University of Idaho
2016-2017 FACULTY SENATE AGENDA
Meeting #21

3:30 p.m. - Tuesday, March 21, 2017
Paul J. Joyce Faculty-Staff Lounge & Skype for Business
Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2016-17 Faculty Senate Meeting #20, March 7, 2017 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.

VI. Committee Reports.

   Committee on Committees (Hrdlicka)
   • FS-17-052: FSH 1640 – Judicial Committees (vote)
   • FS-17-053: FSH 1620 – University-level Committees (vote)

   University Curriculum Committee
   • FS-17-051: Art & Architecture – New Urban Design Program (Polakit) (vote)

VII. Special Orders.

   • FS-17-054: APM 30.12 – Acceptable Use of Technology Resources (Ewart) (FYI)
   • FS-17-055: APM 40.10 – University Space (Ewart) (FYI)
   • FS-17-056: APM 45.15 – Subawards and Subcontracts (Shaver/Inge) (FYI)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Liz Brandt, Chair 2016-2017, Faculty Senate
Attachments: Minutes of 2016-2017 FS Meeting #20
FS-17-051 through 056
Present: Adekanmbi, Anderson (Mike), Anderson (Miranda), Barbour, Brandt, Brewick, Brown, Cannon (Boise), Caplan, Chung, Fisher, Foster, Godfrey (Coeur d’Alene), Hrdlicka, Johnson (attending in Boise), Markuson, Morrison, Nicotra, Pregitzer, Sixtos, Vella, Wiencek (w/o vote), Wilson, Wright. Absent: Boschetti, Chung, Crowley (w/o vote), Donohoe, Folwell, Ostrom (Idaho Falls), Payant. Guests: 8

The chair called meeting #20 to order at 3:31 p.m. A motion (Brewick/Brown) to accept the minutes from Feb. 28 as written was approved unanimously (with three abstentions).

Chair’s Report: Chair Brandt introduced former Senator Kenton Bird, thanking him for graciously volunteering to take minutes in the absence of the Faculty Secretary. Later in the meeting, the chair welcomed Senator James Foster, who assumed his seat representing the College of Science after a leave of absence.

The chair asked that senators who wish to participate in meetings from outside of Moscow to coordinate their attendance with the senators in Coeur d’Alene, Idaho Falls and Boise. She noted that the more people who participate remotely from separate locations, the smaller the images are on the video screen.

The Institutional Planning and Effectiveness Committee (IPEC), of which the chair is a member, has asked the Faculty Senate to compile and synthesize faculty comments on the metrics for Program Prioritization. A senator asked that the comments and any data from the survey be available in their entirety, not just summarized. The chair indicated this probably would be possible, depending on the number of responses received. She reminded senators that the deadline for comments was Tuesday, March 8. She also solicited Senate volunteers to participate in reviewing and synthesizing the data and comments for the IPEC.

Provost’s Report: Echoing the chair, Provost Wiencek noted the Program Prioritization comment deadline and encouraged faculty members to participate if they had not done so. [A discussion of the prioritization process was added to the Senate’s agenda.]

The provost announced the appointment of Ginger Carney as dean of the College of Science. [More information about the new dean may be found here: http://www.uidaho.edu/news/news-articles/news-releases/2017-march/030217-collegeofscience]

Her husband, Adam Jones, a professor of biology, will join her on the faculty. Dean Carney and Prof. Jones plan to arrive in Moscow by Aug. 14, 2017, to participate in new faculty orientation, the provost said.

Announcement: The chair reminded all senators whose terms end at the end of this academic year of the importance of coordinating an election for a successor. A set of Frequently Asked Questions dealing with Senate elections was included in the packet for today’s meeting. A senator noted that Prof. Carolyn Payant plans to leave the University of Idaho after this year, so the College of Letters, Arts and Social Sciences will need to hold an election to fill the remainder of Senator Payant’s term. (The same will be true for any colleges in which a senator is unable to complete her/his term.) The deadline for notifying the Faculty Secretary’s Office of newly elected senators is April 15.
FS-17-047 – Civil Engineering to Civil and Environmental Engineering: The chair introduced Patricia Colberg, chair of the Department of Civil Engineering, to present a proposal to change her unit’s name to the “Department of Civil and Environmental Engineering.” Prof. Colberg said the change would align UI with similar programs elsewhere in the United States, better represent what the department actually does, and offer the potential to attract more students. She noted that faculty in the department, regardless of their sub-disciplines, supported the change. The motion carried unanimously with one abstention.

