first meeting after spring break, March 19.
- College of Graduate Studies (CoGS) requests nominations for the 2013 Donald Crawford Graduate Faculty Mentoring Award, Outstanding Graduate Student Teaching Awards and Outstanding Student Research and Creative Activity Award. All nominations are due Friday, February 8, 2013. For more information: www.uidaho.edu/cogs/finances/awards
- Office of Research and Economic Development is seeking nominations for the annual award for Excellence in Research or Creative Activity. One award will be made this year in the amount of $5,000 to further the winner’s research or creative activity. Nominations are due Friday, February 22, 2013. For more information: www.uidaho.edu/research/featuredresearch/researchexcellence
- All award winners will be announced at the Excellence Awards banquet on Friday, April 12, 2013, in the Student Union Ballroom.
- Regulation H was discussed at senate last week and some senators suggested that all of Regulation H needs to be reviewed and/or updated. If there are no objections we will convey to UCC a request for them to review Regulation H in its entirety. There being no objections, Chair Bird asked the Faculty Secretary to convey the request to UCC.
- Rebecca Solnit, author of books on art, landscape, public and collective life, ecology and politics, will give a presentation on Wednesday, January 30, at the Law School Courtroom on the U-Idaho, Moscow, campus, as part of the Distinguished Visiting Writer series.
- As a result of senators’ comments regarding the need to deal more expeditiously with action items, future senate agendas will place action items ahead of information items. We will do this informally by adjusting the agenda at each meeting or in conversation with senate leadership.
- Senate guests next week include Chris Cooney, Senior Director of Marketing, and four guests from the People’s Republic of China who would like to observe shared governance in action.
• Friday, February 1, at 4pm, senate leadership will again be at Nectar to meet informally with faculty members. Please come and also encourage your colleagues to come.

Provost’s Report. Provost Baker reported on the following items:

• Provost Baker was in Boise last week for Education Week with the Idaho State Legislature.
• President Nellis gave careful consideration to his audience last week during his budget presentation to JFAC. Seventy percent of JFAC members are new to the committee and President Nellis provided them with a well-received overview of the University of Idaho – what it is, where it is located (70 locations) history and what it does, centers, colleges, and so on. President Nellis’ budget requests include:
  o Change in Employee Compensation (CEC), which is not in the governor’s budget
  o Expanding the WWAMI (Washington, Wyoming, Alaska, Montana, and Idaho) medical education program by five seats
  o Expanding the U-Idaho law program in Boise to include a 2nd year; currently the program is 3rd-year-only
  o Deferred maintenance costs
  o Enrollment workload adjustments
  o Occupancy costs, which cover custodial and electrical costs in new and newly remodeled buildings
  o $2.5 million in funding for the planned Integrated Research and Innovation Center building on the Moscow campus
  o Rangeland Center, established last year but not yet funded
  o $1 million for Agricultural Research and Extension to replace some of the money cut in previous years
• Other events taking place during Education Week in Boise:
  o Faculty, staff and students participated in Breakfast with the Legislators. Students were the “stars” of the event, meeting and working with legislators from all over the state
  o Governor Otter declared a “University of Idaho Higher Education” day
  o “Meet the Vandals” recruiting fair attended by more than 200 students with an additional 200-300 parents in attendance, as well, reflecting about 20% increase over last year.
  o Silver and Gold Alumni event honored Brent Keeth, Director of Micron’s Advanced Architecture Group and Tim Woodward, a retired reporter who spent four decades with the Idaho Statesman.
• Micron Technology continues to fund longitudinal research on K-12 STEM education in Idaho. The U-Idaho team conducting the research includes Dr. Corrine Mantle Bromley, Dean of College of Education, Dr. Debbie Storrs, Associate Dean of CLASS, Stephanie Kane, manager of the Social Sciences Research Unit, and Melinda Hamilton, Director of STEM Initiatives.

FS-13-030 (UCC-13-40). MS Architecture to MS Integrated Design. This item comes as a seconded motion from the UCC and it is a change in degree title only. Senator Teal explained that he had received a message earlier in the day indicating that the MS Integrated Design name should be changed to include the word “architecture.” Given this latest information, senator Teal suggested that senate ought not to act on this item today. Provost Baker added that State Board of Education (SBOE) policy III-z regulates which institutions are responsible for various programs. U-Idaho has responsibility for a number of programs, including architecture, and if we remove the word “architecture” from this degree name, policy III-z would need to be reworked. Provost Baker indicated this degree is mission appropriate but that the name change is problematic. Chair Bird asked senate to defer action on this item until the UCC has the opportunity to amend this proposal and he asked the secretary to convey this back to UCC. In response to a question, Chair Bird suggested it is likely that this item will need to return to the College of Graduate Studies, as well.

