REVISED
University of Idaho
2012-2013 FACULTY SENATE AGENDA

Meeting #20

3:30 p.m. - Tuesday, March 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 #19, February 26, 2013

III. Chair’s Report.

IV. Provost’s Report.

V. Committee Reports.
   - President’s Athletic Advisory Council (Hasko)
   - Committee on Committees (Hartzell)
   - Faculty Affairs:
     • FS-13-040: FSH 1700 – Graduate Council By-laws (vote)
   - University Curriculum Committee
     • FS-13-041 (UCC-13-062): Regulation H (Shafii) (vote)

VI. Other Announcements and Communications.
   • Community Partnerships (Outreach/Engagement/Sustainability) (Salant/Saul)

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 #19
FS-13-0 40; 041
University of Idaho  
Faculty Senate Meeting Minutes  
2012-2013 Meeting #19, Tuesday, February 26, 2013

**Present:** Aiken, Baker (w/o vote), Bird (Chair), Budwig (Boise), Dodd, Flores, Garrison, Goddard, Hartzell, Hasko, Hopper, Karsky, Kennelly, Kitchel, Miller, Morra, Raghunath Kanakala (w/o vote for Ostrom), Pendegraft, Qualls, Safaii, Smith, Strawn, Teal, Ytreberg  
**Absent:** Baillargeon, Eckwright (w/o vote), Frey, Manic (Idaho Falls), Ostrom, Stuntzner (Coeur d’Alene)  
**Guests:** 8

A quorum being present, Senate Chair Bird called the meeting to order at 3:32pm.

**Minutes:** It was moved and seconded (Garrison, Flores) to approve the minutes of meeting #18. Motion carried with five abstentions.

**Chair’s Report.** Chair Bird reported on the following:

- Volunteers/nominees are still needed for the Risk Management Advisory Group chaired by Keith Goodenough, university’s new risk manager. He is seeking a senator, or faculty member, for this committee which will meet quarterly. A faculty member with a particular interest in insurance, risk management and/or someone who has extensive experience with off-campus field trips, perhaps someone currently serving on the Safety & Loss Committee. Submit names to Chair Bird.

- The president’s task force studying a new university events center for “6,000 spectators, comparable to Gonzaga’s McCarthy Pavilion, met for the first time yesterday. Events to be held in the center would include men’s/women’s basketball, Lionel Hampton jazz festival, major lectures, etc. An alumnus has donated funds for a consultant to prepare the design criteria. Fundraising challenges and opportunities to reach the estimated cost of $20 million will be explored and a report due the President by semester’s end. Questions or concerns can be sent to Chair Bird or Senator Aiken, both are committee members. Chair Bird has expressed the following concerns to the committee:
  1. No time and/or resources be diverted from academic buildings and programs; and
  2. Campus Planning and Advisory Committee should review the proposal to ensure the location and design will fit into the long range campus plans.

- The Chair reported on his attendance today at three meetings on senate’s behalf:
  1. Assessment workshop given by Utah State University history professors. A take-away quote: “An empowered faculty is the best defense against [misguided policy makers].” Faculty need to own the assessment process, something we have been hearing from our Provost for several years. This too was reinforced by these two former skeptics of the assessment process now having bought into assessment and sharing their experiences.
  2. The Vision 2020 Task Force, charged with developing scenarios to grow enrollment and funded research, has met and established a clear path having breakthrough discussions. A report from this group is scheduled for senate March 19th with Bob Smith and Keith Ickes, co-chairs.
  3. The Chair and Vice-Chair Hartzell met with President Nellis who reported that the budget setting process in the Idaho Legislature is moving forward and there is reason for cautious optimism.

- Senate Chair Bird will meet with Faculty Affairs to address recent faculty concerns over annual evaluations and how the current numerical system is being interpreted at the college level.

- Senate leadership dialogues with faculty will continue this Friday at 4:00 p.m. at the Nectar. This week’s topic is on student safety and will be a good opportunity to discuss what faculty can do to promote student safety, especially with Spring break beginning end of next week.

- Priscilla Salant, Director of Community Partnerships, will be senate’s next guest speaking to outreach/engagement and sustainability at the university. She will also speak at the Renfrew Colloquium next Tuesday, 12:30 in the Commons Whitewater Room.

- Today at 5:00 p.m. there will be a gathering for sponsored researchers arranged by the Vice President of Research & Economic Development to recognize scholarly activity.
Provost’s Report.