FS-17-048 - Civil Engineering – Fire Safety Certificate: The chair introduced Cheryl Wilhelmsen, Director of Industrial Technology in the College of Engineering, and Alex Vakanaski, a faculty member in the program, who participated in the meeting from Idaho Falls. Prof. Wilhelmsen presented the rationale for a new 18-credit certificate in Fire Safety. The certificate will be supported by a $254,000 grant from the U.S. Department of Labor. According to documents submitted in support of the proposal:

- The certificate was requested by the Idaho National Laboratory and regional businesses. They identified an urgent need for employees with certification in Fire Safety. The certificate will provide the level needed to pass the certified fire protection specialist exam and will provide skill and knowledge for the students to qualify for a fire protection specialist job.

A senator asked whether the department has a plan to make the certificate self-sustainable after the Department of Labor’s two-year grant concludes? Prof. Wilhelmsen responded that the Idaho Falls Center would continue the courses and certificate after the first two years. Another senator, noting that all the courses will be offered online, asked how the practical projects for each course would be completed? Prof. Wilhelmsen said students will be able to accompany fire inspectors in their communities. The motion to create the certificate carried unanimously with one abstention.

FS-17-049 – Civil Engineering – Fire Prefix: The senate next considered a related motion, creation of a course prefix for the Fire Safety courses. While faculty in Industrial Technology will teach the courses, Prof. Wilhelmsen said the faculty did not want to use the “INDT” prefix and instead requested a new prefix, “FIRE.” This led to an extended discussion over possible confusion with courses in the College of Natural Resources’ degree program in Fire Ecology and Management. [These courses are currently offered with a “FOR” (Forest Resources) prefix, while “FS” is used for Food Science courses.] A senator observed that the university is attempting to raise the visibility of CNR’s Fire Ecology and Management program, and the presence of “FIRE” courses in the UI Catalog might lead to misunderstanding among students about where the courses resided and for which degree they counted. Chair Brandt proposed that rather than try to negotiate between two colleges over the course prefix, the senate should return the proposal to the University Curriculum Committee for further discussion.

The seconded motion to create the new prefix failed with four votes in favor, 11 opposed and four abstentions. The UCC will be notified of the discussion and of the senate’s action.

FS-17-050 – Computer science in Coeur d’Alene: The chair next introduced Prof. Joseph Law, associate dean of the College of Engineering, to introduce the proposal to offer courses for the fourth year of a Computer Science Degree in Coeur d’Alene. According to a letter submitted in support of the proposal:

- A bachelor’s degree program will be a tremendous advantage for place-bound students in northern Idaho and provide key support to growing businesses in the area. A unique characteristic of this program will be cooperative experiences that will make industry-sponsored internships a part of the educational process.

The Idaho Legislature has recommended an appropriation to fund expansion of this program in the next fiscal year, pending final approval of the state budget for Fiscal Year 2018. Answering a senator’s
question, Prof. Law responded that if the budget does not include this funding, the program will be placed on hold. The seconded motion to offer the fourth year of Computer Science Degree in Coeur d’Alene passed unanimously.

FS-17-045: FSH 3710 – Employee Leave Policy. [The revisions to the Leave Policy were approved by the Faculty Affairs Committee and came before the Senate as a seconded motion at Meeting #19 on February 28, 2017. Because of the complexity of the revisions, no action was taken and the discussion was postponed to today's meeting]. The chair presented a memorandum from the Senate Leadership intended to clarify changes discussed after the Feb. 28 meeting. The chair introduced the following changes, which were discussed and voted upon in order:

1. *Parenting Leave:* These changes deal with sub-section E. The definition of “parenting” was moved from section M to section E-1. General Counsel, Kent Nelson, offered two sets of clarifying language regarding the revisions to the Parenting Leave section. First he offered language clarifying the definition of parenting in sub-section E-1.a including a new definition of “Parenting Leave” in a new sub-section E-1.b. A senator asked whether this category of leave would be applied in the case of a child with a serious medical condition. Mr. Nelson replied that a provision of the Family Medical Leave Act (FMLA) allowing a family member to care for someone with a serious medical condition would still apply. A motion (Nicotra/Caplan) to substitute Counsel’s proposed clarifying language for all of E-1.a and creating a new sub-section E-1-b was approved unanimously with one abstention. Second, General Counsel offered substitute language for all of E-4 to clarify when employees may use paid and unpaid leave. A second motion (Brewick/Miranda Anderson) to substitute the proposed language for all of E-4 in the pending Leave Policy regarding Parenting Leave was approved unanimously with two abstentions. Finally, the chair asked for a vote approving all of the changes to sub-section E regarding Parenting Leave. The proposed changes were approved unanimously.

2. *Shared Leave:* These changes deal with sub-section L. As a result of the February 28th discussion, clarifying language was proposed. The language reads as follows: “Leave donors who desire to donate only as much leave as the intended recipient needs are encouraged to work with HR to make incremental donations to that person.” A motion (Nicotra/Brewick) to accept this new language in L-3 d. was approved unanimously. The chair then asked for a vote to approve all the amendments to sub-section L including the substituted language. The motion was approved unanimously.