FS-13-021. CLASS – English Literature degree, additional location. Chair Bird invited Dr. Gary Williams, chair of the English department, to speak about this carryover item from last week’s agenda. U-Idaho Department
of English proposes offering this degree in Coeur d’Alene (CDA) with courses taught by North Idaho College (NIC) faculty. Dr. Williams provided the following update on rationale:

- This proposal has the overwhelming support of the English department and will provide more opportunities for people at distance locations to study humanities and liberal arts
- Quality control and U-Idaho brand concerns will be addressed through a sharing of instructional duties between NIC faculty and U-Idaho faculty
- Screening process for faculty wanting to teach in this program will be similar to the screening process for tenure-track faculty here
- U-Idaho English department will control and establish parameters for this program
- U-Idaho English faculty intend to share instructional duties with NIC faculty
- This program will provide a model for other departments wanting to do this in the future
- This degree is a literature emphasis only; students will need to attend U-Idaho, Moscow, for degrees in creative writing, professional writing and teaching emphases

Dean Aiken added that the College of Letters, Arts and Social Sciences (CLASS) supports this proposal and that this program is in response to initial requests from NIC. This program is also part of an effort to facilitate the transfer process and to offer educational opportunities to people at distance locations.

Dr. Williams responded as follows to senators’ question and comments:

- Could you provide an example of “quality control” for this program? Faculty wanting to teach in the program will need to apply for the positions and their credentials will be screened. Course syllabi will be reviewed by Dr. Williams and the director of undergraduate studies as well as anyone else who would like to review them. Teaching evaluations and grades are another part of quality control.
- Some faculty are concerned about the NIC faculty teaching these courses as overload. The standard course load for NIC faculty is to teach five courses both fall and spring semesters (5/5), so these would likely be the 6th or 7th classes taught by the NIC faculty. There are also concerns regarding both the actual and the perceived quality represented by a U-Idaho degree since Dr. Williams has said that NIC faculty or whoever teaches these courses would carry “the bulk of the responsibility.”
- Will faculty teaching in this program be appointed to a U-Idaho rank, such as instructor or lecturer? Will they be appointed on a semester-by-semester basis or year-long contracts? Resident U-Idaho faculty are subjected to 3rd year reviews for promotion purposes. Will there be formal performance reviews similar to 3rd year reviews for faculty teaching in this program? We have not gotten to that level of detail. I imagine we will create a pool of lecturers. These faculty will not be tenure track and they will be part-time, semester-by-semester appointments. I expect the review process to be more rigorous than it is for our lecturers here because we will review the CDA instructors’ syllabi semester-by-semester, before they even teach the course. I will be reviewing teaching evaluations after each semester.
- Course syllabi do not always tell the whole story. Our college has found that while the syllabi may look wonderful, the actual course content may lack rigor. I encourage you to go beyond reviewing syllabi for quality control purposes. Good point.
- I have taught in CDA for another institution and I found that NIC faculty are top-quality and very capable of working with upper division coursework.
- Non-U-Idaho instructors may have “softer” expectations than those of U-Idaho faculty. Perhaps a very strong mentoring program could be established between U-Idaho faculty and those teaching in this program. The people who proposed this program at NIC have PhDs and do not carry 5/5 loads – they have other responsibilities. I am totally in agreement with strong mentorship and other means of checking for quality. The English department will share instructional responsibilities by offering 400-level courses here and via compressed video at NIC.

This item comes as a seconded motion from the University Curriculum Committee (UCC). Motion carried: 19 for, 1 against, with Senators Flores and Pendegraft abstaining.
Chair Bird then invited Keith Ickes, Executive Director for Planning and Budget, to speak on three matters of current concern to senate: spread pay for 9-month employees, support for departments that are growing in enrollment and need additional faculty and staff, and a possible review of the formula for distributing revenue from outreach courses. Mr. Ickes and a working group are examining the spread pay matter and he reported on the current status of the spread pay discussions:

- Spread pay is a work-in-progress
- Spread pay is complicated both in what currently is being done and in what they would like to change
  - For example, spread pay is a compliance issue because under current laws we are not properly charging grants and contracts for fringe benefits – U-Idaho is underbilling in some cases and overbilling in other cases
- There are costs associated with providing 9-month pay as an opportunity for faculty to select
- New system to bring U-Idaho into compliance is much less expensive than Mr. Ickes had been led to believe
- There have been assumptions in processes, such as an assumption that all 9-month employees are required to be on spread pay; when some faculty expressed a desire not to be on spread pay there were obstacles to allowing that to happen
- At the very least, changes to spread pay would make it clear that it is not mandatory, but rather that it is an option
- Michigan State University abandoned spread pay after 30-plus years. For more information: [http://www.hr.msu.edu/ypayschedule/AYPayTransitionFAQs.pdf](http://www.hr.msu.edu/ypayschedule/AYPayTransitionFAQs.pdf)
- Specific considerations:
  - Are there any compelling reasons for completely eliminating spread pay?
  - Institutionally it would be easiest to make changes on a fiscal year basis, although outside consultants suggest that January is a good time to make changes since benefits also change at that time
  - It is not plausible to make changes to spread pay on July 1, 2013, and now the earliest changes would be put in place is next January 1 (2014)
  - Implementing changes on July 1 (in a given year) would provide recipients with the maximum planning time frame
  - Mr. Ickes will discuss with the working group a suggestion to put 9-month faculty on a year-long .75 appointment
- General Counsel will need to rule on the following questions:
  - Would changes to spread pay will affect international faculty with H1b visas who are required to be paid throughout their employment?
  - Would there be any changes to current levels of institutional liability insurance coverage for 9-month faculty who are no longer on spread pay when they work in their U-Idaho offices during summer months?

Mr. Ickes will continue to work with senate and the University Budget & Finance Committee to address questions in a more definitive way and he would be pleased to return to senate to provide an update later in the semester.

Mr. Ickes then addressed enrollment growth and the question of how U-Idaho plans to pay for additional faculty and staff needed to support growth. Mr. Ickes reported that he uses a common concept of $180,000 per 100FTE students to determine funding, with the following specifics:

- Review course loads for 100 entering students
  - Assume each student takes 15 credit-hours per semester
  - Distribute that work load over the faculty teaching various courses across the university, upper- and lower-division, and so on
  - Roughly prorate a portion for faculty, adjuncts, teaching assistants
  - The result is an average of $180,000 to sustain the current distribution for each 100 additional students
This distribution is based upon the entire university and not based on the faculty within individual departments or colleges

- If Group A grows and Group B shrinks then do we take money from Group B and give it to Group A? Reallocation of funds is a difficult question as taking money away from a shrinking program may drive it into a hole and we do not want to do that. Deans are encouraged to bring forward their most pressing concerns and we will try to handle those through the budgeting process.
- Individual programs may be growing, such as Senate Chair Bird’s program in Journalism and Mass Media with 420 majors and not enough faculty, but the entire institution needs to grow in order for there to be more revenue. Our fall 2013 recruitment numbers are solid and we are optimistic about overall enrollment. [Provost Baker added this comment.]
- Other potential funding sources include the governor’s recommendations for enrollment workload adjustments and the SBOE’s proposed performance funding system.
  - The legislature has shown some initial interest in SBOE’s performance funding model.
  - U-Idaho needs to work with SBOE to make sure they take forward a vigorous, full-blown performance funding program or the legislature will back away from it. The University of Idaho was one of the institutions providing all six measures, completely fleshed out, with vigorous goals identified that we will meet. U-Idaho may earn a perfect score on these measures which could translate into additional funding.

Next Mr. Ickes turned his attention to questions regarding the formula for distributing revenue from outreach courses.

- Nearly a decade ago U-Idaho implemented RCM (responsibility-centered management) which directly attributes revenue to the unit doing the work.
  - Second part of RCM involves taxing revenue in order to provide funding for centralized resources and services, but that part was not implemented at U-Idaho.
  - RCM is not used at U-Idaho except for the last vestiges of it that are found within the distance education program.
- Distance education includes a range of delivery formats including: face-to-face contact at the three centers, students in residence on the Moscow campus taking online courses, students elsewhere taking outreach courses and so on.
- The current distance education funding structure is similar to RCM with money flowing to units or colleges, but this structure has failed to incentivize.
- U-Idaho’s presence in true distance education is minimal and we have been soundly criticized both internally and externally. There have been virtually no changes in the centers in the past decade – things have been quite stable with virtually no new programs and/or courses. [NB: Mr. Ickes later clarified his original comment as follows: “. . . things have been quite stable with virtually no substantive growth.”]
- Outside reviewers have sharply criticized U-Idaho for our “counter-productive” system. Administratively we have concluded that the incentive system is ineffective and we need a new model that will bring distance education into the overall plans of the institution.
- The current model is not financially sustainable and it has not achieved the goals we had established.

Changes to the current distance education revenue model are forthcoming and Mr. Ickes will be having conversations with deans over the next 4-6 weeks to discuss what the new model might look like. Mr. Ickes would be pleased to return to senate in 6-8 weeks to update senators on the discussion points that emerge from these conversations. Senators supported this offer as there is concern about deans communicating with faculty on this matter.