- Thanks to Dean Kathy Aiken and the Lionel Hampton staff for another great week of what is one of the most successful festivals. The workshops became life lessons through amazing conversations and music. The link between disciplines such as wood products – the creation of a wood instrument which was then played; intellectual property – question and answer session became a brain-picking session of young musician’s minds; physics – flames used to visually show sound-wave patterns are just to name a few. The Provost received many raving comments from advisory board members and students. This is a positive way for long-term recruiting and we must expand on this next year. It was a powerful experience and thanks goes out to all who made the festival a success, most notably John Clayton and the many artists, clinics and meetings he arranged.

- Priscilla Salant is instrumental in the President’s 5th Sustainability Symposium, “Community Stewardship” to be held March 19-20 which will focus on waste water treatment and solid waste management (www.uidaho.edu/sustainabilitysymposium). Waste water treatment is a huge deal in small communities due to environmental regulations which are challenging.

- Jerry McMurtry and his crew are working hard on the University of Idaho Innovation Showcase: Research, Scholarship and Vision, scheduled for April 23rd in the SUB. This showcase will reflect the diverse successes of our graduates and undergraduates in areas of their artistic and creativity activities, disciplinary research, and/or interdisciplinary research. Faculty judges are needed. To volunteer or for more information: www.uidaho.edu/research/innovation-showcase.

- CAAP (Council on Academic Affairs and Programs of the State Board of Education) will meet this week where all state institution provosts gather to discuss programs. Boise State University is proposing a graduate program in education that may affect the University of Idaho.

Academic Petitions. Rebecca Tallent, Chair of Academic Petitions, is returning at senate’s request to follow-up on how the academic deadline policy changes have affected this committee. The number of petitions is still high: second week of classes this year 210 petitions compared to 91 last year; last week a cumulative total of 190 compared to 87 the previous year. The reasons could be with the earlier deadlines and inattention by students to wait-lists. More students seem to be adding after the deadline which could be attributed to those who were on a wait-list that went away, but they continued to attend class believing they were registered, only to discover otherwise when mid-terms come out. Other issues that occasionally come up are students not realizing class start date/time and unsure when to register for courses with a non-traditional semester start time. The early deadline is still impacting the committee, but we are hopeful that as people become more accustomed to these deadlines things will slow down. Faculty could help by checking rosters and allowing only students into class who are on the roster. This will help students and the university in ensuring that students are aware of what they are signed up for and ensure fees are paid. Senators had the following questions:

- Does the committee have an opinion on whether the petitions to add are the problem? If so, does the committee have any suggestion how it could be done differently? No, we have only been watching the numbers at this point.

- Do you have any suggestions how faculty with large classes can check their roster? No, everyone handles it differently. Some distribute sign-in sheets and compare, but it is important to ensure everyone in the class is registered. One senator sends out an email to students informing students that if they did not receive the email they must check their registration status. A senator suggested sending an email to students after the deadline telling them to check their registration status.

- Do we have any added complications for classes that don’t start when the semester begins? This is a unique situation where students must pay the $10 to go through the petition process to get into the class. Registrar Krogh noted that this issue has been resolved through scheduling a course for the second half of the term, thus delaying the last day to register until that time. A senator suggested that perhaps those instructors could require a one-day meeting before break (Spring/Fall) to go over logistics.
Registrar Krogh, in attendance at the meeting, spoke to the plans her staff have regarding those listed on waitlists. That is creating an automated message to inform students they are not enrolled and to check their class schedule on the web. A senator suggested that it would also be helpful once the wait list is taken down, that another notice be sent notifying those students that they are no longer enrolled in the class informing them of the process to get into the class, or suggest they try next semester.

Chair Bird thanked Professor Tallent for coming and applauded her and the committee’s hard work, saying if by semester’s end it appears tweaking of deadlines is in order, senate would welcome any recommendations.

FS-13-038: FSH 1565 H-2 – Teaching Assistant. Jerry McMurtry, Associate Dean of the College of Graduate Studies clarified that the teaching assistant changes are to accurately reflect responsibilities and tax implications of same. Previous handbook language did not accurately address the tax implication for out-of-state tuition waivers namely what is, or is not considered taxable. If they are engaged in actual teaching or research, the portion waived is not taxable. The university is cleaning up this language to ensure that the definitions apply to and accurately reflect TA and RA duties. This item coming as a seconded motion from Faculty Affairs was approved unanimously.

