University of Idaho
2015-2016 FACULTY SENATE AGENDA

Meeting #22

3:30 p.m. - Tuesday, March 22, 2016
Brink Hall Faculty-Staff Lounge & Skype

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2015-16 Faculty Senate Meeting #21, March 8, 2016 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.

VI. Committee Reports.

   NCAA (Wolf)
   Staff Council:
   • FS-16-055: FSH 1800 - Staff Council (Miller)(vote)

   University Curriculum Committee (all for vote):
   • FS-16-051 (UCC-16-032f): CLASS – English – Linguistics and Literacy New Emphasis (Payant)
   • FS-16-052 (UCC-16-036): Engineering – Biological Engineering: new unit (Peng)
   • FS-16-053 (UCC-16-040a): CLASS – Music Emphases: Arts Administration; Entrepreneurship; General Business (Garrison)

   University Budget & Finance Committee (Brandt)
   • FS-16-057: FSH 1640.20 – Structure Change

   Faculty Affairs
   • FS-16-018rev: FSH 3710 – Leave Policy – parenting leave (Crowley/Ellison/Ytreberg)(vote)

VII. Special Orders.

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Randall Teal, Chair 2015-2016, Faculty Senate

Attachments: Minutes of 2015-2016 FS Meeting #21
FS-16-018rev., 051, 052, 053, 055, 057
The Chair called meeting #21 to order at 3:32. A motion (Stoll/Flores) to accept the minutes from the March 1st meeting passed without objection.

**Chair’s Report:** There was no Chair’s Report.

**Provost’s Report:** Provost Wiencek reported on the status of several ongoing searches. The search for a new Dean of the College of Business and Economics has been ongoing for several months. Today that search reached a successful conclusion by hiring Mark Chopin an Economic Professor from Northern Arizona University. He had strong support from the faculty and advisory boards. There are other searches in various stages of completion. We have made an offer that has been accepted on the Ombuds search. An announcement should be made in a couple of days.

The search for a new Dean of Education has progressed to reviewing candidates and on-campus interviews will probably be starting in a couple of weeks. The search for a Vice President for Research has just begun with the job description and advertisement going out. He suggested that anyone who would like to nominate someone should let his office know.

The Provost also noted that he is trying to get together with the President and General Counsel to go over the changes suggested by Faculty Affairs and the Faculty Secretary’s Office on the parental leave policy. He expressed optimism about reaching an acceptable conclusion on this policy and appreciated Senate’s patience and cooperation.

Provost Wiencek stated that they are working on the final edits to the strategic plan. They have received many comments on the plan with most being positive. They are incorporating comments on the importance of sustainability and healthy living choices. There have also been concerns about the metrics revolving around the aspiration of obtaining Carnegie I research status.

The SBOE wants to have their template filled out by March 14th. The final version of the plan should be completed by early April.

**Change in Employee Compensation (CEC):** Chair Teal introduced Vice-President Foisy and Trina Mahoney to discuss possible changes in employee compensation.

V.P. Foisy first noted that the search for a new Executive Director of Human Resources has progressed to interviewing the finalists. The on-campus interviews will be during the last week of March. There will be more information on the open forums coming out soon.

V.P. Foisy then presented some basic information on the possibilities of a change in employee compensation (CEC). The Governor’s proposal for a 3% increase in CEC has progressed through JFAC. There is an expectation that the state legislature will pass the proposed increase. He stated that a 3% increase in CEC from the state will not mean that everyone will get 3%. The 3% increase means there is a 3% pool available to provide raises to employees. They are not likely to do anything very different than what was done last year. The basic criteria (if approved by the President) will be:

- An employee needed to be hired before January 6, 2016 to be eligible.
- An employee must have received at least a “meets expectations” evaluation.
- An employee must have completed the “Our Inclusive Workplace” module.
V.P. Foisy noted that it is likely that the typical faculty and staff member will receive a 2% increase. This is because funds for faculty promotions, adjustments for years of service, cases of inequity or exceptional meritorious service must all come out of the 3% pool. He also explained that there was a strong preference for only giving “in-cycle” raises stating that now would be the proper time for supervisors to document the need for extraordinary cases involving equity or meritorious service.

One Senator asked about merit-based increases. V.P. Foisy stated that in his view we do not have a well-defined merit-based system that is consistent across campus. Another comment suggested that the University be careful about describing the CEC as a 3% increase since most employees would not receive a 3% increase. Foisy explained that they were trying to make attempts to explain that the pool for increases was 3%, but that everyone would not get that amount. Another Senator asked about the availability of information explaining who received how much of an increase. Trina Mahoney responded that the budget books provide salaries, but that they don’t provide a line-by-line detail explaining increases.

**University Curriculum Committee:** Chair Teal introduced Professor Torrey Lawrence (Chair of the Lionel Hampton School of Music) to discuss the music proposals.

**FS-16-043 (UCC-16-032a): CLASS—Vocal Instrumental Music Education Minor**
**FS-16-044 (UCC-16-032b): CLASS—Music: Vocal Emphases.** Professor Lawrence explained that they were trying to streamline their degrees after the FFF process and an accreditation review. The first proposal adds a minor, while the related proposal removes an area of emphasis. There was no vocal opposition and the proposals passed unanimously.

**FS-16-050 (UCC-16-037a): Science—Math: Applied Quantitative Modeling Option.** Chair Teal invited Professor Mark Nielsen to explain this proposed change. Professor Nielsen explained that this was a name change to a degree option and the corresponding course changes, which follow a different process, were not included here. This change allows the Math Department to focus more on engineering and business applications. The proposal passed unanimously.

**FS-16-045 (UCC-032c) CLASS—Political Science: American Government Public Law Minor**
**FS-16-046 (UCC-16-032d) CLASS—Political Science: International Political Economy**
**FS-16-047 (UCC-16-032e) CLASS—Political Science: Public Administration and Policy Minor.** Chair Teal invited Professor Brian Ellison (Director of the Martin School) to discuss the proposals to eliminate these three minors. Professor Ellison explained that the Political Science Department had a variety of minors and it was trying to reduce the number to make them easier to deliver and administer. The three proposals passed unanimously.

**FS-16-048 (UCC-16-032g): CLASS—Philosophy: Global Justice Undergraduate Certificate**
**FS-16-049 (UCC-16-032h): CLASS—Philosophy: Professional Ethics Certificate.** Professor Ellison explained that the removal of these certificates did not mean that the Philosophy Department was not focusing on ethics but it did reflect the difficulty of a small department to deliver these certificates. These two proposals passed unanimously.

**Contingent Faculty Task Force Report.** Chair Teal invited Dean Larry Stauffer to provide an update on the task force’s inquiry into the availability of benefits for contingent faculty. Dean Stauffer presented what he hopes is the final report from the task force. The task force developed information from conducting focus groups of temporary faculty, developing benchmarks from peer institutions, and obtaining feedback from faculty, staff, and administrators. On the basis of this information, they developed recommendations for this report to Faculty Senate. Some of the key observations from this report include:

- There are lecturers who have been teaching full-time, or nearly full-time, for three or more years with no core benefits like health or retirement.
- There are lecturers with no additional benefits such as support for professional development, or something as little as the ability to purchase gold parking permits.
- There are lecturers not permitted to attend or vote at departmental meetings.
- There are lecturers on 49% appointments which appears to be an attempt to avoid providing benefits, rather than a reflection of their workload.
Typically these lecturers are teaching our freshman and sophomore courses where we have the greatest retention problems. Dean Stauffer noted that there are probably around 100 lecturers currently employed, although he was not sure how many could be included in the number who have been employed for multiple years. There are benefits to the university in having people who are able to meet demand peaks. However, these people should be meeting peaks in instructional demand, but not to cover the base-loads of departments. Based on this, the task force recommends:

- Base instructional demand should be covered by long-term faculty, and peak demand by temporary faculty.
- All long-term faculty should have the appropriate benefits of university faculty, if they are half-time to full-time.
- Lecturers are not long-term faculty, but should be hired on annual contracts with core benefits. Voting and participation in the shared governance of the university should not be provided to lecturers.
- If an individual has been a lecturer half-time or more for three consecutive years, they may be converted to an instructor position upon positive vote of the unit faculty. If a person is a lecturer less than half-time, they will be considered an affiliate faculty member and may continue indefinitely with no expectation of benefits.

Dean Stauffer stated that while the above are the recommendations of the task force, they were not proposing that the Faculty Senate act immediately on this proposal. Rather, they suggest that the Senate have a committee take a close look at these recommendations. In the short run, they suggest that individuals who have been in lecturer positions for three consecutive years be converted to an instructor position, upon positive vote of the unit faculty.

During the discussion that followed, a Senator suggested that we should be cautious about acting on some of these recommendations without careful attention to how various departments might be affected. We need to be careful about language. While it was desirable to take away the incentive to hire individuals without benefits, we should also recognize that this might be costly. In the short-term, it was suggested that deans could report to the Provost on who fits into these classifications and why. In the long-term, perhaps the Faculty Affairs Committee could look into the implications of this report and propose what we might do to implement these recommendations.

The Provost concurred that we should be cautious in limiting the flexibility of departments without fully understanding the implications. We do want to give people reasonable benefits, but we should move into this slowly. We might want to have an annual report to better understand why some of these practices are going on, but it appears that we have some inequitable practices that should be examined.

**Adjournment:** With no further business to transact, a motion (Wolf/Flores) to adjourn passed unanimously at 4:43.

Respectfully submitted,

Don Crowley
Secretary to the Faculty Senate and Faculty Secretary
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition x Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: 1800 Bylaws of the Staff Affairs Committee

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): Lisa Miller 3/20/16
(Please see FSH 1460 C)
Name Date
Telephone & Email: 885.7004 lisa@uidaho.edu

Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email:

Reviewed by General Counsel Yes No Name & Date: ________________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
This request has 2 purposes.
1. Update Staff Affairs to Staff Council approved by all-staff vote in September 2015. The reason for the update is to have the title better represent what this committee does.
2. Change Section 2 to align with the current classification system:

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

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

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

If not a minor amendment forward to: ____________________________________________
Track # ________________
Date Rec.: ________________
Posted: t-sheet ________________
  h/c ___________________
  web ___________________
  Register: __________________
  (Office Use Only)

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

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

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

[Office Use Only]
BYLAWS OF THE STAFF AFFAIRS COUNCIL COMMITTEE

PREAMBLE: The Staff Affairs Council Committee was created on the recommendation of the Faculty Senate and the director of personnel services and with the approval of President Ernest Hartung in the summer of 1971. The current version of the Staff Affairs Council Committee’s bylaws were amended in September 2002, January 2007 and again in July 2008. The SAC acronym changes were made to reflect current employment classification and off-campus staff were given permanent representation on Staff Affairs Council. In January 2010 membership and subcommittees were revised under Articles III and IX. (rev. 9-02, 1-07, 7-08, 1-10).

CONTENTS:

Article I. Name
Article II. Purpose
Article III. Members
Article IV. Elections
Article V. Officers
Article VI. Annual Reports
Article VII. Staff Affairs Council Committee Meetings
Article VIII. Meetings of the University Staff
Article IX. Subcommittees
Article X. Parliamentary Authority
Article XI. Amendments

ARTICLE I--NAME. The organization shall be named the University of Idaho Staff Affairs Council Committee. (ed. 7-08)

ARTICLE II--PURPOSE.

Section 1. General. Staff Affairs Council represents the staff of the University of Idaho. The staff is defined as board-appointed employees at the University of Idaho who do not have faculty status.

Staff Affairs Council members shall be released from normal work duties for the purpose of attending Staff Affairs Council meetings, and performing related Staff Affairs Council responsibilities. This release time shall not be charged against their accrued leave.

Section 2. Specific. Specific purposes of Staff Affairs Council are:

a. To study issues, problems, welfare, and working conditions of staff;

b. To call to the attention of the president matters concerning staff Affairs Council in any division or department that Staff Affairs Council believes should receive special attention;

c. To work with the university administration in the development and/or revision of university policies, employment benefits, and other matters where staff are directly affected;

Section 2. Specific. Specific purposes of Staff Affairs Council are:

d. To cooperate with the Faculty Affairs Council Committee and Faculty Senate and participate in the formulation of joint recommendations concerning issues common to the staff and the faculty; (ed. 1-10)

e. To advise on salary and promotion matters pertaining to staff;

f. To form subcommittees, as required, to study special or continuing issues;

Section 1. Constituencies. For the purpose of selecting Staff Affairs Council members, the UI staff is divided into the following groups:

g. To serve as a communication link between university administration and staff;

Section 1. Constituencies. For the purpose of selecting Staff Affairs Council members, the UI staff is divided into the following groups:

h. To work with the president’s designee, who will serve as a liaison with university administration.

ARTICLE III--MEMBERS.

Section 1. Constituencies. For the purpose of selecting Staff Affairs Council members, the UI staff is divided into the following groups:
Section 2. Structure.

1. Nominations for Council will be solicited from staff community statewide.
2. Reflects one member for each 50 full-time staff within each classification (rounding down).
3. Classifications with fewer than 50 full-time staff members will be combined into one group and one member for each 50 full-time staff will be elected (see Article IV Elections below) from the combined group.
4. Guarantees fair statewide representation by electing three at-large members from staff located at distant sites to ensure no particular classification, or group, is over-represented.
   a. The Executive Committee, with input from the Council, will determine this representation and solicit nominations accordingly.
   b. At-large councilors elected to represent a distant site have a unique role which is to provide a voice and vote from the perspective of a distant site. The perspective is not intended to be in relation to their classification, or group.
   c. Members at distant sites shall have the right to participate and vote in Council meetings through two-way technology.
5. The Executive Committee can appoint members on a temporary basis for up to one year to fill any empty seat.