Mr. Ickes responded as follows to questions and comments:

- **Is there any plan to have faculty input in the discussions about the new revenue model?** The deans certainly will gather and capture a lot of faculty input because faculty will be the center of the
conversation. If the faculty feel they could benefit by having an open discussion, we will do so. It is something that needs to be done at the college level.

- Some departments and units are concerned that all of the money generated through distance education programs will be withheld under this new model. Are you able to allay these fears? We are not talking about withholding all of the revenue as that would be catastrophic for the institution. We want to stabilize what we have but put a different financial model in place. The overall strategy is to develop a clear definition of how to move forward in a specific fashion. The strategy may or may not be true for the centers as it is true for online distance courses.

- Will some of the “tax” money go back to Distance and Extended Education (DEE)? One of the questions is “How will we invest?” This question has not been asked in past discussions and it relates to greater questions of how the institution makes investments.

- In the past our college was very excited about distance education. Faculty participated in distance education until we had a dean who took all of the money and did not redistribute it to faculty for TAs and course development. Since then a few still participate but overall there has been little interest. I strongly urge any model you develop goes beyond the dean and protects the faculty who develop and teach the course. This can be part of regularizing how we handle the revenues. At this time, different colleges and units have a wide range of practices and we do want to achieve some predictability.

- Our college would welcome a new model as we have never understood how the current system works. We do not know where the money goes and we have not felt supported, so faculty have been disinclined to make an effort in distance education. We would welcome a more transparent model that would help faculty and support them.

- Distance education is a very competitive environment and it is changing rapidly. Offering a disconnected array of courses is not a winning proposition and it is not competitive. We need to find the places that we can compete in the distance education environment and we need the fiscal model that will enable us to invest strategically in this environment. [Provost Baker added this comment] Yes, we need to understand the world of distance and web-delivered content. For example, some of the students on the Moscow campus may want to take some courses via the web and we will want to examine our ability to provide web-based courses to them as well as to resident students located elsewhere in the state. This is a different financial model.

Chair Bird recommended that senators share their notes from this discussion with their colleagues. The official minutes from today’s meeting will be posted on the senate website after the minutes have been approved at next week’s senate meeting.

Adjournment: It was moved and seconded (Smith, Goddard) to adjourn at 4:52pm. Approved unanimously.

Respectfully submitted,

Gail Z. Eckwright
Faculty Secretary and Secretary to Faculty Senate
DATE: January 22, 2013

TO: Kenton Bird, Chair and Trish Hartzell, Vice Chair
Faculty Senate

FROM: Doug Baker
Provost and Executive Vice President

SUBJECT: Items for Faculty Senate

The following members of the faculty have been recommended for sabbatical leave for 2013-2014:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Year &amp; Semester</th>
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<tbody>
<tr>
<td>Abo, Hirotachi</td>
<td>Mathematics</td>
<td>2013-2014 Academic Year</td>
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<td>Dyre, Brian</td>
<td>Psychology &amp; Communication Studies</td>
<td>2013-2014 Academic Year</td>
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<td>Hall, Troy</td>
<td>Conservation Social Sciences</td>
<td>2013-2014 Academic Year</td>
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<tr>
<td>Hong, Zonglie</td>
<td>Plant, Soil &amp; Entomological Sciences</td>
<td>2013-2014 Academic Year</td>
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<td>Kennedy, Brian</td>
<td>Fish &amp; Wildlife Sciences</td>
<td>2013-2014 Academic Year</td>
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<td>Davis, Anthony</td>
<td>Forest, Rangeland, and Fire Sciences</td>
<td>Fall 2013 semester</td>
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<td>Evenson, Sandra</td>
<td>Family and Consumer Sciences</td>
<td>Fall 2013 semester</td>
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<td>Hormel, Leontina</td>
<td>Sociology &amp; Anthropology</td>
<td>Fall 2013 semester</td>
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<tr>
<td>Knudsen, Guy</td>
<td>Plant, Soil &amp; Entomological Sciences</td>
<td>Fall 2013 semester</td>
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<td>Statistical Science Department</td>
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<td>Link, Tim</td>
<td>Forest, Rangeland, &amp; Fire Sciences</td>
<td>Fall 2013 semester</td>
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<td>Wrigley, Robert</td>
<td>English</td>
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<td>Blew, Mary Clearman</td>
<td>English</td>
<td>Spring 2014 semester</td>
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<td>Dickow, Robert</td>
<td>Lionel Hampton School of Music</td>
<td>Spring 2014 semester</td>
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<td>Sprenke, Ken</td>
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<td>Stephens, Robert</td>
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<td>Tallent, Rebecca</td>
<td>Journalism and Mass Media</td>
<td>Spring 2014 semester</td>
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<td>Wolf, Brian</td>
<td>Sociology &amp; Anthropology</td>
<td>Spring 2014 semester</td>
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This is a request for approval by Faculty Senate.