FS-13-039: FSH 3520 G-5 – Tenure Committee. Faculty Affairs Chair, Robert Perret noted this seconded motion coming forward is due to a recent change in Regents’ policy where student participation is now optional. Originally Faculty Affairs wanted policy to reflect that students should remain as members but that their eligibility to vote would best be determined at the individual unit level. However, General Counsel noted that although Regents policy no longer requires students be members on tenure committees, it does require that all members have full vote. The language as presented comes from General Counsel in an attempt to address the issue of student voting by enabling individual units to determine student participation. The arguments for allowing units to decide student participation were:

- Students’ input is reflected in the student evaluations;
- Difficulty of finding students representative of all student feedback within a unit, even more so with a particular faculty member and how he/she interacts overall with students;
- Students are not qualified to address all issues of promotion and tenure except instruction, e.g. they are not qualified to judge service or scholarship, which happens at the faculty level. Students who have full vote are forced to address scholarship yet are not engaged in same;
- The requirement for a faculty member to be at a higher rank than the faculty member in review.

The Provost added that the genesis for changing the requirement of student membership to optional came from last year’s senate. The board was asked to review the suggestion and it concurred.

Senators had the following questions and comments:

- **Is the context for unit, a college or department?** Senate Chair Bird answered that he believed unit is interchangeable with department, school, or program in which tenure resides. The Faculty-Staff Handbook uses the term “unit” interchangeably with department.
- **The student evaluation of faculty wording is somewhat strange, is it necessary to be in the section that describes membership? Secondly, the requirement that a minimum number of tenured faculty is one, why not two or more?** Professor Perret responded that student evaluations were a check and balance, if you will. It was important that when the mandatory requirement of student members on tenure committees was removed, this requirement would ensure student input. FAC could review the language and come up with something more logical. The remaining language, I agree, is odd; but, it comes from General Counsel which I believe mirrors Regents’ language.
- **It is worrisome that the requirement for at least one outside faculty member is now optional. An outside faculty member brings a much different perspective to any department and helps maintain quality across all our programs.**
- **What is the meaning behind “collective student evaluations”?** These are the student evaluations of teaching, the form filled out by students for each class.
What about people who don’t teach, are they involved with students?

Senate Chair Bird asked the senate’s pleasure noting three ways to proceed:

1. vote as is
2. refer back to Faculty Affairs asking to reconsider given today’s comments
3. postpone indefinitely allowing time to consult with general counsel regarding Regents’ language

A senator stated that he would vote against the policy as presented and sees it as a backward step. The outside faculty member and student representative are both valuable. Another senator countered leaning toward the notion of just how valuable it is to have an outside member participating on a primary committee while at subsequent levels, e.g. college and university there are people outside the unit evaluating the packet. A senator added that smaller committees may be skewed because of familiarity in the department with stronger personalities than others. As such, an outside member who is not part of the department hierarchy is important, as they can bring balance back to the discussion. Promotion and tenure starts at the department level and works up, it is important that fairness and equal deliberations be done at the beginning and not wait until it gets to the college.

The chair asked senate if before he put this seconded motion on the floor for vote, he could use his prerogative as chair and entertain a motion to refer this item back to Faculty Affairs, or postpone. It was moved and seconded (Pendegraft, Kennelly) to refer this back to Faculty Affairs to reconsider the following: outside members’ participation; student participation; intent of “collective student evaluations” in light of what is decided about student membership; and, how to incorporate student input for faculty members who don’t teach. Approved by majority vote, one abstention (Smith).

FS-13-039: UCC-13-040 – Architecture and Design. This item comes to senate as a seconded motion from University Curriculum Committee. Recall that this item was pulled earlier due to inconsistencies with the University of Idaho’s mission as outlined by the State Board. Senator Teal was asked if he wished to add anything further. Senator Teal added that this would allow more flexibility and cross-disciplinary research across colleges as the Provost noted when this came before senate earlier. Approved by majority.

International Programs Office. Chair Bird introduced Susan Bender, Executive Director of International Programs Office (IPO), to present a “PaperPoint” (a new trend for PowerPoint at senate) on international education at the University of Idaho. She began with a demographic picture of 667 international students from 68 countries. This past year they experienced a 12-13% increase in international student enrollment. A majority of this growth was in the American Language and Culture Program (ALCP), our intensive English language program. This program prepares students for entering university with about 85% continuing into academic programs at Idaho. Our Study Abroad Program has access to 500 campuses around the world where our students can go for an international experience. This is an area we would love to see more growth in with more Idaho students participating.