Section 2. Representation.

a. On-Campus. Each group listed in Article III, Section 1 is represented on Staff Affairs by one member for every 50 employees or any fraction thereof in the group, provided that each group has at least one representative member on Staff Affairs.

b. Off-Campus. Permanent positions will represent the campus sites and surrounding extension sites. The five permanent positions would be for (1) Coeur d'Alene/Post Falls/Sandpoint; (2) Boise; (3) Idaho Falls/Tetonida/Dubno/Aberdeen; (4) Twin Falls/Kimberly/Hagerman; and (5) at-large (Parma, Caldwell, Caine Center, McCall/Taylor Ranch, Salmon, etc.). These positions would be permanent members of the On-Off Campus Committee, which currently exists as an ad-hoc standing subcommittee. Their roles would be:
   • Information Distribution. The Staff Affairs representative for each Center would collect information, report, and attend Staff Affairs meetings via teleconference.
   • Staff Appreciation Fair. Each Center (in collaboration with Staff Affairs) would hold a Staff Appreciation Fair at their location during Staff Appreciation month.
   • Information Liaison. For any information items that are needed, the representative would be the contact for his/her location. Examples of responsibilities could include: information gathering and dissemination, Human Resources visit coordination (for benefits-related purposes, training, etc.), communication about Staff Affairs activities (Staff Appreciation Fair, War on Hunger, policy issues, etc.), and communication efforts in other areas.

c. The Assistant Vice President of Human Resources serves on Staff Affairs in an advisory capacity, without vote.

Section 3. Term. Staff Affairs Council members are elected to serve a term of three years. No member may be elected to more than two consecutive terms.

Section 4. Eligibility. All staff, as defined in Article II, Section 1, are eligible for membership on Staff Affairs Council.

Section 5. Vacancies.
a. The Chair of Staff Affairs Council must declare a position vacant if a member is absent from four (4) consecutive meetings unless the member has informed the Chair and the absence is considered excused. Excused absences include approval of accrued leave and professional obligations. Staff Affairs Council will fill the vacancy in the method described in Article III, Section 5, Paragraph b.

b. Vacancies are filled as quickly as possible by appointment of the candidate who, at the most recent election for the position vacated, had the next highest number of votes. If the vacancy cannot be filled in this way, the Staff Affairs Council media coordinator gives notice of the vacancy as soon as possible in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs Council website), as well as via Staff Affairs Council email listservs, giving staff an opportunity to volunteer for Staff Affairs Council service. The chair will appoint a person from the same group to complete the unexpired term from those responding to the vacancy notice; the appointment is subject to Staff Affairs Council approval. A person appointed is eligible for election to the succeeding term.

Section 6. Change of Constituency. A Staff Affairs Council member who changes job classifications, which then results in a change of constituency, may finish the remaining portion of that year of the term of office. Any remaining portion of the term will be filled by election at the next election of Staff Affairs Council members; a Staff Affairs Council member so elected is eligible for election to the succeeding term.

The member, whose new job classification puts them in a different category, should run for election on the next regular election ballot if a vacancy exists for the new classification. If a vacancy exists after a regular election, this person may be appointed to the new classification term.

ARTICLE IV--ELECTIONS.

Section 1. Continuity. To provide continuity of membership on Staff Affairs Council, approximately one-third of the member positions are filled by election each year. As far as possible, terms of members representing the same group are staggered.

Section 2. Election Date. Elections of Staff Affairs Council members are held such that the election results are presented at the April regular Staff Affairs Council meeting. The election date is announced in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs Council website), as soon as possible.

Section 3. Nominations. Appropriate procedures for nominations and elections are developed by the Elections Subcommittee and approved by Staff Affairs Council (see Article IX).

Section 4. Seating of Members. Those elected are seated as Staff Affairs Council members at the first regular meeting in June.

ARTICLE V--OFFICERS.

Section 1. Election and Appointment of Officers. At the May regular meeting, Staff Affairs Council elects a chair and a vice chair to serve for the year beginning with the first meeting in June. The new chair appoints a secretary, treasurer, off-campus representative, and media coordinator to serve the same term; these appointments are subject to the approval of Staff Affairs Council.

Only seated Staff Affairs Council members are eligible to vote in the election. Only those persons who have been seated on Staff Affairs Council are eligible for the office of chair. [rev. 1-07]

Staff Affairs Council members who know they are going to be absent from officer and new member elections may cast an absentee vote in writing or email. The member’s absentee vote must be received by the Staff Affairs Council chair prior to the election. [add. 1-07]

Section 2. Chair. The chair:
a. Presides at all meetings of Staff AffairsCouncil;
b. In consultation with Staff AffairsCouncil appoints required subcommittee chairs;
c. Maintains lines of communication between Staff AffairsCouncil and the president, the Faculty AffairsCouncil Committee, the Faculty Senate, and staff; [ed. 1-10]
d. Performs all other duties pertaining to the office of chair.

Section 3. Vice Chair. The vice chair:

a. Assumes the duties and responsibilities of the chair in the absence or disability of the chair;
b. Works closely with, and attends Staff AffairsCouncil related meetings with the Chair; prepares reports of recommendations on policy actions for presentation to the president;
c. Chair an committees, convening meetings of standing and ad hoc committees, assuring procedures are followed and that specific charges of each committee are carried out;
d. Performs such other duties as may be assigned by the chair or by Staff AffairsCouncil.

Section 4. Past Chair. The past chair is:

a. a valuable resource and is thus considered an ex officio member of Staff AffairsCouncil (with vote).
b. thereby also a member of the Officers Committee, whether or not his/her term has expired.

Section 5. Secretary. The secretary:

a. Maintains an accurate record of all meetings of Staff AffairsCouncil;
b. Submits a summary of the minutes to the media coordinator for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website) as soon as possible after each meeting;
c. Maintains a notebook for the official record for the year. This notebook shall be turned in to the Staff AffairsCouncil office each year. The notebook shall include, but is not limited to:
   1) Approved minutes of all meetings;
   2) All handouts from all meetings;
   3) Letters of resignation or requests to serve on the committee;
   4) All committee election results;
   5) Annual Reports;
d. Performs such other duties as may be assigned by the chair or by Staff AffairsCouncil.

Section 6. Treasurer. The treasurer:

a. Maintains an accurate record of all the budgets and monetary transactions of Staff AffairsCouncil;
b. Reports to Staff AffairsCouncil at all regular meetings;
c. Performs such other duties as may be assigned by the chair or by Staff AffairsCouncil.

Section 7. Communications On/Off Campus. The Communications representative:

a. Helps promote better, consistent, and increased communication with the University of Idaho’s on/off-campus staff;
b. Finds a contact person for each off campus site;
c. Mails all Staff AffairsCouncil materials meeting handouts to off-campus locations;
d. Creates an e-mail distribution list for all off-campus contact people and sends “staff” e-mail to them for distribution;
e. Addresses issues and concerns that on/off-campus staff may have, including bringing the information to Staff AffairsCouncil Committee meetings;
f. Performs such other communications duties as may be assigned by the chair or by Staff AffairsCouncil.
Section 8. Media Coordinator. The media coordinator:

a. Serves as a consistent contact person for information to be published or released to various media sources;
b. Gathers information from the chair, vice chair, secretary, and subcommittee chairs to be distributed for publication;
c. Ensures all articles or releases are approved by the chair;
d. Distributes information to the appropriate media organizations, such as The Register, KUID TV, local newspapers and radio stations, in a timely manner;
e. Reports to Staff Affairs Council at all regular meetings;
f. Maintains a record of all releases;
g. Performs such other duties as may be assigned by the chair or by Staff Affairs Council.

Section 9. Filling Officer Vacancies.

a. In the case of the position of Staff Affairs Council Committee chair being vacant, the vice chair shall become the acting chair until the next regular meeting of Staff Affairs Council, at which time any unexpired portion of the term shall be filled by a special election. If the vice chair becomes the chair at the special election, a new vice chair will also be elected at this meeting.
b. In the case of the position of Staff Affairs Council Committee vice chair being vacant, at the next regular meeting of Staff Affairs Council a special election will be held to fill any unexpired portion of the term of vice chair.
c. In the case of the positions of secretary, treasurer, off-campus representative, or media coordinator being vacant, at the next regular meeting of Staff Affairs Council the chair will appoint a secretary, treasurer, off-campus representative, or media coordinator to fill any unexpired portion of the term of that office. The appointment will be subject to the approval of Staff Affairs Council.

ARTICLE VI--ANNUAL REPORTS.

Section 1. Annual Reports. Staff Affairs Council will compile an annual report. A preliminary report is to be presented at the June meeting of every year. The final copy of the Annual Report shall be submitted to the membership at the September meeting. Copies of the report will be sent to the President’s Office, Provost’s Office, Faculty Secretary’s Office, and UI library archives.

Section 2. Contributors. The report will be composed of year-end summaries from each of the following members:

a. the chair;
b. the vice chair;
c. the secretary;
d. the treasurer;
e. the on/off-campus communications representative;
f. the media coordinator;
g. the chairs of all standing subcommittees;
h. the chairs of all ad hoc subcommittees;

Section 3. The Official Record. The annual report will constitute the official record for the year for Staff Affairs Council. The final copy will be kept in the yearly Official Record Notebook maintained by the secretary.

ARTICLE VII--STAFF AFFAIRS COUNCIL COMMITTEE MEETINGS.

Section 1. Regular Meetings. Staff Affairs Council will hold at least six regular meetings each calendar year. Staff Affairs Council designates the time and place for regular meetings.

a. Quorum. A quorum of Staff Affairs Council consists of half of the voting members of Staff Affairs Council.
Section 2. Executive Committee Meetings. The function of the Executive Committee meetings is to act for Staff AffairsCouncil on emergency matters when Staff AffairsCouncil will not have a regular meeting for a period of two weeks or more, and an issue pertinent to Staff AffairsCouncil requires an immediate response. The Executive Committee reports to Staff AffairsCouncil and Staff AffairsCouncil retains the authority to review actions of the Executive Committee.

b. Structure and Quorum. The Executive Committee is made of such members of Staff AffairsCouncil as are present at a meeting called upon 24 hours written, electronic, or oral notice. Five voting members of Staff AffairsCouncil constitute a quorum for the meetings of the Executive Committee.

c. Officers. The officers of Staff AffairsCouncil also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the Executive Committee meeting will designate a chair pro tempore. Minutes of Executive Committee meetings will be kept and presented in written form at the next regular meeting of Staff AffairsCouncil.

c. Call of Meetings. Executive Committee meetings may be called on 24 hours’ notice by the chair or vice chair or by the president of the university or the president’s designee.

ARTICLE VIII – MEETINGS OF THE UNIVERSITY STAFF.

Section 1. Meetings. A meeting of the UI staff will be called when requested by four or more members of Staff AffairsCouncil or upon the written petition of at least 20 staff members. Notice of such a meeting must be given to the staff at large two weeks before the proposed meeting via official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website). Notice will also be given via the Staff AffairsCouncil email list services. The president or the president's designee may call a meeting at any time. The chair of Staff AffairsCouncil presides at meetings of the staff.

Section 2. Quorum. Those staff members present at a meeting properly called in accordance with this article constitute a quorum.

Section 3. Agenda. An agenda listing all substantive items to be acted upon must be published in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website), and sent via Staff AffairsCouncil email listservs, at least one week before the meeting.

ARTICLE IX–SUBCOMMITTEES.

Section 1. Standing Subcommittees. The standing subcommittees will be appointed at the first regular meeting of Staff AffairsCouncil in June. Each subcommittee is responsible for maintaining a list of standing rules, policies and procedures which must be approved by Staff AffairsCouncil. The Staff AffairsCouncil chair will appoint a chair of each standing subcommittee. The chair shall be an ex officio (with vote) member of all standing subcommittees, except the Officer Nomination Subcommittee. The standing subcommittees of Staff AffairsCouncil are:

b. Election Subcommittee. The Election Subcommittee manages three tasks: [rev. 1-10]
1. The Election Subcommittee manages the nomination and election process for new members of Staff AffairsCouncil by:
   (a) Submitting a statement to the Media Coordinator stating which member positions are to be filled by election, for publication in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff AffairsCouncil website), during the month of February. Notice will also be
sent via Staff AffairsCouncil email listservs. Nominations must be in writing and signed by the nominator.
(b) Confirming the eligibility and availability of each nominee;
(c) Preparing and distributing ballots, ensuring that each eligible staff employee has an opportunity to vote;
(d) Collecting and counting the ballots;
(e) Reporting the election results to Staff AffairsCouncil at the April regular meeting. The election results are validated and the winning candidates named. The Staff AffairsCouncil secretary records the order in which all candidates finished in the election. In the event the number of candidates and vacancies are equal in any category – the election shall be considered non-contested. These positions shall be elected by voice vote at the April Staff AffairsCouncil meeting.