cc: Gail Eckwright, Faculty Secretary
    Ann Thompson, Faculty Secretary Office
    Mary Stout, Provost’s Office
    Jill Robertson, Budget Office
    Nancy Sprague, Chair, Sabbatical Leave
TO: University Curriculum Committee
FROM: University Committee for General Education
RE: Additions to the General Education Course Lists - Regulation J
DATE: January 28, 2012

J-3. Subject Requirements (Core Curriculum). All students entering the University of Idaho with fewer than 14 transcripted credits from a regionally accredited institution - First-year students (see Admissions Status) are to complete the University of Idaho core curriculum. A university education is a preparation both for living and for making a living. It offers an opportunity not only to lay the foundations of a career, but also to develop the mind to its highest potential, to cultivate the imagination as well as the power to reason, and to gain the intellectual curiosity that makes education a life-long enterprise. A central component of this preparation is the requirement that a student working toward a baccalaureate degree must complete the necessary course work in the four categories described below. This requirement is to be satisfied by earning the minimum number of credits specified for each category. (Transfer students have two options for fulfilling this requirement; these are described under "General Education Requirements for Transfer Students" in the Undergraduate Admission section of this catalog). Courses that fulfill requirements in each category are reviewed each year and the list is updated in the Spring. Students and advisors are encouraged to check the list when it is published in the Spring to be aware of any additional courses that have been added to meet specific requirements. Courses that are approved to satisfy a core requirement can be used to satisfy those requirements even if the course is completed prior to being approved as a core course.

Note: Remedial courses may not be used to satisfy any of this requirement. Degree-seeking students must be enrolled in Engl 090, 101, or 102 in their first semester in residence and in each subsequent semester until they have passed Engl 102. They must also be enrolled in Math 108 or in a course that meets the core requirement in mathematics, statistics, or computer science in their first year in residence and in each subsequent semester until the core requirement in mathematics, statistics, or computer science has been satisfied.

Admission to the University

Information about the undergraduate admission process and application forms are available from the Office of Admissions or online at www.uidaho.edu/admissions. Applicants for admission to the university must present satisfactory evidence of good character.

First-year Students are degree seeking applicants applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation.

Transfer Students are degree seeking applicants who have been enrolled in other colleges or universities accredited by one of the regional accrediting agencies, such as the Northwest Commission on Colleges and Universities, and who have satisfactorily accumulated 14 or more transferable credits after high school graduation.

Students who are pursuing a baccalaureate degree are classified as undergraduates: freshmen (fewer than 26 semester credits), sophomores (fewer than 58 semester credits), juniors (fewer than 90 semester credits), or seniors.
University Media Relations

The University’s Media Relations team is available to help you work effectively with the media. Ideally, reporters will contact the Media Relations Team first and most requests will come to you from our office. However, if a reporter does contact you it is helpful to get some basic information from the reporter about their query:

- Ask the reporter’s name and the media organization they represent
- Ask why s/he is calling—in essence, story angle, subject
- Ask what is the reporter’s deadline for their story

Karen Hunt is the Media Relations contact for reporter inquiries and other media related needs. She is available via phone (885-7251) or email (klhunt@uidaho.edu). Additionally, a member of the Media Relations Team is always available via the 24-hour media phone (208-310-2948) and the general media email (uinews@uidaho.edu).

University Calendar – How to submit an event:

1. Go to the submit a calendar item on the University calendar home page http://www.uidaho.edu/calendar/submit-an-event
2. Add the event information to the form (required items marked with an asterisk) and submit when complete.
3. You will receive a confirmation via email that the event has been added.
4. The event will appear on the calendar on the day(s) of the event. Your event will also be included in Today’s Register through the calendar links.

If you have any questions, Amanda Cairo is the managing editor for the calendar. She is available via phone (885-6259) or email (acairo@uidaho.edu).

Faculty & Staff Announcements and Acknowledgements

How to submit to Today’s Register and Univ. News web site:

1. Go to the submit an announcement page from the University calendar http://www.uidaho.edu/newsevents/submit
2. Add the announcement information to the form and once completed, submit the form.
3. The announcement will be included in Today’s Register under “Announcements, Acknowledgements or In Memoriam” on the appropriate day(s). The announcement will also appear on the University of Idaho News web site on the “Faculty & Staff Announcements page.”

If you have any questions, Amanda Cairo is the managing editor for the announcements. She is available via phone (885-6259) or email (acairo@uidaho.edu).