IPO has five (5) units:

- International Marketing and Recruitment: spreads the university’s brand overseas and actively recruits students globally
- International Student, Scholar, and Faculty Service (ISSFS): brings international students to the university assisting with visa issuance, registration, immigration, and advisement
- American Language and Cultural Program (ALCP): provides an intensive English preparation
- Study Abroad: assists students wanting to go overseas and with faculty led programs overseas, and
- International Grants, Contracts and Initiatives: assists in areas such as partnership agreements with universities worldwide, looking for academic program alignment and assessing what exists. We are in the process of creating a database that will assess our partnerships.
A newly developed international faculty committee has been established, International Engagement Council (IEC) and includes representatives from colleges and international oriented units across campus. The committee’s charge is to help launch the institutional international strategic planning process, looking at guiding principles and our role which is to enhance international experiences across the university. Faculty are encouraged to apply for Fulbright Awards as well as other types of awards.

A recent survey has been sent out to obtain an overview of current international activity of faculty [“International Faculty Engagement Survey”] and will report on that next month.

Senators had the following questions and comments:

- **The demographic information tells about which college international students enroll; it would be useful to also include from which colleges the students who study abroad come?** There are a lot of opportunities to study abroad that would enhance our students’ ability to operate in a global world. I think we should be surprised by how few Idaho students study abroad, especially how few, other than those studying in the liberal arts, do so. We are in the process of creating a database that will go live this spring to monitor our global activities. It will provide us with more detailed information and allow us to track anyone who goes overseas and into what programs.

- **Would this database include alternative service breaks outside the United States?** Yes. It will include students that come through these programs and many more that we are trying to track.

- **Some international students, although extremely bright, lack necessary English skills to carry on a normal conversation, much less keep up with a high paced college course.** If there is a program that is designed to help these students, it is not working. This is fundamentally unethical, taking money from students by offering a program in which they cannot succeed. If there are students in particular with concerns, we can always check into those. Many students who enter are not required to go through the intensive English program having received adequate exam scores. International students are taught to take exams well overseas and upon arrival we discover their skill does not reflect their ability. This is an area where we can explore mechanisms where students can be referred for additional testing and perhaps more English preparation. [ALCP contact: Kathryn Schiffelbein, Manager, kschiffel@uidaho.edu]

- **As an international faculty member, several years ago I sought, unsuccessfully, assistance to obtain permanent residency. Has this changed?** The International Student, Scholar and Faculty Services unit within IPO is charged with assisting international faculty with permanent residency. We also work with an attorney, off-campus, although faculty may get an attorney of their choice. We also bring attorneys to campus to provide workshops for faculty. Ms. Bender shared advice with senators based off personal experience telling them that if they knew of any international faculty, please share with them the importance of filing for permanent residency as soon as possible, perhaps at the same time they file for H-1B status (work permit). Departments when they hire don’t realize there is a short window of time for the green card, especially for teaching faculty. Not all are aware they can apply for an H-1B and permanent residency simultaneously. Please help get the word out.

- **IPO has seen a rather huge increase in enrollment (10%), you are to be complemented. To what do you owe this increase to and do you expect that trend to continue?** In the international community it takes 2-3 years for results to manifest, a majority of our growth is a direct result of contracting with an agent in China several years ago. We have since contracted with other agents around the world but won’t see those results for another year or so.

- **For faculty interested in international recruitment, who should they contact?** You may always contact me benders@uidaho.edu, or Mary Ellen Brewick, Manager of Marketing & Recruitment, mebrewick@uidaho.edu.

- **When traveling internationally who should we refer students to in IPO so they are aware of the connections and can seek help in navigating and sorting out details?** Mary Ellen Brewick mebrewick@uidaho.edu.
Ms. Bender then noted the importance of recruiting and that it is everyone’s job. IPO may have some funds set aside for faculty who are willing to recruit while traveling abroad. Our reputation and exposure at international conferences and positive student experiences is why University of Idaho is recommended. Typically, seventy-percent (70%) of international students who come to the University report that it was recommended by others. Provost Baker commented that when we started visiting China and using agents it was a broad brush at first, but my sense is to sustain this growth we need a network of voices. We need to build relationships with one or two universities abroad through personal relationships with students and colleagues to create a strong pipeline. This is more sustainable and efficient and I call on you to develop strong relationships/pipelines around the world. Ms. Bender and her staff can be of great assistance in this area. He thanked Ms. Bender for her active first six (6) months at the University and Jeanne Christiansen for the successful hire.

Ms. Bender personally thanked Nancy Krogh, and her office, who have been instrumental in creating a strong pipeline as well through transfer and articulation agreements with universities around the world (currently we have 14 such agreements). Without a system to transfer overseas coursework, many students would not apply. The average cost for an international student is $32,000 per year, three times that for Idaho students. Anything we can do to strengthen this pipeline will help us. We are working hard to increase diversity, including students from around the globe. International students with high GPAs are eligible for the Discover Idaho Scholarship, which allows us to attract higher quality students. Most students will not apply to institutions who don’t offer scholarships.