2. The Election Subcommittee monitors the vacancies and filling of staff positions on all UI standing committees.
3. The Election Subcommittee manages the process for electing new officers for Staff AffairsCouncil in May. Nominations for new officers may be made from the floor or submitted to the chair of the subcommittee.

b. Staff Awards Subcommittee. The Staff Awards Subcommittee coordinates the annual Outstanding Employee Award nominations, selection, and award process and plans the annual Staff Awards Reception. The Awards Subcommittee works closely with the President’s office and other administrators to coordinate the awarding of the awards. The Staff Awards Subcommittee also solicits contributions to the Staff Educational Endowment Fund (Endowment Fund), invites nominations for awards, ensures that information is provided to all staff and faculty regarding donations to the scholarship fund, and conducts the selection process. The nomination process is governed by these bylaws and states that a name shall be entered into nomination only once each year. The selection process is governed by the criteria set out in the Endowment Fund Agreement. The chair of the subcommittee must present the final number of awards and award amounts for the year to Staff AffairsCouncil for approval. The results are presented at the annual Staff Awards Reception.

c. Staff Appreciation Fair Subcommittee. The Staff Appreciation Fair Subcommittee plans and produces the annual Staff Appreciation Fair.

d. Policy Review Subcommittee. The Policy Review Subcommittee addresses issues directly related to benefits and compensation for staff as well as overseeing the bylaws to make sure they are up to date and accurate for the times. They shall review and initiate revisions to the bylaws and facilitate presentation of amendments to Staff AffairsCouncil and UI Staff for recommendation of approval by vote as required. The chair of the Policy Review Subcommittee will serve as parliamentarian during Staff AffairsCouncil meetings. The Subcommittee is responsible for reviewing University policies (including amendments thereto and proposed new policies in either the Faculty Staff Handbook or the Administrative Procedures Manual) on behalf of Staff AffairsCouncil within the process established in Faculty Staff Handbook section 1460. The Subcommittee shall focus on policies that affect staff, and shall make a formal recommendation on policies it has reviewed on behalf of Staff AffairsCouncil.

e. Communications Subcommittee. The Communication Subcommittee is responsible for maintaining and updating the Staff AffairsCouncil website, assisting with the creation of print material for other subcommittees, distribution of a “Welcome to Staff AffairsCouncil letter” to new members, distributing information to UI staff members via the Staff AffairsCouncil listserv, and serving as a communication bridge between staff and administration; researching issues/ideas and presenting this information to the committee to include those items that are submitted via the website, at committee meetings or by email inquiries. The Communications Subcommittee will facilitate periodic scheduling of Staff Forum and Staff Meetings to enhance reciprocal communication between UI staff, Leadership and Staff AffairsCouncil.

f. Learning and Development Subcommittee. The Learning and Development Subcommittee oversees the continued improvement and delivery of learning and development programs, such as SkillSoft, an online learning program and works to identify and expand professional development opportunities for UI staff.

g. Officers’ Subcommittee. The Officer’s Subcommittee is responsible for setting agenda items for the monthly Staff AffairsCouncil meetings. Members of this committee are the chair, past chair, vice chair,
secretary, treasurer, on-off campus communications representative, media coordinator, chairs of all standing subcommittees, and chairs of all ad hoc subcommittees. [add 1-07, ren. 1-10]

Section 2. Ad Hoc Subcommittees. Ad Hoc Committees will be appointed as needed. The Staff Affairs Council chair will appoint a chair of each ad hoc subcommittee. Staff Affairs Council must approve a motion to form an Ad Hoc committee.

ARTICLE X—PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Staff Affairs Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order Staff Affairs Council may adopt.

ARTICLE XI—AMENDMENTS. These bylaws may be amended either by a majority vote of the members of the staff voting at a duly called University Staff Meeting or by a majority vote of the members of the staff voting on a mail or electronic ballot. The notice of proposed bylaw amendments must be published at least two weeks prior to the vote in official UI communications and/or publications (i.e., The Register, Today@Idaho, Staff Affairs Council website). These bylaws and amendments thereto are subject to review and approval by the president of the university or the president’s designee.
PROGRAM COMPONENT (Group B) OR NON-SUBSTANTIVE MINOR REQUEST FORM

Short Form

Instructions: Please use one form for each request/action. Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions. Following the approval of the appropriate college curriculum committee, a single representative for the college will e-mail the completed form to the Office of the Provost and Executive Vice President, provost@uidaho.edu for approval and then submission to the Academic Publications Editor in the Registrar’s Office for review by the University Curriculum Committee (UCC).

Deadline: This form must be submitted to the Office of the Provost and Executive Vice President by December 15th for inclusion in the next available General Catalog and to be available for scheduling beginning with the next summer semester.

Submission Information
This section must be completed

<table>
<thead>
<tr>
<th>College:</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>English</td>
</tr>
<tr>
<td>Dept/Unit Approval Date:</td>
<td>11/20/15</td>
</tr>
<tr>
<td>College Approval Date:</td>
<td>12.08.15</td>
</tr>
<tr>
<td>Vote Record:</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Vote Record:</td>
<td>Unanimous</td>
</tr>
<tr>
<td>CIP code (Consult Institutional Research):</td>
<td></td>
</tr>
<tr>
<td>Primary Point of Contact (Name and Email):</td>
<td></td>
</tr>
</tbody>
</table>

Program Component Request
Leave blank if not adding, discontinuing, or modifying a program component which consists of option, emphasis, minor, academic certificate less than 30 credits, or teaching endorsement

Clearly mark all changes to existing program components by using Track Change or strikethroughs for deletions and underlines for additions.

<table>
<thead>
<tr>
<th>Create New:</th>
<th>X</th>
<th>Modify:</th>
<th>Discontinue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Level:</td>
<td>Undergraduate Level:</td>
<td>X</td>
<td>Law Level:</td>
</tr>
<tr>
<td>Credit Requirement:</td>
<td>51</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Option:

| Emphasis: | Linguistics and Literacy |
| Minor: | |
| Academic Certificate less than 30 credits: | |
| Teaching Endorsement (Major/Minor): | |

Overview of Program Component: Provide a brief narrative description

The English BA with a linguistics and literacy emphasis engages students in the formal study of language. Coursework covers language structures, development, and use. Students are introduced to the study of phonetics, phonology, morphology, and syntax. Electives explore the connection of linguistic knowledge to pedagogy. To complete the emphasis, students choose courses in one of two general areas: professional writing or literary studies.
Program Component
Curriculum:

**Required courses**

The emphasis comprises a total of 51 credits.

### Foundations (6 cr):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 215</td>
<td>Introduction to English Studies</td>
<td>3</td>
</tr>
<tr>
<td>Engl 241</td>
<td>Intro to the Study of Language</td>
<td>3</td>
</tr>
</tbody>
</table>

And

### Five courses (15 cr): Linguistics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 442</td>
<td>Morphology and Syntax</td>
<td>3</td>
</tr>
<tr>
<td>Engl 407</td>
<td>Phonetics and Phonology</td>
<td>3</td>
</tr>
<tr>
<td>Engl 408</td>
<td>Language Acquisition and Development</td>
<td>3</td>
</tr>
<tr>
<td>Engl 496</td>
<td>History of the English Language</td>
<td>3</td>
</tr>
<tr>
<td>Engl 444</td>
<td>Sociolinguistics</td>
<td>3</td>
</tr>
</tbody>
</table>

And

### Two courses from the following (6 cr): Pedagogy

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 437</td>
<td>Foreign Language Methods</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 448</td>
<td>Introduction to ENL</td>
<td>3</td>
</tr>
<tr>
<td>EDCI J449/J549</td>
<td>ENL Methods</td>
<td>3</td>
</tr>
<tr>
<td>Engl 413</td>
<td>ESL Methods I</td>
<td>3</td>
</tr>
<tr>
<td>Engl 414</td>
<td>ESL Methods II</td>
<td>3</td>
</tr>
</tbody>
</table>

And

### Two courses from the following (6 cr): Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLEN 243</td>
<td>English Word Origins</td>
<td>3</td>
</tr>
<tr>
<td>Engl 380</td>
<td>Introduction to U.S. Ethnic Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 401</td>
<td>Writing Workshop for Teachers</td>
<td>3</td>
</tr>
<tr>
<td>Engl 402</td>
<td>Internship in Tutoring Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 448</td>
<td>Psycholinguistics</td>
<td>3</td>
</tr>
<tr>
<td>Engl 481</td>
<td>Women’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 483</td>
<td>African American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 484</td>
<td>American Indian Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 485</td>
<td>Global Literatures in English</td>
<td>3</td>
</tr>
<tr>
<td>Anth 261</td>
<td>Language and Culture</td>
<td>3</td>
</tr>
<tr>
<td>Anth 427</td>
<td>Racial and Ethnic Relations</td>
<td>3</td>
</tr>
<tr>
<td>Comm 335</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

15 credits that focus on writing or 15 credits that focus on literature are also required in order to satisfy the literacy component.

Writing credits can be satisfied with:

### Foundation (3 cr)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 202</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

And

### Two courses from the following (6 cr)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 207</td>
<td>Persuasive Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 208</td>
<td>Personal and Exploratory Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 293</td>
<td>Beginning Nonfiction Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

And

**Two course from the following (6 cr)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 309</td>
<td>Rhetorical Styles</td>
<td>3</td>
</tr>
<tr>
<td>Engl 313</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 316</td>
<td>Environmental Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 317</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 328</td>
<td>Science Writing</td>
<td>3</td>
</tr>
<tr>
<td>Engl 393</td>
<td>Intermediate Nonfiction Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Literature credits can be satisfied with:

**Three courses (9 cr)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 257</td>
<td>Literature of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Engl 258</td>
<td>Literature of Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>Engl 310</td>
<td>Literary Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

and

**Two courses from the following (6 cr)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 341</td>
<td>Survey of British Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 342</td>
<td>Survey of British Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 343</td>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl 344</td>
<td>Survey of American Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

Capstone:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl 490</td>
<td>Senior Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

**Name or Degree Change Only Requests**

Leave blank if not making a name and/or degree change. This section can be completed for changes to the name of: degree, major, minor, option, emphasis, certificate, teaching endorsement.

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Name:</td>
<td></td>
</tr>
<tr>
<td>New Name:</td>
<td></td>
</tr>
<tr>
<td>Current Degree:</td>
<td></td>
</tr>
<tr>
<td>New Degree:</td>
<td></td>
</tr>
<tr>
<td>Other Details:</td>
<td></td>
</tr>
</tbody>
</table>
This section must be completed

<table>
<thead>
<tr>
<th>Greater than $250,000 per FY:</th>
<th>Less than $250,000 per FY:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of financial impact:</td>
<td>The financial and administrative impacts would be minimal. All of the courses currently exist. We would, however, increase the frequency of offerings for the core linguistic courses. Specifically, the following courses are typically offered every two years; however, we would need to start offering these annually as enrollment increases. Engl 442 Morphology and Syntax Engl 407/507 Phonetics and phonology Engl 408 Language Acquisition and Development Engl 496 History of the English Language</td>
<td></td>
</tr>
<tr>
<td>To absorb the impact, Engl 241 will be offered 3 times per year rather than 5 times.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rationale and Assessment Information
This section must be completed

Rationale for approval of this request as appropriate; include an explanation of how the department will manage the added workload of the new program component and any relevant assessment information that applies, describe whether the program component, curriculum, and admission requirements remain the same, describe the rationale for a name change or degree designation change:

The first two years of the new emphasis, we have the necessary resources to offer the courses with the three faculty members and a lecturer. However, we anticipate that enrollment will increase and we will need to hire one full-time linguist after that time.

To measure learning outcomes, the students will, in their final year, have to complete a senior experience (3 credit). Students will be assessed on their knowledge of key concepts relevant to the courses. Assessment tools will include development of a linguistic portfolio that includes a paper and pedagogical materials that illustrate their ability to apply core linguistic concepts to language teaching of a second/additional language.

The admission requirements would be the same requirements that are currently required for English majors.

Currently, at the University of Idaho, we do not offer a major that brings together the scientific study of languages with the teaching of writing and literature. This new emphasis would fill a perceived gap. This program will prepare students who wish to teach abroad, work in the publishing industry, as a technical writer, or as a journalist, work in education, pursue a graduate degree, and work for government agencies.

Distance Education Availability
This section must be completed

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education. If the program component is to be offered via distance education, additional or different formwork may be required. Contact provost@uidaho.edu for assistance.

The U.S. Department of Education defines distance education as follows:
Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).
Can 50% or more of the curricular requirements of this program component be completed via distance education? Yes* No X

*If Yes, can 100% of the curricular requirements of this program component be completed via distance education? Yes No

**Geographical Area Availability**

This section must be completed

Identify the geographical area(s) this program component can be completed in:

<table>
<thead>
<tr>
<th>Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Moscow</td>
<td>X</td>
</tr>
<tr>
<td>Coeur d'Alene</td>
<td></td>
</tr>
<tr>
<td>Boise*</td>
<td></td>
</tr>
<tr>
<td>Idaho Falls*</td>
<td></td>
</tr>
<tr>
<td>Other**</td>
<td>Location(s):</td>
</tr>
</tbody>
</table>

*Note: Programs offered in regions 3, 4, and/or 5 may require additional formwork from the State Board of Education. Contact the Office of the Provost and Executive Vice President for additional information.