3. *Family Medical Leave:* These changes deal with sub-section M-2. The intent of these changes is to provide the same choices for the use of paid and unpaid leave for Family Medical Leave as an employee would have for parenting leave. As with Parenting Leave General Counsel Kent Nelson offered substitute language for all of sub-section M-2 to clarify when employees may use paid and unpaid leave. A motion (Hrdlicka/Brown) to substitute the clarifying language was approved unanimously. The chair then asked for a vote on section M-2 (as amended). Motion carried unanimously.

The chair asked for a vote on changes to sections A-13 and C-8 to remove a supervisor’s ability to set standards for an employee’s attendance. Mr. Nelson stated that these changes reflect current policy and law. These amendments were approved unanimously. Finally, the chair asked for approval of a series of minor edits that included indicating eligibility for various categories of leave at the beginning of each section and other non-substantive changes. These were approved unanimously as a group.

The chair thanked the Senate for its patience in closely reviewing these changes to the Leave Policy.
Program Prioritization Metrics: The chair invited senators to ask questions, or make comments, on the process of evaluating and ranking the university’s programs using criteria defined by the IPEC. Questions and responses are summarized below:

- **Was there any cross-pollination between the academic and support work groups?** They were trained by the same consultant and received much of the same background material, so the process was parallel. It might be possible to use more common metrics across the two groups.

- **After watching the video, it was not clear whether units in Quintile 5 would be eligible to receive funding from the University Budget and Finance Committee (UBFC).** What happens if a Q5 unit makes a proposal to UBFC? If a vacancy occurs in a Q5 unit, the dean and provost will discuss why the program was placed in Q5 and how we address its weaknesses. There also will be an appeals process, if a position is vital and the department feels it has not been evaluated properly. The IPEC could consider an appeal.

- **Will Q5 and Q4 programs be chipped away until a point where they are no longer viable?** This could result in a reduction in the number of departments and choices for students. If a unit is vital and placed in Q5, it might need a new direction. However, if the unit is not vital, the personnel could be moved to other units and the program phased out. That will be a future discussion.

- **What is the rationale for reallocating resources to the college, rather than to the unit?** Is it possible to have a small group determine reallocation rather than leaving it up to the dean? Currently, the approval process empowers deans wherever they want. This policy more clearly articulates when a decision will stay in the department. It is unlikely that current practices will change. Sometimes it is strategic to take resources that are over-invested in one area and move them to another area.

- **How well do the metrics value scholarship and research?** Research is measured differently across the university; relying on research expenditures alone is a biased measure. The working groups struggled with this. That is why faculty comments on the process are important. The chair added that the research criteria, as presented, are not a *fait accompli* from the consultants.

- **Do the criteria fairly evaluate units that are primarily extension or research?** The process has attempted to level the playing field among units with different missions. The criteria are difficult because we have such a breadth of activity.

- **Has there been a survey of people involved in the work groups about how they perceived this process?** There has not been a formal survey, but informal feedback has been positive.

- **Will it be possible to decouple tenure decisions from potential financial ramifications?** Would a unit in Q4 or Q5 decide not to deny tenure to a marginal candidate out of fear of losing the position? In a case of tenure denial, the position stays in the department. It is outside of the process. Similarly, if a service unit terminates an employee for cause, it is not subject to the process.

A senator commended the provost for being open and transparent, but conveyed concerns about faculty morale. He indicated that he hopes the process will lead to better communication between the administration and faculty. Chair Brandt echoed those comments, praising the provost for his collaboration with the Senate Leadership.

There being no further business, the chair asked for a motion to adjourn (Hrdlicka/Foster), which carried unanimously. The meeting adjourned at 4:49 p.m.

Respectfully submitted,
Kenton Bird, Interim Secretary to the Faculty Senate
Associate Professor of Journalism and Mass Media, and Director of General Education
POLICY COVER SHEET

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

[3/09]

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

Chapter & Title:  FSH 1640 – Judicial Committees

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

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

Originator(s):

(Please see FSH 1460 C)

Telephone & Email:

Policy Sponsor: (If different than originator.)

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.

Due to the nature of some of the judicial committees, the changes proposed are to ensure in selecting chairs for these committees, tenured faculty are given priority.

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

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

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

If not a minor amendment forward to: __________________________________________

Track # ____________ Date Rec.: _____________

Posted: t-sheet ______ h/c ___________

Register: ______________

[Office Use Only]
PREAMBLE: This section contains statements of the function and structure of each university-level standing committee. The names of persons appointed to serve on each such committee are published at the beginning of each academic year by the Committee on Committees, and copies of this publication are available from the Office of the Faculty Secretary (208-885-6151). This section, dating to the 1979 edition of the Handbook, has been frequently revised as necessitated by the changing mission or membership of existing committees or the deletion of obsolete committees or the addition of new ones.