A senator shared two positive observations:

1) Recruitment of students and university partnerships initiated by former University of Idaho students - International Experience Grant which provides $1,000 per semester to students. Students are informed of this international experience opportunity which can be part of their financial aid packet, and is a modest way to offset some of their expenses. [See http://www.webpages.uidaho.edu/ipo/abroad/resources/financial_resources.htm].

2) Appreciation goes to IPO for providing an important service to the University of Idaho by fostering and encouraging several major scholarship opportunities overseas, in particular the Fulbright and Boren scholarships.

Ms. Bender announced that on March 26th [3-5:00 p.m. in the Commons] there will be a faculty workshop on Fulbright scholarships and other opportunities. Information will be forwarded to senate when available. Information workshops to increase student awareness of scholarships and opportunities, is also provided to students e.g. students continue to receive their financial aid while overseas, study abroad. [Study Abroad contact: Jill Kellogg-Serna, Manager, jkellogg@uidaho.edu]. The Provost suggested that if any of you have any international connections to recruit international students to contact Mary Ellen Brewick at mebrewick@uidaho.edu. Again, these are our best kinds of opportunities, not just through students but research ideas, developing great relationships, e.g. CATIE Costa Rica: http://www.uiweb.uidaho.edu/catie/

Ms. Bender thanked the group noting that she is learning daily and is still in the assessment mode, learning about all the University of Idaho has to offer. Chair Bird thanked Ms. Bender for an informative discussion and relayed a belated welcome to the University of Idaho. Should she have any new initiatives or policy changes, she is welcome at Senate anytime.

Adjournment: There being no further business before the senate, it was moved and seconded (Garrison, Dodd) to adjourn at 4:45pm. Motion carried.

Respectfully submitted,

Ann Thompson, Assistant to Faculty Secretary
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ X Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: Section 1700

Minor Amendment □
Chapter & Title: ____________________________

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

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

Originator(s): Jerry McMurtry  11-9-12
(Please see FSH 1460 C)
Name Date
Telephone & Email: 5-2337 mcmurtry@uidaho.edu

Policy Sponsor: (If different than originator.) Graduate Council
Name Date
Telephone & Email: 5-6244 valerier@uidaho.edu

Reviewed by General Counsel _X__Yes Name & Date: __Hoey Graham, February 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.

Revision of the By Laws of the Faculty of the College of Graduate Studies. Last revision was in 1995.

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.

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 ___________
_Register: ______________
[Office Use Only]

Policy Coordinator  [Office Use Only]
Appr. & Date:
FSH
Appr. _____________
FC _____________
GFM _____________
Pres./Prov. _____________
[Office Use Only]

APM
F&A Appr.: _____________
[Office Use Only]
Attached is a draft of the changes to the By Laws. The first one shows the edit marks and the second is a cleaner copy. Below is a summary of the major changes that have been suggested:

**Article II Section 3, Membership Criteria**, now specifically includes extension and clinical rank faculty for Graduate Faculty membership. Clinical was not previously included.

**Article III, Membership Review**, changes the criteria for continued membership from being determined by a set list of accomplishments to being based on the faculty member's position description and unit chair's recommendation. The process for review and appeal is also outlined.

**Article VI, Section 2, Graduate Council Membership**, has several changes:
- Simplifies the selection/election process of college representatives by having colleges use their own process of determining their representative rather than the Graduate College getting involved.
- Adds a member to specifically represent the University Wide Programs.
- Changes the number of appointed members from four to three.
- Includes a statement that representation of the non-Moscow faculty is important.
- Changes the approval of the appointed members from the President to the Provost.

This document will be reviewed at the September meeting of Graduate Council. Once approved by Graduate Council, the document will advance through the normal faculty governance process.
BYLAWS OF THE FACULTY OF THE COLLEGE OF GRADUATE STUDIES

PREAMBLE: This section contains the bylaws of the faculty of the College of Graduate Studies, including the criteria and application process for membership in the graduate faculty. This current version of the bylaws of the College of Graduate Studies was adopted by the graduate faculty as of July, 1995 (replacing a version that had remained substantially unchanged from the 1979 Handbook). Further information may be obtained from the College of Graduate Studies (208-885-6243).

CONTENTS:

Article I. Name, Object, and Authority
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ARTICLE I--NAME, OBJECT, AND AUTHORITY.