**Note: If Other is selected identify the specific area(s) this program component will be offered.

**Office of the Registrar Information**

<table>
<thead>
<tr>
<th>Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation Effective Date:</td>
<td></td>
</tr>
<tr>
<td>Date Received by the Office of the Provost and Executive Vice President:</td>
<td></td>
</tr>
<tr>
<td>Date Received by UCC Secretary:</td>
<td>03/04/2016</td>
</tr>
<tr>
<td>UCC Item Number:</td>
<td>UCC-16-032f</td>
</tr>
<tr>
<td>UCC Approval Date:</td>
<td>03/07/2016</td>
</tr>
<tr>
<td>Faculty Senate Item Number:</td>
<td></td>
</tr>
<tr>
<td>Faculty Senate Approval Date:</td>
<td></td>
</tr>
<tr>
<td>General Policy Report Number or Faculty Meeting Date:</td>
<td></td>
</tr>
<tr>
<td>Office of the President Approval Date:</td>
<td></td>
</tr>
<tr>
<td>State Board of Education Approval/Acknowledgement Date:</td>
<td></td>
</tr>
</tbody>
</table>
Idaho State Board of Education
Proposal for Other Academic Program Activity and Professional-Technical Education

<table>
<thead>
<tr>
<th>Date of Proposal Submission:</th>
<th>September 17, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Submitting Proposal:</td>
<td>University of Idaho</td>
</tr>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Engineering</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Biological Engineering (New)</td>
</tr>
</tbody>
</table>

**Program Identification for Proposed New, Modified, or Discontinued Program:**

| Title: | Biological Engineering (existing and continuing degree program) |
| Degree: | Biological Engineering (existing and continuing degree program) |
| Method of Delivery: | In-person |
| CIP code (consult IR /Registrar): | N/A |
| Proposed Starting Date: | July 1, 2016 |

Indicate if the program is: x Regional Responsibility | Statewide Responsibility

**Indicate whether this request is either of the following:**

- [ ] New Program (minor/option/emphasis or certificate)
- [ ] New Off-Campus Instructional Program
- [X] New Instructional/Research Unit
- [ ] Consolidation of an Existing Program
- [ ] Expansion of an Existing Program
- [ ] Other

<table>
<thead>
<tr>
<th>College Dean (Institution)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Research (as applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>Graduate Dean (as applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>State Administrator, SDPTE (as applicable)</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Fiscal Officer (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>Academic Affairs Program Manager</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Academic Officer (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Academic Officer, OSBE</td>
<td>Date</td>
</tr>
<tr>
<td>President</td>
<td>Date</td>
</tr>
<tr>
<td>SBOE/OSBE Approval</td>
<td>Date</td>
</tr>
</tbody>
</table>
Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance. This proposal form must be completed for the creation of each new program and each program discontinuation. All questions must be answered.

1. Describe the nature of the request. Will this program/option be related or tied to other programs on campus? Please identify any existing program, option that this program will replace. If this is request to discontinue an existing program, provide the rationale for the discontinuance. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program. Describe the teach-out plans for continuing students.

This request is to create a new Department of Biological Engineering in the College of Engineering (COE) to house an existing group of faculty and staff who currently administer and deliver existing B.S., M.Engr., M.S., and Ph.D. degree programs in Biological Engineering.

Prior to the 2014-15 AY, the Department of Biological and Agricultural Engineering in the College of Agricultural and Life Sciences (CALS) contained three primary entities. These were: (1) agricultural research and extension faculty in southern Idaho, (2) faculty who served the B.S. degree program in Agricultural Systems Management (ASM), and (3) faculty and staff who administered and delivered the B.S., M.S., M.Engr., and Ph.D. degrees programs in Biological and Agricultural Engineering (BAE). For the latter engineering programs, the (COE) had academic responsibility while CALS had fiscal responsibility. As a recommendation of the UI’s Focus for the Future program prioritization process, entity (3) above, including the BAE degree programs, the 7 faculty and 4 staff positions, and the supporting resources that delivered these engineering degree programs, were moved to the COE. The goal of this move was to consolidate academic and fiscal management responsibilities into one college, the COE, and align all engineering degree programs within the COE, thereby better serving the students and industry of the region. The existing Department of Biological and Agricultural Engineering, with entities (1) and (2) above, remained in CALS.

The effective date for the creation of this department will be July 1, 2016.

2. List the objectives of the program. The objectives should address specific needs (industry) the program will meet. They should also identify the expected student learning outcomes and achievements. This question is not applicable to requests for discontinuance.

Growth in our understanding of biological systems and processes is unprecedented during the past decade. Our ability to engineer living systems to improve applications in agricultural, medicine, energy, and the environment is growing at a tremendous rate. Industry applications are in areas such as precision agriculture, healthcare technology, sustainable bioenergy, environmental remediation. The majority of the students who graduate from the current department have declared interests in Biological Systems Engineering and Environmental Engineering. The new department will continue to serve all of these students but the primary department emphasis will focus on the key areas of bioprocessing, bioenergy, and biomedical engineering. These areas will be addressed by re-targeting existing faculty and new hires to replace existing vacancies. The key areas are both areas of strong student interest.

3. Briefly describe how the institution will ensure the quality of the program (i.e., program review). Will the program require specialized accreditation (it is not necessary to address regional accreditation)? If so, please identify the agency and explain why you do or do not plan to seek accreditation. This question is not applicable to requests for discontinuance.

The existing B.S. degree program in Biological Engineering is accredited by the Accreditation Board for Engineering and Technology (ABET). ABET was informed of the change in the administrative home of the engineering degree program during the recently concluded program prioritization process and reaccreditation process. They agreed to continue their accreditation through the current review cycle (2019) with the assurance that university resources devoted to the program do not change. University administration has committed to this maintenance of resources. Administration of the degree programs with the current resources in the proposed department will provide the best option for the COE to increase enrollments and continuously improve the quality of the degree programs.
4. **List new courses that will be added to curriculum specific for this program.** Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. Creation of the proposed department is an administrative action to address the need created by the program prioritization process. No new courses or course changes are proposed in this NOI.

5. **Please provide the program completion requirements and attach to this proposal as Appendix A.**

This request is for creation of an academic department in the COE to house the existing faculty and staff who administer and deliver the existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs. No changes are proposed to the degree curriculum in this request.

| Credit hours required in major: | NA |
| Credit hours required in minor: | |
| Credit hours in institutional general education or core curriculum: | |
| Credit hours in required electives: | |
| **Total credit hours required for completion:** | |

6. **Identify similar programs offered within Idaho or in the region by other colleges/universities.**

No similar program is offered at any other Idaho university. Regionally, Utah State University has a Department of Biological Engineering and Washington State University has a Department of Biological Systems Engineering.

<table>
<thead>
<tr>
<th>Degrees/Certificates offered by school/college or program(s) within disciplinary area under review</th>
<th>Institution and Degree name</th>
<th>Level</th>
<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>CSI</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>CWI</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>EITC</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>ISU</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>LCSC</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>NIC</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>UI</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

7. **Describe the methodology for determining enrollment projections.** If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. This question is not applicable to requests for discontinuance.

Historical enrollment data are available from the Institutional Research office of the university.

**Enrollment and Graduates.** Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate
the number of graduates and graduation rates.
Not applicable-no new program implementation proposed. This request is for creation of an academic department in the COE to house the existing faculty and staff who administer and deliver the existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs.

The existing Biological Engineering degree program (formerly Biological and Agricultural Engineering) has 70-80 B.S. students and about 10 graduate students. We anticipate enrollment growth beyond these numbers based on anecdotal evidence from other schools that have made similar changes in program focus. One example is from Utah State University, whose enrollment increased over 50% in a five-year period from 2009-2013 after they made the same change (See Table Below).

### Utah State University

**COLLEGE OF ENGINEERING**

**DEPARTMENT OF BIOLOGICAL ENGINEERING**

#### MAJORS (FALL SEMESTER)

<table>
<thead>
<tr>
<th>Undergraduate Headcount</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Engineering</td>
<td>107</td>
<td>117</td>
<td>136</td>
<td>150</td>
<td>180</td>
</tr>
<tr>
<td>Biological &amp; Agricultural Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Biological Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Undergraduate</strong></td>
<td>107</td>
<td>117</td>
<td>136</td>
<td>150</td>
<td>180</td>
</tr>
<tr>
<td>Graduate Headcount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological Engineering</td>
<td>32</td>
<td>30</td>
<td>30</td>
<td>33</td>
<td>37</td>
</tr>
<tr>
<td>Irrigation Engineering</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Graduate</strong></td>
<td>42</td>
<td>30</td>
<td>30</td>
<td>33</td>
<td>37</td>
</tr>
<tr>
<td><strong>TOTAL MAJORS</strong></td>
<td>149</td>
<td>147</td>
<td>166</td>
<td>183</td>
<td>217</td>
</tr>
</tbody>
</table>

### Discontinuations

Using the chart below include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed discontinuation, last three years beginning with the current year and previous two years. Indicate how many students are currently enrolled in the program for the previous two years to include number of graduates and graduation rates.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
<th>Graduate Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Year 1</td>
<td>Year 2</td>
</tr>
<tr>
<td>BSU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CWI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EITC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISU</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCSC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UI</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Not Applicable. This table only relevant to programs proposed for discontinuation.
8. **Will this program reduce enrollments in other programs at your institution?** If so, please explain.

This request is for the creation of an academic department in the COE to house existing faculty and staff who administer and deliver existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs. Some fraction of students may come from Biological Science or other engineering programs at the UI. Historically, the major has drawn the largest percentage of its students from outside UI. We do not expect a significant change in students entering the major from other programs within UI.

9. **Provide verification of state workforce needs such as job titles requiring this degree.** Include State and National Department of Labor research on employment potential. *This question is not applicable to requests for discontinuance.*

This request is for the creation of an academic department in the COE to house existing faculty and staff who administer and deliver existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs. As a discipline, Biological Engineering is commonly used to designate four areas of engineering specialization: bioprocessing, biomedical, environmental, and agricultural. According to the U.S. Bureau of Labor Statistics, the growth rate for biomedical engineering is projected to be 27% from 2012 to 2022, which is much higher than average for other occupations. Environmental engineering jobs are predicted to grow by 15%, which is also faster than average. Agricultural engineering jobs are expected to increase 5%, which is slower than average. Separate statistics for bioprocessing are not given.

Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. *This question is not applicable to requests for discontinuance.*

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Verification of workforce requiring degree program Not Applicable-This NOI does not propose a new degree program.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a. Describe the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as **Appendix C.**

NA

b. Describe how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.

N/A

c. Is the program primarily intended to meet needs other than employment needs, if so, please provide a brief rationale.

N/A

10. **Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? Please describe.** *This question is not applicable to requests for discontinuance.*

Currently, some portion of nearly all of the COE’s engineering degree programs are made available to students at a distance. COE is planning that courses and potentially entire degree programs will be offered through Engineering Outreach, the College of Engineering’s Distance Education program provider. The number of courses and programs offered and the rate at which they are offered will depend on the market interest. Details of distance education delivery are being provided for the existing Biological Engineering degree programs through a separate process within COE and the
11. Describe how this request is consistent with the State Board of Education’s strategic plan and institution’s role and mission. This question is not applicable to requests for discontinuance.

This request is for the creation of an academic department in the COE to house existing faculty and staff who administer and deliver existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs.

12. Describe how this request fits with the institution’s vision and/or strategic plan. This question is not applicable to requests for discontinuance.

<table>
<thead>
<tr>
<th>Goals of Institution Strategic Mission</th>
<th>Proposed Program Plans to Achieve the Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA-degree programs already exist.</td>
<td></td>
</tr>
</tbody>
</table>

This request is for the creation of an academic department in the COE to house existing faculty and staff who administer and deliver existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs.

14. Is the proposed program in your institution’s Five-Year plan? Indicate below. This question is not applicable to requests for discontinuance.

Yes ____ No x ____

If not on your institution’s Five-Year plan, provide a justification for adding the program.

Not Applicable. This request does not propose a new program.

15. Explain how students are going to learn about this program and where students are going to be recruited from (i.e., within institution, out-of-state, internationally). For request to discontinue program, how will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

This request is for the creation of an academic department in the COE to house existing faculty and staff who administer and deliver existing undergraduate and graduate degree programs in Biological Engineering. These are existing, not new, degree programs. As a department in the COE, potential students will be recruited the same as other engineering students at the UI. COE recruitment has been successful and enrollments in the college have been growing over the past several years.

16. Program Resource Requirements. Using the Excel spreadsheet provided by the Office of the State Board of Education, provide a realistic estimate of costs needed for the overall program. This should only include the additional costs that will be incurred and not current costs. Include both the reallocation of existing resources and anticipated or requested new resources. Second and third year estimates should be in constant dollars. If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies). Provide an explanation of the fiscal impact of the proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

As a recommendation of the UI's Focus for the Future program prioritization process, the degree programs, including all positions and supporting resources that delivered these degree programs, were moved to the COE. The creation of this department creates an administrative structure for the degree programs within the college. The COE has academic responsibility for the degree programs and will continue to manage recruiting, advising, and program quality and accreditation. There are no new resources required to create this academic department for existing academic programs.
PROGRAM COMPONENT (Group B) OR NON-SUBSTANTIVE MINOR REQUEST FORM
Short Form

Instructions: Please use one form for each request/action. Clearly mark all changes using Track Change or strikethroughs for deletions and underlines for additions. Following the approval of the appropriate college curriculum committee, a single representative for the college will e-mail the completed form to the Office of the Provost and Executive Vice President, provost@uidaho.edu for approval and then submission to the Academic Publications Editor in the Registrar’s Office for review by the University Curriculum Committee (UCC).

Deadline: This form must be submitted to the Office of the Provost and Executive Vice President by December 15th for inclusion in the next available General Catalog and to be available for scheduling beginning with the next summer semester.

Submission Information
This section must be completed

<table>
<thead>
<tr>
<th>College:</th>
<th>CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>Music (Lionel Hampton School of Music)</td>
</tr>
<tr>
<td>Dept/Unit Approval Date:</td>
<td>10-15-15</td>
</tr>
<tr>
<td>College Approval Date:</td>
<td>10-27-15</td>
</tr>
<tr>
<td>CIP code (Consult Institutional Research):</td>
<td>50.1003</td>
</tr>
<tr>
<td>Primary Point of Contact (Name and Email):</td>
<td>Leonard Garrison <a href="mailto:leonardg@uidaho.edu">leonardg@uidaho.edu</a></td>
</tr>
</tbody>
</table>

Program Component Request
Leave blank if not adding, discontinuing, or modifying a program component which consists of option, emphasis, minor, academic certificate less than 30 credits, or teaching endorsement

Clearly mark all changes to existing program components by using Track Change or strikethroughs for deletions and underlines for additions.