If you have any general questions or requests related to University Communications and Marketing, you can contact Chris Cooney, the Senior Director of Communications and Marketing. He is available via phone (885-6291) or email (ccooney@uidaho.edu).
POLICY COVER SHEET

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

[3/09]

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
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<td>Chapter &amp; Title:</td>
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<td>Chapter &amp; Title:</td>
<td>APM 45.22</td>
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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  10.20.2012

(Please see FSH 1460 C)

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel  _X_ Yes ___ No  Name & Date: _Casey Inge _11.26.2012____________

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.

Revised to expressly grant Vice President for Research and Economic Development authority waiver requirements for certain individuals serving as Co-Principal Investigators or Investigators.

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.

Should have no immediate impact on other policies.

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_________

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(Office Use Only)

Policy Coordinator Appr. & Date: _____________________________________________

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(Office Use Only)
45.22 -- Eligibility, Competency and Effort Requirements for Principal Investigators, Co-principal Investigators, and/or Project Directors

A. General. This policy applies to all proposals for projects submitted to external sponsors seeking monetary or non-monetary support for a sponsored project which, if awarded to the University of Idaho (University), will be governed by a contract, grant, cooperative agreement, or other binding agreement, and to all projects, irrespective of the source of funding or other support, including activities that are subject to federal, non-financial compliance regulations and are overseen at the University by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and/or Export Controls (EC) (see APM 45.19). This policy does not apply to consultant agreements or the procurement of goods or services from vendors.

B. Definitions:

B-1. Principal Investigator (PI) or Project Director (PD): A PI or PD is the primary individual responsible for the preparation, conduct, and administration of a sponsored project (see B-4, below) or a project which includes a regulated activity (see B-5, below) to ensure it is in compliance with applicable laws, regulations, and institutional policy governing such projects. More specifically, this individual is directly responsible and accountable to the University for the proper programmatic, scientific, technical and/or professional conduct of the project, and its financial and day-to-day management (see FSH 5100 H). The PI/PD retains the majority of the responsibility to meet the requirements of the sponsorship and/or aspects of a project which involve regulated activities. For the purposes of this policy, the term PI will be used to indicate both PIs and PDs.

B-2. Co-Principal Investigator/Co-Investigator (Co-PI/Co-I) or Co-Project Directors (Co-PD): Co-PIs/Co-Is or Co-PDs are key personnel who have responsibilities similar to that of a PI. While the PI has ultimate responsibility for the project, the Co-PI/Co-I/Co-PD(s) are also obligated to ensure the project is conducted in compliance with applicable laws, regulations, and institutional policy governing the conduct of sponsored projects or other regulated activities. Specific responsibilities assigned to each Co-PI/Co-I/Co-PD(s) are defined within the Electronic Internal Proposal Routing System (EIPRS). For the purposes of this policy, the term Co-PI will be used to indicate Co-PIs, Co-Is and Co-PDs.

B-3. Faculty or Staff Participant: University faculty and staff may be involved in projects as key personnel without the same responsibilities of a PI or Co-PI. However, any faculty and staff member who is involved in a regulated activity (see B-5, below) is responsible for the appropriate conduct/performance of that activity, irrespective of whether he/she is a PI or Co-PI. Faculty and staff may participate in the activities of the sponsored project, may collect salary, and may have a role in project outputs (e.g., performer, instructor, author, patent holder). A faculty participant may also be referred to as a faculty investigator. Senior personnel and staff participants may also be referred to as professional staff or senior staff.

B-4. Sponsored Project: For the purpose of this policy, a sponsored project is any project or portion of a project, in which the University is engaged through its faculty, staff, or students that involves an interaction between the University and another party which may be an entity, unit, or individual inside or outside of the University. Normally, the agreement involves a transfer of funds, a non-monetary exchange, or payment for services and/or products. Sponsored projects include interactions such as awards, sub-awards, grants, research contracts, outreach contracts, instruction contracts, cooperative agreements, capacity building contracts, public service work, community service project agreements, class projects with communities, task orders, extension projects, etc. where the University is committed to deliver a service or product. All sponsored projects must be entered into EIPRS.

B-5. Regulated Activity: For the purpose of this policy, a regulated activity is any project or portion of a project, in which the University is engaged through its faculty, staff, or students that is subject to one or more federal, non-financial compliance regulations. Such
C. Purpose. The purpose of this policy is to:

- Position the University, PIs, and Co-PIs to reduce the institutional risk involved in accepting and carrying out a sponsored project, or in carrying out regulated activity within any project;
- Establish criteria permitting individuals to fulfill the role of PI or Co-PI on a sponsored project and/or project which includes a regulated activity; and
- Ensure that sponsored projects and/or regulated activities are conducted by those who have the requisite training, competencies, skills, commitment, and resources, as well as the appropriate relationship to the University.