Section 1. Name. The faculty of the College of Graduate Studies, a constituent faculty, is designated hereinafter as the "graduate faculty."

Section 2. Object and Function. The object of the graduate faculty is to give emphasis to graduate instruction and related research and to function as follows: to maintain an overview of the program and procedures of graduate instruction and of the environment created by the university for research, to establish academic regulations for graduate study, and to review proposed graduate curricula.

Section 3. Authority. As provided in the constitution of the university faculty [see 1520 I-4-A], this constituent faculty is authorized to establish and effect its educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

ARTICLE II--MEMBERSHIP.

Section 1. Graduate Faculty. The graduate faculty is constituted of those professorial rank, UI board appointed faculty and research faculty members of the university faculty who meet the criteria for graduate faculty membership are approved by the Graduate Council based on criteria listed in Sections 3 and 5.

Section 2. Privileges of Full Members. A member of the graduate faculty has the privileges of: serving as a representative to Graduate Council, participating in the selection of a representative from his or her college graduate faculty to serve on the Graduate Council (according to each college’s procedures), voting on matters concerning the programs and regulations of the College of Graduate Studies, and serving as major professor of a graduate committee at any level. A graduate faculty member who has never chaired a graduate program committee (at UI or elsewhere) is required to enlist the assistance of a co-chair for his or her first graduate program committee. This requirement may be waived at the discretion of the vice president for research and graduate studies. No graduate faculty member shall chair a graduate program committee for a degree higher than the earned degree held by that faculty member.

Section 3. Membership Criteria. To be eligible for membership on the graduate faculty, a UI board appointed faculty member or UI research faculty member must 1) hold a terminal degree in the field of his/her research specialty; 2) have the recommendation of the administrator of the unit in which the faculty member has his/her primary appointment; and 3) be approved by the dean of the College of Graduate Studies. Eligible faculty must hold one of the following academic ranks as defined in the Faculty Staff Handbook, Section 1565 D-2, Faculty, D-3, Research Faculty, D-4, Extension Faculty, D-8 (with the exception of rank of instructor), Distinguished Professor, and D-9 Clinical Faculty. The rank of D-5, Librarian, D-6, Psychologists or Licensed Psychologists, and D-7, Officer Education, are not eligible for Graduate Faculty Membership but may be eligible to serve on a graduate committee. The rank of Instructors and Senior Instructors, D-1, are not eligible for graduate faculty or to serve on a committee. These criteria may be waived at the discretion of the dean of College of Graduate Studies.

ARTICLE III. MEMBERSHIP REVIEW.

Section 1. To maintain membership on the graduate faculty, a member must continue to meet the membership criteria. The Graduate Council will determine continued membership of a faculty member who does not meet the expectations described in his/her position description for three consecutive years (overall evaluation score of 2 or lower) or if there is other evidence that a member is not meeting the membership criteria, or if a member has been found to have committed an ethical violation or research misconduct (see Section 2 below). A review may be initiated by the administrator of the member’s unit, by the college dean of the college in which the primary appointment is held, by the dean of the College of Graduate Studies, or by the Graduate Council.

Section 2. Any violation of professional ethics or finding of research misconduct, as defined by the Faculty Staff Handbook, will be cause for review or may be cause for revocation of graduate faculty membership, as the Graduate council may determine.
Section 3. When reviewing graduate faculty membership, the Graduate Council should consider the faculty member's position description and the following: 1) publication of a scholarly book published by a referred press, or a quality refereed (juried) scholarly work; 2) successful direction of graduate students to completion of their degrees; 3) contribution to or invitation to make presentations at international/national/regional/professional conferences; 4) teaching of formal graduate courses, exclusive of independent study/research; 5) receipt of research funding; and 6) other scholarly or community contribution activities verified by the administrator of the unit to be of equal standing to any of the above.

Section 4. Any appeal of a Graduate Council decision regarding graduate faculty membership will be forwarded to the Faculty Appeals Hearing Board for a hearing.

Section 3. Application Process.

Clause A. Incoming faculty who hold the terminal degree in the area of specialty or current faculty as of Spring 1994 who are not members of the graduate faculty but who hold the terminal degree in the area of specialty must apply for membership and receive support from the department administrator. Under these circumstances, they will be automatically approved.