<table>
<thead>
<tr>
<th>Create New:</th>
<th>X</th>
<th>Modify:</th>
<th>Discontinue:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Level:</td>
<td>Undergraduate Level:</td>
<td>Law Level:</td>
<td>Credit Requirement:</td>
</tr>
</tbody>
</table>

Option:

<table>
<thead>
<tr>
<th>Emphasis:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.) Arts Administration Emphasis</td>
</tr>
<tr>
<td>B.) Entrepreneurship Emphasis</td>
</tr>
<tr>
<td>C.) General Business Emphasis</td>
</tr>
</tbody>
</table>

Minor:

<table>
<thead>
<tr>
<th>Academic Certificate less than 30 credits:</th>
</tr>
</thead>
</table>

Teaching Endorsement (Major/Minor):
Overview of Program Component:
Provide a brief narrative description

The B.Mus. in Music Business previously did not feature specific Emphases, but the music faculty agrees that three new Emphases will serve students who have quite distinct interests and career paths (see below in Rationale).

Program Component Curriculum:
Required courses

| Ensemble Participation. An undergraduate music major must: (1) earn a minimum of eight credits in ensemble participation to be eligible for graduation and (2) enroll in an ensemble during each semester of full-time study. Various requirements are contained in the specific curricula. For curricular purposes, "major ensemble" is defined to mean MusA 116/316 Concert Choir - Vandaleers, 117/317 University Chorus, 119/319 Marching Band, 121/321 Concert Band, 122/322 Orchestra, or 120/320 Wind Ensemble. Other ensembles (listed in some curricula under "Chamber Music") consist of MusA 118/318 Jazz Choir, 315 Accompanying, 323 Jazz Ensemble, 365 Chamber Ensemble, and 160/380 Opera/Musical Theatre Studio. For students in the B.A. or B.S. in Applied Music or the B.Mus. in Music: Business, the following minimum requirements apply depending on the primary applied area of the student:

Orchestral Instrument: six credits in instrumental major ensemble and two additional credits in any instrumental ensemble.

Voice: six credits in vocal major ensemble and two additional credits in any vocal ensemble.

Keyboard: two credits in any major ensemble, four credits in MusA 315 Accompanying, and two credits in MusA 365 Chamber Ensemble.

Guitar: four credits in any major ensemble and four credits in MusA 365-02 Chamber Ensemble: Guitar Ensemble.

For students in the B.Mus. in Music: Business, the following minimum requirements apply depending on the primary applied area of the student:

Orchestral Instrument: four credits in instrumental major ensemble and four additional credits in any instrumental ensemble.

Voice: four credits in vocal major ensemble and four additional credits in any vocal ensemble.

Keyboard: two credits in any major ensemble, two credits in MusA 315 Accompanying, and four credits in a ensemble.

Guitar: four credits in any major ensemble and four credits in MusA 365-02 Chamber Ensemble: Guitar Ensemble.

Transfer students must have a minimum of four semesters of ensemble participation at UI, at least two of which must be in a major ensemble.

Music: Business (B.Mus.)
Required course work includes the university requirements (see regulation J-3) and:

| Acct 201 Introduction to Financial Accounting (3 cr) |
| Acct 202 Introduction to Managerial Accounting (3 cr) |
| Bus 301 Financial Management (3 cr) |
| Bus 311 Introduction to Management (3 cr) |
| Bus 321 Marketing (3 cr) |
| Comm 101 Fundamentals of Public Speaking (2 cr) |
| Econ 201 Principles of Macroeconomics (3 cr) |
| Econ 202 Principles of Microeconomics (3 cr) OR Econ 272 Foundations of Economic Analysis (4 cr) |
MusA 115 Studio Instruction (2 cr)
MusA 124 Studio Instruction (6 cr)
MusA 145 Piano Class for Music Majors/Minors (1 cr)
MusA 146 Piano Class for Music Majors/Minors (1 cr)
MusA 245 Piano Class for Music Majors/Minors (1 cr)
MusA 246 Piano Class for Music Majors/Minors (1 cr)
MusA 324 Studio Instruction (8 cr)
MusA 387 Conducting I (2 cr)
MusA 490 Half Recital (0 cr)
MusC 139 Aural Skills I (2 cr)
MusC 140 Aural Skills II (2 cr)
MusC 141 Theory of Music I (2 cr)
MusC 142 Theory of Music II (2 cr)
MusC 239 Aural Skills III (1 cr)
MusC 240 Aural Skills IV (1 cr)
MusC 241 Theory of Music III (3 cr)
MusC 242 Theory of Music IV (3 cr)
MusH 111 Introduction to Music Literature (3 cr)

**Three courses chosen from:**

- MusH 201 History of Rock and Roll (3 cr)
- MusH 321 Music in Western Civilization I (3 cr)
- MusH 322 Music in Western Civilization II (3 cr)
- MusH 323 Music in Western Civilization III (3 cr)
- MusH 330 History of Musical Theatre (3 cr)
- MusH 410 Studies in Jazz History (3 cr)

MusX 101 Orientation for Music Majors (0 cr)
MusX 140 Recital Attendance (seven semesters) (0 cr)
MusX 410 Current Topics in Music Bus (3 cr)
MusX 498 Internship (1 cr)
Stat 251 Statistical Methods (3 cr)

MusA ensemble (in eight different semesters) (see "Ensemble Participation" above for requirements) (8 cr)
MusC elective at the 300 or 400 level (2-3 cr)
MusH elective at the 400 level (2-3 cr)

In addition to the requirements above, music electives (0-2 6 cr) to reach a total of 64 60 credits in music.

**Two of the following courses (6 cr):**

- BLaw 265 Legal Environment of Business (3 cr)
- Bus 324 Consumer Behavior (3 cr)
- Bus 412 Human Resource Management (3 cr)
- Bus 413 Organizational Behavior (3 cr)
- Bus 427 Services Marketing (3 cr)

And one of the following emphases:

**A. Arts Administration Emphasis**
- Acct 201 Principles of Accounting (3 cr)
- Acct 202 Managerial Accounting (3 cr)
- Bus 301 Financial Management (3 cr)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 311</td>
<td>Introduction to Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 321</td>
<td>Marketing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Orgs 210</td>
<td>Introduction to Organizational Sciences</td>
<td>1 cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus 411</td>
<td>Acquiring Human Capital</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 417</td>
<td>Developing Human Capital</td>
<td>3 cr</td>
</tr>
<tr>
<td>Orgs 155</td>
<td>Financial Literacy</td>
<td>3 cr</td>
</tr>
<tr>
<td>Orgs 220</td>
<td>Budgeting for Small Organizations</td>
<td>1 cr</td>
</tr>
<tr>
<td>Orgs 221</td>
<td>Workplace Motivation</td>
<td>1 cr</td>
</tr>
<tr>
<td>Orgs 222</td>
<td>Workplace Soft Skills</td>
<td>1 cr</td>
</tr>
<tr>
<td>Orgs 305</td>
<td>Nonprofit Organizations</td>
<td>3 cr</td>
</tr>
<tr>
<td>Orgs 407</td>
<td>Advanced Nonprofit Organizations</td>
<td>3 cr</td>
</tr>
<tr>
<td>Orgs 415</td>
<td>Planning Professional Conferences and Events</td>
<td>3 cr</td>
</tr>
<tr>
<td>Psyc 441</td>
<td>Human Relations in the Workplace</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**B. Entrepreneurship Emphasis**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 201</td>
<td>Principles of Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>Acct 202</td>
<td>Managerial Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>Acct 482</td>
<td>Enterprise Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 301</td>
<td>Financial Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 311</td>
<td>Introduction to Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 321</td>
<td>Marketing</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 414</td>
<td>Entrepreneurship</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 415</td>
<td>New Venture Creation</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus 353</td>
<td>Application Development</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 378</td>
<td>Project Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 429</td>
<td>Vandal Solutions</td>
<td>1-6 cr, max 6</td>
</tr>
<tr>
<td>Bus 456</td>
<td>Quality Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**C. General Business Emphasis**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 201</td>
<td>Principles of Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>Acct 202</td>
<td>Managerial Accounting</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 190</td>
<td>Integrated Business and Value Creation</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 301</td>
<td>Financial Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 311</td>
<td>Introduction to Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 321</td>
<td>Marketing</td>
<td>3 cr</td>
</tr>
<tr>
<td>BLaw 265</td>
<td>Legal Environment of Business</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Upper Division Electives in Business (6 cr):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 353</td>
<td>Application Development</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 378</td>
<td>Project Management</td>
<td>3 cr</td>
</tr>
<tr>
<td>Bus 429</td>
<td>Vandal Solutions</td>
<td>1-6 cr, max 6</td>
</tr>
<tr>
<td>Bus 456</td>
<td>Quality Management</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

**Courses to total 128 credits for this degree**

Note: Students who wish to specialize in composition must: (1) take four credits of MusC 425 Composition as part of their upper-division theory music electives, and (2) substitute MusC 490, Recital, for MusA 490, Half Recital. Students whose primary instrument is voice must substitute MusX 283-MusX 284 Diction for Singers for either the MusC or MusH elective four credits of music electives.

**Name or Degree Change Only Requests**

Leave blank if not making a name and/or degree change. This section can be completed for changes to the name of: degree, major, minor, option, emphasis, certificate, teaching endorsement

<table>
<thead>
<tr>
<th>Current Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Name:</td>
<td></td>
</tr>
<tr>
<td>Current Degree:</td>
<td></td>
</tr>
</tbody>
</table>
Financial Impact
This section must be completed

<table>
<thead>
<tr>
<th>Greater than $250,000 per FY:</th>
<th>Less than $250,000 per FY:</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of financial impact:</td>
<td>We anticipate the new degree to be more popular than the current music business degree; thus, the revised degree will increase enrollment in music, accounting, business, economics, and ORGS courses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The new course, MUSX 410 Current Topics in Music Business, will be taught by a Shawn Copeland, currently teaching one section MUSH 101, which will be re-assigned to a Graduate TA or another faculty. MUSX 410 will feature many guest speakers, so the instructor’s role will be more to organize rather than to deliver original content.</td>
<td></td>
</tr>
</tbody>
</table>

Rationale and Assessment Information
This section must be completed

Rationale for approval of this request as appropriate; include an explanation of how the department will manage the added workload of the new program component and any relevant assessment information that applies, describe whether the program component, curriculum, and admission requirements remain the same, describe the rationale for a name change or degree designation change:

The proposal is a major revision of the BMus Music Business degree including the following changes:

• Reduce the total number of credits required from 128 to 120 credits;
• Integrate the music and business sides of the degree by creating a new course, MusX 410 Current Topics in Music Business (3 cr) and requiring an internship in Music;
• Make the music requirements in ensembles and music history more flexible;
• Change the business requirements to reflect current market conditions;
• Create three new Emphases—Arts Administration, Entrepreneurship, and General Business.

Many students have been initially attracted to past iterations of this degree, but few have completed it. Faculty in music and business have met multiple times over the past few years to develop a new curriculum that would appeal to a broader base of students, prove more practical in the current business climate, and integrate the music and business sides of the degree. The Arts Administration Emphasis specifically prepares students to follow a career in this field. The Entrepreneurship Emphasis encompasses the Entrepreneurship Academic Certificate that is offered by the Department of Business in cooperation with other units throughout campus. The General Business Emphasis prepares students for an MBA.

Our accrediting agency, the National Association of Schools of Music (NASM) recommends that BMus degrees in music business include a minimum of 50% of credits from music and at least 15% in an associated field (in this case, business). The proposed degree conforms to this recommendation.

Most undergraduate degrees at the University of Idaho have been reduced from 128 to 120 credits, so this change is in line with university norms. Representatives of NASM recommended reducing music degrees to 120 credits in their 2015 Visitors’ Report.

Music majors who have no background in piano would still need to take MusA 145 and 146 as preparation for MusA 245 and 246, but these two credits would count as music electives rather than specific degree requirements. Many music majors already have piano skills and are waived from MusA 145 and 146 as a result of placement tests.

Assessment for this degree will align with assessment tools and benchmarks that are in place for other music degrees including entrance auditions, upper division standing jury, recital auditions (capstone experience), senior exit surveys, and senior exit interviews.

Distance Education Availability
This section must be completed

To comply with the requirements of the Idaho State Board of Education (SBOE) and the Northwest Commission on Colleges and Universities (NWCCU) the University of Idaho must declare whether 50% or more of the curricular requirements of a program may be completed via distance education. **If the program component is to be offered via distance education, additional or different formwork may be required.** Contact provost@uidaho.edu for assistance.
The U.S. Department of Education defines distance education as follows:

Distance education means education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include--

1. The internet;
2. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
3. Audio conferencing; or
4. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

Can 50% or more of the curricular requirements of this program component be completed via distance education?  
Yes*  NoX

*If Yes, can 100% of the curricular requirements of this program component be completed via distance education?  
Yes  NoX

Geographical Area Availability

This section must be completed

Identify the geographical area(s) this program component can be completed in:

<table>
<thead>
<tr>
<th>Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Moscow</td>
<td>X</td>
</tr>
<tr>
<td>Coeur d'Alene</td>
<td></td>
</tr>
<tr>
<td>Boise</td>
<td>*</td>
</tr>
<tr>
<td>Idaho Falls</td>
<td>*</td>
</tr>
<tr>
<td>Other**</td>
<td>Location(s):</td>
</tr>
</tbody>
</table>

*Note: Programs offered in regions 3, 4, and/or 5 may require additional formwork from the State Board of Education. Contact the Office of the Provost and Executive Vice President for additional information.