As a condition of its acceptance of sponsored project awards from external sponsors, or its engagement in a project that involves a regulated activity, the University is obligated in its role as the recipient of the award and/or overseer of regulated activities to ensure that:

- Sponsored projects and/or other projects including regulated activities are adequately administered by the PI;
- Only individuals meeting the eligibility requirements of this policy are listed as PI or Co-PI(s), and that proposed projects are submitted through the University (see APM 45.02), following approved University procedures in place at the time of the submittal;
- All proposals and projects involving regulated activities are reviewed and approved by the unit administrator, dean and, if it is an external proposal, by an authorized individual in the Office of Sponsored Programs acting on behalf of the University; and
- All submitted proposals or projects involving regulated activities meet the requirements of the sponsor and/or the University. If sponsor requirements are less restrictive than University policies, University policy shall take precedence.

D. Administrative Requirements.

D-1. Because the PI is primarily responsible for meeting sponsor and/or regulatory requirements, he/she is expected to have a minimum two (2) percent of his/her effort assigned to and paid for by the sponsor (see APM 45.09). If the sponsor and program do not expressly allow the charging of faculty salary (e.g., grants for equipment, travel, dissertation support, conference support) this requirement will be waived. In most cases, a PI will have additional effort assigned to the project to complete other project-specific tasks.

D-2. This two (2) percent minimal direct charge effort requirement for project administration may be converted from direct charge effort to voluntary committed cost share (APM 45.08 B-2 if the following four criteria are met:

i. the annual sponsored project budget is less than $45,000; and
ii. at least 85% of the funding by the sponsor is to be used to pay for student stipends and/or tuition and fees remission; and
iii. the allowable F & A rate (APM 45.10) is charged; and
iv. the faculty member has state or other unrestricted salary available to cover the two (2) percent effort for the period in which the effort is devoted.

This policy is consistent with the Office of Management and Budget (OMB) Memorandum 01-06, Clarification of OMB A-21 Treatment of Voluntary Uncommitted Cost Sharing and Tuition Remission Costs, which states that most federally-funded research programs should have some level of committed faculty or senior researcher effort. (See also FSH 1565 C-4, b(2) and APM 45.08).

E. Eligibility Requirements:
E-1. In order to ensure that sponsored projects and/or projects which include a regulated activity are conducted by those who have the requisite training and competencies and who have the appropriate relationship to the University of Idaho, PIs and Co-PIs must generally be employed by the University in a faculty or staff status.

Persons holding the following positions may be designated as PI or Co-PI in applications for externally sponsored funding or for other projects which require carrying out a regulated activity. The positions listed in categories (i)-(v.) are defined in FSH 1565, Academic Ranks and Responsibilities. For each of these categories, the leaders of the appropriate unit(s), school(s), disciplinary or interdisciplinary program(s), and college(s) determine and approve the qualifications of the individual. Approval of eligibility and capacity is indicated by the electronic signature of the named unit leaders in EIPRS:

i. All tenured and tenure-track university faculty, including instructors and senior instructors; assistant, associate, and full professors; research faculty; extension faculty; librarian faculty; psychologist or licensed psychologist faculty; officer-education faculty; and university distinguished professors.

ii. All persons holding University-approved non-tenure track faculty appointments (temporary, full or part-time), including lecturers, visiting faculty, research faculty, outreach associates, and clinical faculty.

iii. All persons holding faculty emeritus status at the University of Idaho and not included under category ii. PIs in this category must work with a Co-PI from appointment types included in categories i and ii above and have the approval of the VP ORED.

iv. All persons holding associated faculty titles, such as adjuncts and affiliates. Individuals in this category may only serve as a Co-PI and the PI must be from appointment types included in categories i and ii above.

v. All postdoctoral fellows who have the approval of their appropriate unit leaders. Individuals in this category can serve as the PI, but the postdoctoral fellow's faculty mentor must be listed as a Co-PI.

vi. All staff members, who are not also students, and who have the approval of their appropriate unit leaders. Individuals in this category may automatically serve as a Co-PI working with a PI from categories i and ii above, and with special approval from the VP ORED may serve as the PI.

vii. Neither undergraduate nor graduate students may be designated as PIs or Co-PIs. When a sponsor’s program guidelines require the student to be listed as PI on the proposal application, the student’s mentor/advisor shall be the PI of record in EIPRS and shall be responsible for the conduct and oversight of the project.