Clause B. Incoming faculty who do not hold the terminal degree in the area of specialty or current faculty who are not members of the graduate faculty and who do not hold the terminal degree in the area of specialty must apply for membership, receive support from the department administrator, and have the request reviewed and approved by the Graduate Council committee, based on criteria below:

1. Receive strong support from the department administrator; and

2. Produce, during the past five years, a scholarly book published by a refereed press or at least two pieces of quality refereed (juried) scholarly work: for example, publication in quality refereed journals, refereed (juried) exhibits, refereed (juried) performances.

3. Satisfy over the past five years at least three of the following items:
   a. Successful direction of graduate students to completion of their degrees (one Ph.D. and/or two Master’s).
   b. Five contributed or invited presentations at international/national/regional professional conferences (must include at least one international or national meeting).
   c. Teaching three semesters of formal graduate courses, exclusive of independent study/research.
d. Receive research funding.

e. Publish one quality scholarly work.

f. Other scholarly activities certified by the department chair or administrator responsible for the competency review to be of equivalent standing to any of the above.

Section 4. Members as of Spring 1994 Retain Membership. All full and associate members of the graduate faculty as of Spring 1991 will retain their membership in the newly defined graduate faculty.

Section 5. Term of Membership.

Clause A. The appointment of all graduate faculty will be reviewed on a schedule coincident with the 5-year post-tenure review for faculty or the three-year review for non-tenured faculty. In all cases the term of appointment will not exceed 5 years. The review process will be implemented beginning Fall 1996.

Clause B. If a faculty member who is a major professor is not reappointed to the graduate faculty, the department administrator and the vice president for research and graduate studies will determine whether it is best for a new major professor to be selected.

ARTICLE III--OFFICERS.

The dean of the College of Graduate Studies serves as the chair of the graduate faculty and of the Graduate Council; the assistant or associate dean serves as vice chair of these bodies. The secretary is appointed by the dean with the concurrence of the Graduate Council.

ARTICLE IV--MEETINGS OF THE GRADUATE FACULTY.

Section 1. Call of Meetings. Meetings of the graduate faculty may be called at the discretion of the dean or, in his or her absence, by the assistant or associate dean. Meetings must be called at the earliest convenient time on the request of the Graduate Council or on the written petition of 10 members of the graduate faculty.

Section 2. Quorum. Those members of the graduate faculty present at a meeting properly called in accordance with this article constitute a quorum.

Section 3. Agenda. The dean is responsible for the agenda and causes it to be issued at least one week before each meeting of the graduate faculty. The agenda lists all subjects, other than routine matters, to be voted on by the graduate faculty.

ARTICLE VI--GRADUATE COUNCIL.
Section 1. Function. The Graduate Council is the representative body of and is empowered to act for the graduate faculty, to which the constitution of the university faculty delegates those responsibilities stated in these bylaws, article I, section 3, as a constituent faculty of the university. The council is responsible to and reports to the graduate faculty, which retains the authority to review actions of the council. The Graduate Council and faculties of other colleges of the university have the authority to originate actions affecting the College of Graduate Studies. Actions affecting that college originating outside the college are considered and acted on by the council when they are forwarded to it by the appropriate college faculties. Policy actions concerning standards for admission, academic standards, courses of instruction, curricula, graduation requirements, and graduate degrees to be granted require routine approval by the university faculty.

Section 2. Membership. The council consists of one member selected by and from the constituent graduate faculty of each college that offers programs leading to graduate degrees (except the J.D. degree), four at-large members of the graduate faculty recommended by the dean of the College of Graduate Studies and appointed approved by the president provost of the university, one member representing the University Wide Programs, two graduate students, and the dean and assistant or associate dean of the college.

a. College Representatives to Graduate Council. The constituent graduate faculty of each college that offers programs leading to graduate degrees (except the J.D. degree) establishes procedures for nominating its representative to the council and submits the representative’s name to the College of Graduate Studies.

b. University Wide Program Representative to Graduate Council. The University Wide Programs will select one representative for the Graduate Council and submits the name to the College of Graduate Studies.

c. At-Large Members of Graduate Council. In appointing the at-large faculty members to serve on the council, the provost of the university considers the number of members of the graduate faculty in each college and also considers the need for breadth of representation of disciplines. Representation of the non-Moscow campuses should also be considered.

d. Graduate Student Representatives to Graduate Council. The appointment of the graduate student members is on recommendation from the Graduate and Professional Student Association.

Section 3. Terms of Office. The regularly elected and appointed college, university wide programs, and at-large representatives faculty members of the council serve for three years, taking office on the first day of the fall semester of the year for which they are elected or appointed. The student members serve for one year. Except for the dean and assistant or associate dean, no member of the council may serve more than two consecutive terms. A faculty member who has served two consecutive terms may again serve after a lapse of three years.