**Note: If Other is selected identify the specific area(s) this program component will be offered.

Office of the Registrar Information

Implementation Effective Date: Summer 2016
Date Received by the Office of the Provost and Executive Vice President: 3/1/16
Date Received by UCC Secretary: 03/02/16
UCC Item Number: UCC-16-040A
UCC Approval Date: 03/07/2016  Vote Record: Unan
Faculty Senate Item Number: 03/07/2016  Vote Record: 
Faculty Senate Approval Date: 
General Policy Report Number or Faculty Meeting Date: 
Office of the President Approval Date: 
State Board of Education Approval/Acknowledgement Date: 
1640.20- UNIVERSITY BUDGET AND FINANCE COMMITTEE

A. FUNCTION. The function of the University Budget and Finance Committee is

A-1. To advise the president, provost and the vice president for finance on matters pertaining to operating and capital budgets. The Committee will periodically review policy matters regarding the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans, and deferred maintenance plans. [ed. 7-06, rev. 2-11, 7-15]

A-2. To be involved strategically in the university budget process. The Committee may help define the budget process and goals, and participate in university budget hearings and meetings. [rev. 7-15]

A-3. To initiate and/or respond to the study of budget and financial policies and issues. [rev. & ren. 7-15]

A-4. To provide periodic reports to Faculty Senate and Staff Affairs on matters pertaining to university finances and budgets. [ed. 7-09, ren. 7-15]

B. AGENDA. The agenda of each meeting will be set by the Chair of the committee in collaboration with the vice president for finance and/or the provost. The vice president for finance is the point of contact for the committee and is responsible for notifying the committee of relevant meetings dealing with university finances and budgets. The Senator in the second year, or designee, on the Budget and Finance Committee is responsible for reporting to the senate activities of the committee. [ed. 7-06, rev. 2-11, 7-15]

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 11-13 voting members plus 5 nonvoting members. The voting members will consist of seven faculty, four selected by Committee on Committee’s and three Senators elected from the Faculty Senate. Three staff members (except students) serving on three year staggered terms, and five nonvoting members as follows: five faculty (two four selected by Committee on Committees, three elected by Faculty Senate from among senators beginning their second year of service on the senate), three staff (not associated with the university financial or budget offices), three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) membership includes: Provost and Executive Vice President, Vice President for Finance, Budget Director, Director of Institutional Research and Assessment. [rev. 2-11, 7-15]

The committee's chair will be selected by the Committee on Committees from one of the five seven faculty members. A broad representation of faculty, staff and students across the various colleges of the university is expected. [ed. 7-09, rev. 2-11]
LEAVE POLICIES FOR ALL EMPLOYEES

PREAMBLE: This section describes the various kinds of leaves that are available for all UI employees. (See section 3720 for Sabbatical Leaves limited to faculty members.) This section and the following one were original parts of the 1979 Handbook. The most substantive changes since that time have been the addition (under Governor Andrus) and subsequent deletion (under Governor Batt) of service leave for children at school and changes to subsection L that reflect changes in federal regulations. In 2002 extensive changes were made to subsection K that reflected Regent policy and current practice. In 2008 extensive changes to this policy were approved following many years of committee work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change. In July 2010 a section R was added to address the Fiscal Year 2010 Furlough and in July 2011 section R was removed and a new policy, FSH 3450, was created to address employment actions such as temporary furloughs. Unless explicitly noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-05, rev. 7-98, 7-02, 2-08, 7-10, 7-11]

CONTENTS:
A. General
B. Annual Leave
C. Sick Leave
D. Holidays
E. Parenting Leave
F. Military Leave
G. Leave for Court Required Service and Voting
H. Leave for Campaigning for or Service in Public Office
I. Administrative Leave
J. Academic Transitional Leave
k. Terminal Leave
L. Shared Leave
M. Family Medical Leave
N. Servicemember Family and Medical Leave [add. 2-08]
O. Personal Leave
P. Extended Family Medical Leave
Q. Leave for Professional Improvement
R. Exceptions

A. GENERAL.

A-1. The university (hereinafter referred to as university) strives to offer leave programs that are both comprehensive and flexible to meet employee needs. Leave with or without pay is extended to employees under a variety of circumstances described below. Exceptions may be granted in special circumstances [R; APM 55.09, 55.07, 55.38; FSH 3120, 3720 and 6230] [ed. 2-08, 7-10]

A-2. The term “leave” refers to an employee’s absence from duty. Each leave type as contained in this policy discusses circumstances in which such an absence may be continued with pay when leave accruals are available or when leave is approved without pay. Certain types of leave may require or provide options to take one leave concurrent with another. For example, sick and annual leave may be taken or may be required to be taken concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse, your child, parent, brother, sister, grandparent, and these same relationships of a spouse, by marriage, adoption, or foster arrangement. An immediate family member may also include an individual who has assumed a similar relationship to those above, other than the relationship of spouse*, and for whom the employee or the individual has had financial
responsibility for the other. An immediate family member also may include any individual who is a qualified dependent under IRS regulations. The university reserves the right to request documentation establishing financial responsibility or qualifying status as an IRS dependent.

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty Senate, is unable to include domestic partnerships. [ed. 1-10]

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three (3) business days prior to re-employment with the university or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at least half time or greater.

b. Individuals who are employed at least half time or greater as temporary help (TH) and who are expected to complete five (5) months or more of continuous university service and are eligible to participate in the Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual and may not be taken in excess of 80 hours in a pay period. [rev. 7-15]

A-8. Leave may not be taken on an employee’s first day of employment. If an employee is unable to report for work on their specified first day of employment; employment will not begin until the first day that the employee reports for active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-weekly time reports and complying with the terms of leave policies, including, but not limited to:

a. completing application for leave and providing medical evidence and other requested information;

b. abiding by any and all return-to-work restrictions; and

c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve employment may be affected and/or the employee may be subject to disciplinary action, up to and including termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Employees who are exempt from overtime accrual or payments may be absent from work for approved periods of less than ½ work day without charge to sick or annual leave. Sick, annual or other paid time off must be charged in ½-day increments when ½ day of work or more is not performed, except when alternative work has been performed in conjunction with an approved flexible schedule.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.

A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement plan vesting (see your PERSI, IORP or federal retirement plan document for details) and earns annual and sick leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue during terminal leave [J], or in some circumstances during administrative leave [H-5]. An employee typically will not be given such credit for any periods of unpaid leave.
A-13. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 55.08. The Banner system and Human Resources records are the official university leave records. [ed. 7-10]

A-14. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than sick, annual and medical appointment leave discussed in this section. [APM 55.09] [ed. 7-10]

B. ANNUAL LEAVE.

B-1. Employees receive annual leave based on their classification of employment. [FSH 3080]

a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. [RGPP II.E.3; FSH 3080; APM 55.08 and 55.09] [ed. 7-10]

b. Faculty on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, accrue annual leave at the rate of 7.4 hours bi-weekly and may accumulate a maximum of 240 hours. [RGPP II.F.3, FSH 3080, APM 55.09] [ed. 7-10]

c. Faculty who hold academic-year appointments do not accrue annual leave. Their periods of obligation and leave are governed primarily by the academic calendar, subject to stipulation by the employee’s dean. [FSH 3120] [ed. 7-10]

B-2. Annual leave for classified and exempt appointment of less than 100% full-time, but equal to or greater than half-time, is accrued based on hours worked and at a rate based on the employee’s classification [B-1]. No annual leave is accrued for less than half-time service.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of 0.462 times hours worked within each bi-week, however leave is not earned until the benefit qualification period has been satisfied.

Annual leave for qualified temporary employees accrues, but is not earned until the employee has worked at least 20 hours per week and for a period of at least five (5) months (the benefit qualification period). Approval to use accrued, but unearned annual leave may be approved by the employee’s supervisor under special circumstances. However, in the event that accrued annual leave is taken before it is earned and the employee also voluntarily separates or is terminated for cause before annual leave is earned, the value of unearned annual leave taken will be withheld from pay, other earning or payments or must otherwise be repaid to university.

Leave Accrual Example:
Annual leave accrues based only on hours worked.
62 hours worked times .0462 results in 2.90 hours of accrual and may accumulate to a maximum of 192 hours.

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on only hours worked. There is no overtime accrual based on annual leave, sick leave, compensatory time, holidays or any other paid time off.
B-6. Annual leave continues to accrue while on any paid leave, except that annual leave does not accrue on hours of compensatory time used; during terminal leave [K]; during academic transitional leave [J] or for temporary employees who accrue annual leave based only on hours worked.

B-7. At the employee’s option, accrued annual leave may be used during any approved leave that could otherwise be taken as sick leave. [RGPP II.1.2.b.]

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor’s written approval. Both the employee’s vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 55.09].

   a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

   b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave with approval from his/her supervisor. Documentation to support the use of sick leave may be required.

B-9. Leave balances are paid to employees upon separation (i.e. resignation, retirement layoff, non-renewal, termination) from all State of Idaho employment [IC 67-5334]. Leave balances are transferred from the university to other State of Idaho employers when the university employment ends and a new position is accepted with any State of Idaho employer when there is no break in state service [A-5]. However, the university reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation.

Employees separating upon the expiration or termination of a grant will be required to use annual leave before the last day of employment.

In the event of an employee’s death, payment is made to his or her estate.

The effective date of the employee’s separation is the last day on which he or she reports to work for the university, unless the Assistant Vice President (AVP) for Human Resources or designee has approved a written request for alternative termination arrangements that are in the best interests of the university.

A termination extended through the use of accrued annual leave must be approved in advance, in writing, by the AVP for Human Resources or designee and unit administrator and shall be treated as terminal leave. [J and APM 50.20]

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources, or designee.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the university.

B-12. Eligibility requirements for annual leave for temporary help (TH) can be found in FSH 3090.
C. SICK LEAVE.

C-1. Employees that work at least 40 hours in a bi-weekly pay period for at least five (5) consecutive months accrue sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service. [FSH 3090 C]

C-2. Sick leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .0462 for each hour worked.

C-3. Sick-leave may be accumulated without limit.

C-4. Sick leave cannot be taken in advance of accrual. If, at the end of a bi-weekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to compensatory time first, if available, and then to annual leave. If there is no leave accumulation, time will be unpaid.

C-5. Sick leave continues to accrue while on any paid leave, except for hours of compensatory time used; during terminal leave; and/or during academic transitional leave.

C-6. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

C-7. Sick leave may be taken only as follows:

   a. Illness of Employee. An employee’s own illness that prevents the employee from performing his or her assigned duties, or in the event of exposure to contagious disease if, in the opinion of responsible authority, the health of others would be jeopardized in the work place.

   b. Illness of an Immediate Family Member. When the illness or injury of an immediately family member as defined in [A-3] of this policy requires the attendance of another, the employee may use his or her own available sick leave.

   c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in [A-3] of this policy, up to fifteen (15) days of sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and the AVP for Human Resources or designee may approve an extension of leave for up to a total of thirty (30) days of sick leave.

   d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in [A-3] of this policy is limited to a maximum of five (5) days of sick leave immediately following the event.

   e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided satisfactory arrangements have been made with the employee’s supervisor. If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month-to-month.

   f. Parenting/Adoption. All employees are entitled to use sick leave for parenting/adoption and follow the same leave use and benefits as described under E. Parenting Leave. Only one employee in a family is eligible to take parental leave at one time. Regardless of Family Medical Leave Act (FMLA) eligibility requirements, see FSH 3860. In the initial probationary period for new hires, the leave is suspended until such time that the employee returns to work, see FSH 3860.
C-8. Attendance at work is a job requirement for all positions at the university. Excessive absenteeism can affect job performance. Supervisors have the right to set attendance standards and require medical evidence to support absences that exceed these standards. Absences that occur during an approved family medical leave [L] are exempt from these requirements.

C-9. The federal Family Medical Leave Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The university may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee’s own illness, work-related injuries, or an illness of a family member is covered by FML. In these circumstances, sick leave must be used before unpaid FML is taken [L-2].

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence [L-4] and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the university may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five (5) consecutive workdays or longer by providing the employee with an absence questionnaire and FML application. A failure to comply with a request to complete the absence questionnaire and/or the FML application (if applicable) may result in absence without pay and/or disciplinary action, up to and including dismissal from employment as provided in relevant university policies [FSH 3910, 3920 and 3930].

C-11. Employees transferring without a break in service from a qualified Idaho state agency or from the university to another state agency will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the university. If an employee returns to state service or to the university within three (3) years after separation, sick leave forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the university may not be entitled to reinstatement of sick leave balances. In this instance, only the unused portion of sick leave that was converted at the time of retirement [C-13 and FSH 3730 C] to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the university.

D. HOLIDAYS.

D-1. The university is closed at least eleven (11) holidays each fiscal year. [3460 F-2]

D-2. Board-appointed employees [FSH 3080] and temporary help employees participating in PERSI [FSH 3090] are eligible to receive holiday pay. [ed. 2-08]

D-3. Benefit-eligible employees [A-6.a.] who are employed full time (87.5 percent or greater) receive holiday pay based on eight (8) hours for each holiday. An employee who works a compressed work schedule to include more than eight (8) hours each day, such as four (4) ten-hour workdays in one week, will still receive only eight (8) hours of holiday pay. With supervisor approval, the employee may make up the difference between their regular hours of work and the holiday pay for that day (two [2] hours in this example) through a flexible work schedule within the same work week [FSH 3460], or may use accrued compensatory time or annual leave, or take the time as unpaid.
E-1. Employees who meet FMLA eligibility requirements (see FSH 3710 M-3) are entitled to 16-24 weeks of job protected leave with continuation of group health insurance coverage within 12 months of the birth, adoption, or foster placement of a son or daughter. All Parenting Leave allowed under this Section E is considered Family Medical Leave.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable" of self-care because of a mental or physical disability at the time of the FMLA leave request.