For all other members of the University of Idaho community, special approval from the Vice President for Research and Economic Development (VP ORED) is required. The VP ORED also retains the right to reject, suspend, or remove any proposed PI or Co-PI in applications for externally sponsored funding, based upon previous evidence of inadequate project or financial management. At his or her sole discretion, the VP ORED may waive for individuals who fall under categories (iii)-(v) the requirement that such individuals have another UI individual serve as Co-PI (see categories [iii.] and [v.], above) or the requirement that such individuals have another UI individual serve as PI (see category [iv.], above). /rev. 12-12/

E.2. Special Eligibility Situations.

i. Non-US Persons: Non-US PIs and Co-PIs wishing to apply for sponsored funding, and who meet one of the general eligibility requirements listed above 1-7, must also have the appropriate immigration status to participate in the proposed sponsored activity. Current regulations place severe penalties on non-U.S. persons who violate the terms
and conditions of their immigration status and on PIs and universities that violate export control laws and regulations. These issues must be addressed if a non-immigrant investigator is to be included on a sponsored project.

For example, prior to beginning a new project or new employment, non-immigrants currently employed by the University in H-1B, O-1, TN or J-1 visa status should consult with Human Resources about changes that may be required as a result of the new project or employment. H-1B, O-1 and TN visa status is employer-specific and job-specific; therefore, a change of employment may require a petition to the Immigration and Naturalization Service for new, amended or concurrent employment authorization. In addition, J-1 Research Scholars and Professors are admitted to the U.S. in order to complete a specific objective, defined prior to issuance of the Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019). Changes and additions to that objective will require review by the program sponsor prior to beginning a new project. These two cases point out the importance of clearly understanding an investigator’s immigration status prior to his or her involvement in a sponsored project or regulated activity.

In order to promote openness in research, the University generally does not accept sponsored projects that include citizenship-based restrictions on participation. In limited circumstances, and after review and approval by the VP ORED or designee, the University may engage in research in which the sponsor imposes citizenship restrictions that permit participation only by U.S. citizens and/or permanent residents (green card holders). Such restrictions are generally acceptable in connection with fellowship support for graduate and undergraduate students and may be acceptable, on a case by case basis, in connection with sponsored funding intended to advance the research careers of new faculty. International sponsors (e.g., European Union, international development bank, non-governmental organization, etc.) may have similar eligibility requirements; such requirements are also subject to review and approval by VP ORED or designee.

In cases where U.S. permanent residence/citizenship is not a sponsor requirement (e.g., working with a faculty member from an international university on a non-governmental organization sponsored project) and where the individual proposed for involvement meets the general eligibility requirements listed above i-vii, they are eligible to participate in non-export-controlled sponsored projects. If the project involves export-controlled technologies and/or materials, non-U.S. persons may require licenses in order to work on the project. Normally, this is dealt with when the proposal is developed and moves through the University’s approval process in EIPRS. The University does not guarantee that it will be able to obtain a license, if required, and reserves the right to fulfill export control regulations through other means, including exclusion of the person for whom a license would be required from participation in the export controlled project or portion of a project.

Additional information on immigrant and non-immigrant statuses in the U.S. may be obtained by contacting the University’s International Programs Office. When working internationally, it is expected that the PI or Co-PI will contact the Office of International Programs and inform them of the proposed effort.

ii. Directors of University Approved Cooperative Arrangements: In cases where administrative funding is provided by contributing members/organizations (such as cooperatives, special extension programs, etc.) and/or an individual clearly has the responsibility and designated time set aside in their position description (FSH 3050) for the administration and management of sponsored projects or projects involving regulated activity, there is no need for a PI or Co-PI to request additional funding for project administration from the sponsor. Such arrangements must be articulated in a University approved master agreement (one official agreement covering all projects for a given time period) prior to submittal; or via the rare approval by the VP ORED when such an agreement is still under development. These projects must be entered into EIPRS.
iii. Federal Employees as Primary Principal Investigators or Project Directors for the University of Idaho: Unless faculty rights and privileges have been contractually granted to them, federal employees are not eligible to serve in a PI or a project director role at the University. Federal employees may cooperate with or collaborate with University of Idaho faculty within the limits imposed by applicable legislation and regulations and, in this capacity, may serve as Co-PI. The federal employee may participate in planning, conducting, and analyzing the research directed by a University of Idaho PI, but cannot direct projects on behalf of the University of Idaho. The University may subcontract with a federal agency (if allowable through applicable legislation and regulation) for research personnel, supplies, equipment and other expenses directly related to the research. Salaries for permanent federal employees may not be provided.

F. Roles and Responsibilities. The roles of unit leaders (e.g., Chair, Head, Program Director, Dean, Provost, appropriate equivalent non-academic administrative unit leaders) and VP ORED with respect to this policy, and sponsored projects, are set forth in FSH 5100 F and G.