Section 4. Eligibility. Every voting member of the graduate faculty is eligible to serve on the council.
**Section 5. Elections.** Regular elections for college representatives on the council are held before the end of the spring semester in each year in which the college is to hold an election. The constituent graduate faculty of each college that offers programs leading to graduate degrees (except the J.D. degree) establishes procedures for nominating its representatives on the council and submits to the council's Election Committee the names of two nominees. On receipt of these names from each college, the Election Committee prepares ballots and distributes them (with instructions to vote for one candidate from that college) to voting members of the graduate faculty of the college concerned. The deadline for the return of the ballots is stated on the ballots and it may not be less than one week after the date of mailing the ballots to the voting members of the college graduate faculty. The Election Committee canvasses the ballots and election is by majority vote.

**Section 6. Appointments.** In appointing faculty members to serve on the council, the president of the university considers the number of members of the graduate faculty in each college and also considers the need for breadth of representation of disciplines. The appointment of the graduate student members is on recommendation from ASUI.

**Section 57. Vacancies.** If an elected college or university wide program member representative of the council is unable to complete his or her term, the college or program will elect or appoint a graduate faculty member to complete the term. The position is filled until the next regular election in his or her college by the candidate who was nominated with the elected member in the most recent election. If an appointed member is unable to complete his or her term, the provost of the university will appoint another member to complete the term.

**Section 68. Quorum.** A quorum consists of a majority of the members of the council, excluding the dean and associate or assistant dean.

**ARTICLE VII--COMMITTEES.** Standing committees of the graduate faculty or of the Graduate Council are appointed by the Graduate Council. Special or ad hoc committees are appointed by the dean in consultation with the Graduate Council.

**ARTICLE VIII--RULES OF ORDER.** [See 1520 VI.]

**ARTICLE VIII--AMENDMENTS.** These bylaws may be amended by a two-thirds vote of the voting members of the graduate faculty, as defined in article II, section 1, above, in attendance at a properly called meeting. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the graduate faculty or presented in writing at the meeting previous to the one in which the vote is to be taken. No provision of this article may be suspended.
TO: University Curriculum Committee  
FROM: Faculty Senate  
RE: Regulation H  
DATE: February 25, 2013

H - Final Examinations

H-1. The last five days of each semester are scheduled as a final exam week (two-hour exams) in all divisions except the College of Law. The following provisions apply:

H-1-a. No quizzes or exams may be given in lecture-recitation periods during the week before finals week. Exams in lab periods and in physical education activity classes, final in-class essays in English composition classes, and final oral presentations in speech classes are permitted.

H-1-b. Instructors must meet their classes during the exam period for which they are scheduled in the finals week, either for an exam or for a final class session.

H-1-c. Instructors may deviate from the schedule only on the recommendation of the college dean and prior approval by the provost or provost's designee.

H-1-d. The final exam time will be scheduled based on the lecture portion of a course. The final exam time is based on the meeting schedule of the course section, as it exists in the class schedule for that semester. If a class meets Monday, Wednesday, and Friday, for example, the final exam time will be based on the time the class is scheduled to meet on these days. If the meeting day(s) and/or time of the lecture portion of a course change during the semester the final exam time will be scheduled based on the first meeting time.

H-1-e. Where exams common to more than one course or section are required, they must be scheduled through the Registrar's Office and are regularly held in the evening.

H-1-f. Students with more than two finals in one day are permitted, at their option, to have the excess final(s) rescheduled to the conflict period or at a time arranged with the instructor of the course.

H-1-g. Final grades for each course must be filed with the registrar within 72 hours after its scheduled exam period.

H-1-h. Athletic contests are not to be scheduled during finals week. Further, if a change in the calendar causes a scheduled athletic contest to fall within finals week, every reasonable effort must be made to reschedule the athletic contest.

H-2. Students who miss final exams without valid reason receive Fs in the exams. Students who are unavoidably absent from final exams are required to present evidence in writing to the instructor to prove that the absence was unavoidable.

H-3. Instructors, with the concurrence of their departments, may excuse individual students from final exams when such students have a grade average in the course that will not be affected by the outcome of the final exam. In such instances, the grade earned before the final exam is to be assigned as the final grade.

H-4. Early final exams are permitted for students, on an individual basis, who clearly demonstrate in writing that the reasons for early final exams are compelling. Such requests require approval by the instructor and by the administrator of the department and the dean of the college in which the course is offered.

Comment [CT1]: Deletion of this regulation was approved by Faculty Senate on 12/3/12.