E-2. If both parents are employees of the university each is entitled to take the same amount of parenting leave as allowed for a single employee. However employees are entitled to parenting leave of 16 weeks if both parents are employed by the same university.

E-3. Employees can choose to use a combination of accrued paid leave or unpaid leave. However, employees must first use accrued sick leave (see FSH 3710 M-2) and any accrued annual leave or compensatory time they have in excess of 80 hours before going on leave without pay. The remainder of the job protected leave will be unpaid, unless the employee chooses to use a combination of accrued annual leave, or compensatory time.

E-45. Employees are encouraged to familiarize themselves with FMLA guidelines before requesting or granting Parenting Leave. “Fact Sheets” that explain FMLA (numbers 28 through 28M) may be found on the United States Department of Labor Wage and Hour Division website. The Parenting Leave described in this section E is intended to encompass the University’s obligation to provide Family Medical Leave under the federal Family Medical Leave Act for the birth or placement of a son or daughter for foster care or adoption as described in sub-sections M-1.a and M-1.b of this policy. Parenting Leave under this Section E. may exceed the requirements and benefits for the Family Medical Leave described under sub-sections M-1.a and M-1.b of this policy, but Parenting Leave must, at a minimum, comply with the requirements of the Family Medical Leave Act as set out in Section M of this policy.

E-65. Leave may not be used for both foster care and adoption consecutively if foster placement leads to that adoption of the son or daughter.
Alternate or reduced work schedules are addressed in FSH 3710 M-13 b.

See FSH 3710 R-1 for exceptions to University leave policies.

F. MILITARY LEAVE. [ren. 7-15]

F-1. Faculty and staff, regardless of whether or not they hold a fiscal-year or academic-year appointment are eligible for leave of up to fifteen (15) working days in a twelve (12) month period for active duty or military training. Leave for State of Idaho military duty or training is limited to fifteen (15) days within a calendar year. Employees who are in board-appointed positions [FSH 3080] are eligible for paid military leave. When called to active duty or training, the university will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. This is accomplished by full pay during an approved military leave. The employee must provide documentation of military pay received during leave, within ninety (90) days of return from leave or upon earlier job separation. The employee is required to repay to the university any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their military pay will exceed their university pay. Annual and sick leave credit towards length of service for retirement plan, and other vesting will continue to accrue during the fifteen (15) working days of military leave and eligibility for employee health benefits will continue whether military leave is requested with or without pay. An employee at their own option may instead request annual leave on the same basis as any other vacation or other time off and if approved, may use annual leave and retain full military pay. [APM 55.09 and 55.38] [ed. 7-10]

F-2. Any employee who is called to active duty and/or is required to serve more than fifteen (15) working days is eligible for up to five (5) years of military leave. Eligibility for employee health coverage will continue at a minimum through the first thirty (30) calendar days of service while on an approved military leave. The employee will be required to pay the employee share of the health care costs, as well as the costs for his/her dependents.

F-3. An employee may use annual leave and/or accrued compensatory time for military service and continue to receive pay and benefits before commencement of military leave.

F-4. Military leave beyond the first fifteen (15) working days is generally granted without pay and benefits. Health care coverage will end for the individual who is called to active duty after the first thirty (30) days of service. However, coverage for his/her dependents may continue for up to an additional six (6) months, provided that the employee has made arrangements with Benefit Services to pay the full cost of coverage, on at least a monthly basis. In this instance, any other coverage provided by U.S. military programs will be primary.

F-5. When on military leave or when his/her dependents are not eligible for coverage elsewhere, the employee or his/her dependents, individually as a family, may be eligible to continue health care coverage through COBRA.

F-6. An employee may elect to continue group life insurance benefits in effect for the employee or his/her dependents on the date the employee is called to active duty for a maximum period of thirty (30) days. However, the employee must self-pay the full cost, based on rates and eligibility rules afforded to others who are actively at work. Benefits from these programs generally exclude losses resulting from participation in a military organization or from an act of war. An employee may also have the right to life insurance portability or conversion to an individual life insurance policy following termination of benefits in the group plan.

F-7. Upon reinstatement, the employee’s health plan will resume as if their employment had not been interrupted.

F-8. In accordance with state and federal law, an employee upon return will be reinstated to his/her former position or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable discharge and within five (5) years from departure date from the university.

a. In some situations, re-employment may not be possible, such as when there has been a significant change in circumstances, if re-employment would impose an undue hardship on the university or department, or if the
person’s employment was temporary in nature, such as positions that are grant-funded for a specific duration and/or temporary help (TH) positions.

1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted position, the university will make reasonable efforts to refresh or update these skills unless such efforts would create undue hardship for the university.

2. When an employee with a service-related disability is not qualified to perform the essential functions of his/her job after the university has made reasonable efforts to accommodate the disability, the employee may be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the university with written timely notification of intent to return to their position. The university may require documentation that the person’s application for reemployment is timely and that the person’s discharge from uniformed services was under honorable conditions. University procedures will follow the applicable state and federal law, including but not limited to the Uniformed Services Employment & Reemployment Rights Act (USERRA), 38 U.S.C. 4301-4333, enforced by Department of Labor’s Veterans’ Employment & Training Services (VETS) (www.dol.gov/vets.)

F-9. Retirement benefit contributions are suspended while the employee is on unpaid military leave. Upon reinstatement after military leave, reenrollment in the retirement plan will be immediate.

a. Credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during an approved military leave. Such contributions must be paid into the plan within a period not to exceed three (3) times the length of the military leave, up to a maximum of five (5) years.

c. The university will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive university service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] during the fifteen (15) days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] for any unpaid military leave.

F-10. The university will not discharge an employee without cause, as that term is defined by federal USERRA regulations, who is reinstated under the provisions of the USERRA and has served thirty-one (31) to one hundred and eighty (180) days without cause for six (6) months following reinstatement. If the length of military service was more than one hundred and eighty (180) days, but less than five (5) years, the employee will not be discharged without cause for one (1) year following reinstatement.

E-11. This policy is intended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or Act will prevail.

G. LEAVE FOR COURT REQUIRED SERVICE AND VOTING. [rem. 7-15]

G-1. Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave. Benefit-eligible employees will be granted leave with pay, except as provided below in F-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGPP II.15.a.2; APM 55.09] [ed. 7-10]

G-2. An employee must request annual leave or personal leave without pay for the following:
a. appearing as a party in a non-job-related proceeding involving the employee;

b. appearing as an expert witness when the employee is compensated for such appearance; or

c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGPP II.1.5.a.]

G-3. Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.

H. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE. [ren. 7-15]

H-1. The president approves requests for leaves of absence for the purpose of campaigning for or serving in public office [RGPP II.1.5.c.]. See FSH 6230 E for provisions concerning leave for campaigning and serving in public office.

H-2. It is the Board of Regent’s intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Any leave for serving as a member of the Idaho State Legislature will be unpaid when the Legislature is in session [RGPP II.1.5.c.2.]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

I. ADMINISTRATIVE LEAVE. [ren. 7-15]

I-1. Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (Terminal leave (J) and academic transitional leave (I) are not considered administrative leave.)

I-2. At the discretion of the president or his/her designee, an employee may be granted administrative leave when the state or the university will benefit as a result of such leave. [RGPP II.1.5.d, 3470 B] [ed. 7-10]

I-3. Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees’ Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

I-4. With the approval of the president or designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue), if approved in advance by Human Resources. The President’s Office or Provost’s Office, as appropriate must be notified.

I-5. In all cases involving administrative leave with a duration that is more than one bi-week, an electronic personnel action form (EPAF) must be processed. When leave is less than one full bi-week, hours attributed to administrative leave shall be coded as “ADL” on the time/leave record and in the payroll system.

I-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular university business hours in the event that the employee’s services are required or he/she is otherwise requested to return to work.

I-7. Under certain circumstances, the university may require the use of accrued annual leave and/or compensatory time.
J. ACADEMIC TRANSITIONAL LEAVE. [ren. 7-15]

J-1. Academic transitional leave may apply when an academic administrator steps down from his/her administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the university, must be approved by the provost, and approved by the president or designee.

J-2. There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that are not used, will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources or designee.

K. TERMINAL LEAVE. [ren. 7-15]

K-1. Terminal leave is paid leave received by a terminating employee in lieu of wages at the employer's discretion. An example of terminal leave is leave paid to an employee who is not completing the term of his/her contract at the request of the employer. Sick and annual leave is not accrued during the terminal leave period. Time toward length of service for retirement vesting and eligibility for university retiree health benefits [FSH 3730] will continue. The duration of terminal leave is determined at the discretion of the university.

K-2. During terminal leave, health benefits continue for an employee and his/her covered family members on the same basis as employees of the same classification who are actively at work. The employee’s share of all health care contributions, including employee and dependent medical/dental, supplemental life, and/or any other costs of coverage, will be withheld from the employee’s pay. Upon separation from employment, the employee and/or his/her covered family members, as a family or individually, may have rights to medical/dental coverage through COBRA.

K-3. The university may require the use of accrued annual leave and/or compensatory time during the terminal leave period or may pay out some or all accrued, but unused balances at the time of termination.

L. SHARED LEAVE. [ren. 7-15]

L-1. University employees who earn annual leave may donate annual leave hours to shared leave. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. See FSH 3710 L-5 below and APM 55.07 C-3 for conversion of donated leave to shared leave. [ed. 7-10, rev. 7-15]

L-2. Eligibility. Benefit eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave. [rev. 7-15]

a. Qualifying Events. If any benefit-eligible employee [A-6. a.] who has a health condition [L-2.a.1] or whose immediate family member [A-3] has such a condition and the employee is required to take time away from work, and has exhausted all leave, the employee may apply for shared leave when time away from work is a qualified absence as described below (L-2.a.1) but will not be compensated by paid leave or wage replacement programs such as disability and workers’ compensation benefits.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the university, and qualify as a serious health condition as defined by family medical leave [M] to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.
2. An applicant for shared leave who has used his or her own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave typically is not eligible for leave from the shared leave pool. Under extraordinary circumstances, such an applicant may request an exception to receive shared leave from directed donations. [ren. 7-15]

3. Shared leave that is donated from the shared leave pool is intended for use by employees who intend to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of the program and does not intend to return to work may apply for shared leave; however, shared leave in this instance is available only from donations directed specifically to that one recipient. [ren. 7-15]

b. Prerequisites. An employee must have used all other available leave such as sick leave, annual leave, and compensatory time to qualify as a recipient of shared leave.

c. Disability Income. To be eligible for shared leave for the employee’s own medical condition, employees must first apply for wage replacement benefits that may be available through workers’ compensation or disability coverage. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible employee may use shared leave while satisfying the waiting period or after exceeding maximum disability periods for income replacement programs.

L-3. Donating Shared Leave.

a. Employees who have an accrued annual leave balance may donate to shared leave regardless of their funding salary source. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated directly to a specific shared leave recipient. [rev. 7-15]

b. Shared leave donations are restricted to direct donation when the donor’s annual leave balance is less than forty (40) hours from the maximum leave accumulation limit. In this instance only, the amount of leave actually used by the recipient will be deducted from the donor’s account before any balance is taken from the shared leave pool. Donated leave not used by the recipient will be returned to the donor’s account or forfeited if the maximum accrual has been reached. Donors can choose to designate any unused direct donations to be added to the general shared leave pool. [ed. 7-11]

c. Leave donations made for a specific individual will be drawn from donors’ accounts based on a first-received basis. The first donation request received by Benefit Services will be processed before a second donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be drawn from the donor’s annual leave account as the time is transferred and used by the recipient. No leave donation in excess of the recipient’s shared leave needs will be taken, unless contributions to the shared leave pool also have been authorized, except as noted above in section b., when donations to the shared pool are restricted.

d. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

e. Shared leave donations may not cause the donor’s annual leave balance to fall below forty (40) hours at the time the donation is processed, unless the donor is terminating active employment from the University. Donors should be aware that any shared leave not used by the intended recipient will be returned to the Shared Leave Pool, not returned to the donor(s). [rev. 7-15]

L-4. Shared Leave Benefits.

a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave within a rolling twelve (12) month period. Shared leave hours that are granted will be reflective of the employee’s regular percentage of appointment.

b. Shared leave requests are reviewed and granted by the Director of Benefit Services or designee in accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request
Section 3710: Leave Policies for All Employees

L-5. Funding and Conversion.

a. Donation Conversion. Hours of donated shared leave are multiplied by the hourly rate of the donor; that amount is recorded as a deposit to the shared leave pool or the directed recipient’s account and subtracted as hours from the donor’s annual leave balance.

b. Recipients Conversion. The recipient’s hours of shared leave need is multiplied by the recipient’s hourly rate and subtracted from the shared leave pool.

Sick leave is a liability that is funded only through base salary. Funding for a full year of base salary is provided for most positions. If an employee is absent without pay the department typically has received funding for the duration of the employee’s full appointment and would achieve salary savings as a result. The only exceptions would apply to those working from certain special funding sources or who hire a temporary replacement during the period of unpaid leave. Consequently, the department of the employee who will receive shared leave is responsible for funding the pay its employee will receive during leave from shared leave donations.

c. Donors may donate annual leave regardless of their salary-funding source. The department or sponsored research project gains the hours the employee would have taken for annual leave when their employee makes a donation.

M. FAMILY MEDICAL LEAVE. [ren. 7-15]

M-1. Family medical leave may be requested by an eligible employee for the following reasons:

a. the birth of a son or daughter of the employee and/or in order to care for such son or daughter; [rev. 7-15]

b. the placement of a son or daughter with the employee for adoption or foster care; [rev. 7-15]

c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [M-5] of this policy;

d. because of the employee’s own serious health condition [M-5]; or

e. to serve as a human organ or bone marrow donor.

The entitlement to leave under subparagraphs (a) and (b) of this section M-1 for a birth or placement of a son or daughter is encompassed in the Parenting Leave described in Section E, of this policy. All leave taken under Section E. Parenting Leave shall be considered Family Medical Leave [add. 7-15].

M-2. Family medical leave and/or servicemember family medical leave is leave without pay. However, when the absence also qualifies for the use of sick leave, if available, sick leave must be used first in conjunction with family medical leave before any period of unpaid absence. Once sick leave has been exhausted or when the type of absence does not qualify for the use of sick leave, the entire absence or remainder of the approved family medical leave will be unpaid. However, if an employee has more than 80 hours of accumulated annual leave or compensatory time, they must use these hours first before going on leave without pay, unless the employee may choose to use any combination of compensatory time or annual leave, or shared leave (if eligible; L-5) before going on leave without pay to reduce their total balance to 80 hours. [rev. 2-08]

M-3. Eligibility. If the employee has been employed by the university for a minimum of twelve (12) months and has worked at least 1250 hours during the previous twelve (12) month period prior to the requested leave, the employee is...
M-4. Length of Leave. A maximum of up to twelve (12) weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling twelve (12) month period. Eligible part-time employees may be granted up to twelve (12) working weeks of leave or a total number of hours consistent with their regular work schedule within a twelve (12) week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the university to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis. [rev. 7-15]

M-5. Definitions. [rev. 7-15]

a. “Serious health condition” is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such in-patient care; continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three (3) consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two (2) or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or
2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer’s, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

M-6. Health benefits continue during family medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid. The employee’s share of cost for health coverage is the amount that is typically payroll-deducted for the employee’s own coverage and/or coverage for his/her dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave.

M-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

M-8. If there are reasonable circumstances to support that an employee’s absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

M-9. When the need for family medical leave is foreseeable, an employee must request an application for family medical leave at least thirty (30) days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, employees must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an
employee may not claim an absence as a qualified family medical leave event unless done so within the first two (2) days of return from an absence.

**M-10.** When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee’s intermittent or reduced leave schedule.

**M-11.** Employees on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require an employee to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before an employee absent due to his or her own serious health condition may return to work.

**M-12.** Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

**M-13.** Family medical leave requests for parenting must be approved in advance and completed within twelve (12) months of the birth, adoption, or foster care placement of a child.

- a. Shared leave (if granted) may be used for the disability period related to childbirth. [rev. 7-15]
- b. Intermittent leave or reduced work schedule requests for parenting may not be granted, or may be cancelled by the university with thirty (30) days written notice, based on business needs of the university.

**M-14.** Family medical leave taken by two (2) university employees to care for a family member who has a serious health condition consists of a maximum twelve (12) weeks of leave for each employee. Family medical leave for parenting is addressed in FSH 3710 E. [rev. 7-15]

**M-15.** If the university obtains information from a credible source, such as the workers’ compensation authority, disability carrier, or a medical practitioner, that alters, changes, casts doubt, or fails to support continued leave or the leave application, the university has the right to:

- a. revoke leave;
- b. not grant leave;
- c. require new evidence to support the leave request;
- d. require the employee to return to work if the leave is not substantiated; and/or
- e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

**M-16.** Upon return from family medical leave, employees will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by the AVP for Human Resources or designee. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.

**M-17.** Family medical leave is not intended for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least thirty (30) days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage.
provided by the university during any portion of family medical leave. If the university is notified that the employee does not intend to return to work, the family medical leave period will terminate immediately and the employee will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position. The employee is responsible for contacting Employment Services to arrange for an exit interview.

N. SERVICEMEMBER FAMILY AND MEDICAL LEAVE. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for covered family member’s service in the Armed Forces (Servicemember Family and Medical Leave) in two instances. This section of the policy supplements the above family medical leave policy and provides general notice of employee rights to such leave. Except as stated below, an employee’s rights and obligations to servicemember family and medical leave are governed by the general family medical leave policy. [add. 2-08, ren. 7-15]

N-1. Definitions: The following definitions are applicable to this section of the policy.

a. “Eligible employee” is a spouse, son, daughter, parent, or for purposes of caring for a family member, the next of kin of a covered family member.
b. “Next of kin” is the nearest blood relative of a family member who is in the Armed Forces.
c. “Covered family member” means any family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, regardless of where stationed and regardless of combative activities.

N-2. Leave Entitlement: Eligible employees are entitled to take servicemember family and medical leave for any one, or for a combination of the following reasons:

a. Any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a “contingency operation,” and/or
b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the covered family member medically unfit to perform duties of the family member’s office, grade, rank or rating.

N-3. Duration of servicemember family and medical leave:

a. When leave is due to a qualifying exigency: an eligible employee may take up to 12 work weeks of leave during any 12-month period.
b. When leave is to care for a covered family member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the covered family member. Leave to care for a covered family member, when combined with other qualifying family medical leave may not exceed 26 weeks in a single 12-month period.
c. Concurrent leave: servicemember family and medical leave runs concurrent with other leave entitlements provided under federal, state and local law.

O. PERSONAL LEAVE. [ren. 2-08, 7-15]

O-1. Any employee not covered by another university leave type within this policy may request a personal leave of absence.

O-2. Personal leave is leave without pay and without benefits. However, the supervisor may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available. Personal leave may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an
exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 55.38] [ed. 7-10]

O-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

O-4. All requests for personal leave must be made to the supervisor in writing. A leave of three (3) working days or less can be approved by the supervisor and are recorded by the timekeeper on the employee’s time record as LWB. The president or his/her designee (i.e., provost) must approve a personal leave which exceeds three (3) working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit administrator, based on the business needs of the university.

O-5. The president or designee (i.e. provost) may grant personal leave without pay with or without benefits for a period of up to one (1) calendar year, with extensions not to exceed a total of three (3) successive calendar years [RGPP II.I.5.c.1]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits and the effect that granting it will have on the employee’s unit or program.

O-6. When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

O-7. During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

O-8. An employee who has received approval from the president or his/her designee for a personal leave without pay without paid benefits may continue to contribute toward and receive the benefits of the institution’s insurance and retirement programs, if the laws, rules, regulations, policies and procedures governing the administration of such insurance and retirement programs permit. [RGPP II.I.5.c.3]. Employees should consult Benefits Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 55.09 and 55.38] [ed. 7-10]

O-9. Employees who are granted a personal leave of absence without pay are responsible for making arrangements with Benefit Services, before the leave begins, for the continuation or discontinuation of benefits. Also, they should call Benefit Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 55.38] [ed. 7-10]

O-10. Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours.

P. EXTENDED FAMILY MEDICAL LEAVE. [ren. 2-08, 7-15]

P-1. Extended family medical leave (EFML) extends job protection and health benefits beyond the expiration of family medical leave. EFML is intended for the following:

a. Individuals who plan to return to work and have a prognosis to support return to work with assumption of full duties and responsibilities of their position, with or without reasonable accommodation, within a total absence period of no more than twelve (12) consecutive months; or

b. Individuals who do not have an acceptable prognosis to return to work, but whose absence qualifies for the use of sick leave and who have an unused sick leave balance upon the expiration of family medical leave.
P-2. EFML and other options for an employee’s return to work following an approved family medical leave must be coordinated through Benefit Services, approved by the supervisor, and are granted at the discretion of the university, but are not guaranteed. EFML may not exceed nine (9) consecutive months. [ed. 2-08]

P-3. Acceptable medical certification and/or other documentation to support a prognosis for return to work must accompany all requests for EFML. If acceptable medical certification and/or other documentation are not provided, notice of contemplated job action to separate the employee from employment at the expiration of family medical leave may be served upon the employee if all sick leave has been exhausted.

P-4. If there is not a prognosis to return to work as defined above [O-1], notice of contemplated action for job separation will be issued. However, if the employee has a remaining sick leave balance and his/her condition qualifies for the use of sick leave, employment and EFML leave will be extended through the earlier of:

a. the date in which all sick leave will be exhausted; or
b. expiration of six (6) months of accumulated leave, measured from the date in which leave was first granted for the same condition.

All sick leave is forfeited upon separation from employment, except as provided in O-6, or as provided in (Idaho State Code 53-4001) rights to reinstate sick leave upon return to work for any State of Idaho agency. [ed. 2-08]

P-5. Sick and all other available paid leave must be used concurrently with and taken first before any period on unpaid leave during EFML. EFML is leave with benefits but without pay, unless accrued sick or annual leave or compensatory time is used.

P-6. An employee with a sick leave balance who separates from employment upon the expiration of EFML and qualifies as a disabled retiree, or as a retiree eligible for any tier of university retiree medical coverage that requires retiree cost sharing, may convert a predetermined amount of the unused sick leave to pay for the retiree’s share of the cost for their own university medical coverage. [FSH 3730]

P-7. Health benefits will continue during an approved EFML in the same manner afforded to any employee of the same classification who is actively at work.

a. The employee must make arrangements to self-pay his/her share of employee and dependent benefit costs during any portion of EFML that is unpaid.

b. Sick leave, annual leave, holiday pay and credited service hours toward vesting of annual leave accruals and retirement are not continued during any portion of leave that is unpaid.

c. Short and/or long-term disability wage replacement payments and/or actively at work provisions for death and other benefits provisions within PERSI and similar contracts refers to an employee being actively at work (employed and not on leave) on the date in which the disability has first begun. An employee whose condition began before taking a leave of absence and who has qualified or met the conditions in accordance with provisions set by the carrier will continue to receive benefits and/or remain eligible for such benefits during Extended Family Medical Leave, and/or upon separation from employment if unable to return to work. [Refer to Disability and Retirement Plan Handbooks www.hr.uidaho.edu/benefits]

P-8. Employees who have been granted EFML are required to provide documentation to support progressive medical improvement. Medical certification and other documentation may include temporary restrictions of duties and/or periods of part-time work. However, restrictions of job duties and/or part-time work restrictions must be approved by Human Resources and the hiring authority, and must intend and attempt to phase an employee back to work to a level of full assumption of job duties, with or without reasonable accommodation.

P-9. During EFML, the university may require reasonable periodic re-certification and updates regarding the employee’s medical condition, prognosis for improvement, and fitness for duty. A release to return-to-work
from the health care provider is required before an employee may return to work. The university, at its own expense, may require medical pre-screening for return to work in a position that includes pre-employment medical pre-screening to ensure the safety and fitness for prescribed job duties before an employee is allowed to return to work with or without restriction of job duty.

P-10. When an employee’s own medical condition or restriction is expected to be chronic, or when the condition fails to progressively improve, notice of contemplated action and job separation or accommodation of disability under ADA should be explored.

P-11. If at the expiration of the EFML period the employee is still unable to perform the essential duties of his/her position with or without reasonable accommodation, the university has the right to separate any employee from employment and/or to end EFML and begin job separation when the medical prognosis ceases to support a return to work within EFML limits. [FSH 3910, 3920 and 3930]

Q. LEAVE FOR PROFESSIONAL IMPROVEMENT. [ren. 2-08, 7-15]

Q-1. Leave for professional improvement is paid leave with benefits for the purpose of participating in professional development programs or experiences for an extended period of more than two (2) weeks to attain or enhance a skill set that will result in a mutual benefit to the both the university and the employee.

Q-2. Members of the faculty who hold the rank of instructor or above, exempt employees, and classified staff are encouraged to participate in programs of professional improvement. (Tenured faculty may also be eligible for sabbatical leave and should refer to FSH 3720.) Generally, on the recommendation of an applicant’s administrative supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave may be granted under the following conditions (individual departments may have additional requirements and restrictions):

a. To participate in this plan, the faculty or staff member must have completed four (4) years of service before the time the leave is to begin.

b. Generally, at least two (2) years of service must intervene between a sabbatical leave and a leave for professional improvement or at least five (5) years of service must intervene between a leave for professional improvement and a subsequent request for the same type of leave.

Q-3. The employee requests professional improvement leave with pay by submitting a letter of application to the supervisor at least three (3) months before the leave is to begin. The letter should address the professional development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if known.

Q-4. Persons granted leave under this policy are expected either to return to the active service of the university for at least one academic or other full work year after completion of the leave, or are required to repay the money received from the university for the period of professional improvement leave granted.

Q-5. The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his or her developmental experience upon return to active work status.

Q-6. The employee may request approval to use accrued annual leave and to have an equal amount of administrative leave with pay granted to permit his or her participation in a program of professional improvement.

R. EXCEPTIONS. [ren. 2-08, 7-15]

R-1. Exceptions to these policies may be considered to the extent that such an exception is not contrary to state and federal laws, the Board of Regent policies and procedures, and are considered in the best interest of the university. The respective unit administrator, the AVP for Human Resources or designee, and the president or
designee as required, can grant exceptions. A request for exception must be submitted and approved by the supervisor and forwarded to the AVP for Human Resources for further consideration of all approvals.