Subsections

.02 Academic Hearing Board
.04 Academic Petitions Committee
.06 Administrative Hearing Board
.08 Admissions Committee
.10 Americans with Disabilities Act Advisory
.12 Institutional Animal Care and Use Committee
.14 Institutional Biosafety Committee
.18 Borah Foundation Committee
.20 University Budget & Finance Committee
.22 Campus Planning Advisory Committee
.24 Classified Position Appeal Board
.26 Commencement Committee
.28 Committee on Committees
.34 Provost Council
.36 Dismissal Hearings Committee
.40 Facilities Scheduling Policy Committee
.42 Faculty Affairs Committee
.43 Faculty Appeals Hearing Board
.44 Faculty Senate
.46 Arts Committee
.48 Graduate Council
.50 Grievance Committee for Staff Employees
.51 Grievance Committee for Student Employees
.53 Honors Program Committee
.54 Institutional Review Board
.55 Information Technology Committee
.56 Intellectual Property Committee
.58 Ubuntu
.60 Library Affairs Committee
.64 Officer Education Committee
.66 Parking Committee
.69 Promotions Review Committee
.70 Publications Board
.71 Radiation Safety Committee
.72 Research Council
.74 Sabbatical Leave Evaluation Committee
.76 Safety and Loss-Control Committee
.77 Scientific Misconduct Committee
.80 Staff Affairs Committee
.84 Student Financial Aid Committee
.86 Teacher Education Coordinating Committee
.87 Teaching and Advising Committee
.89 University Committee for General Education
.90 General Education Assessment Committee
.91 University Curriculum Committee
.92 University Development Council
.93 Student Disciplinary Review Board
.94 University Multi-Campus Communications Committee
.95 University Security and Compliance Committee
1640.02

ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

A-1. To act on requests for redress of academic grievances and to decide appeals from decisions made by college authorities.

a. Grievances may concern, but are not limited to, such matters as: (1) eligibility for advanced placement or credit by examination; (2) objectivity or fairness in making, administering, and evaluating class assignments; (3) maintenance of standards for conscientious performance of teaching duties; and (4) scheduling of classes, field trips, and examinations.

b. The AHB does not hear appeals concerning requirements or regulations of the College of Graduate Studies or the College of Law. Appeals from decisions of other college authorities are subject to the limitations specified in C-3.

A-2. To observe the effects of academic requirements, regulations, and policies, and to report its findings and recommendations to the Faculty Senate. [ed. 7-09]

B. STRUCTURE. Five faculty members, at least one of whom holds an administrative position in a college. In selecting a chair, a tenured faculty member will receive priority.

C. PROCEDURES.

C-1. Generally the student who is dissatisfied with an institutional academic action should first request reconsideration by the appropriate academic authority. Normally, AHB should hear an appeal only after the student has exhausted the appellate procedures provided at the levels of the department and college. Nevertheless, AHB may grant a request for an earlier hearing if at least two of its members recommend an exception on the grounds that an immediate hearing is warranted.

C-2. When an appeal is to be heard, AHB summons the student concerned and a representative of the academic authority whose action is challenged. A UI student or employee who is summoned to a hearing has the same responsibility to respond as though directed by the president to do so.

C-3. AHB recommends reversal of a departmental or college decision as to the satisfaction or waiver of a requirement or regulation only when it finds that (a) regular procedures have not been followed, (b) the petitioner has been denied a fair hearing, or (c) the decision being appealed was discriminatory with respect to the petitioner.

C-4. Although AHB cannot change a grade or require that it be changed, it may order that the grade it considers appropriate also be recorded on the student’s academic records. (NOTE: Procedures for changing grades are outlined in the catalog.)

C-5. It is within the purview of the AHB to hear an appeal of a grade imposed by an instructor as a result of academic misconduct, e.g., cheating or plagiarism. Such a grade constitutes an evaluation and is not to be construed as a penalty. Penalties for academic misconduct are considered to be disciplinary in nature and must be imposed through the student judicial system. Appeals from penalties imposed through the student judicial system are directed to the Faculty Senate. [see 2200, 2300 II, 2400, and 2450.] [rev. 7-98, ed. 7-09]

C-6. AHB reports its decisions and recommendations to the student, instructor, departmental administrator, and dean concerned and to the registrar. The department, college, and registrar make such reports part of their permanent records for the student concerned.

C-7. AHB may devise additional procedures, consonant with the constitution of the university faculty [1520] and the “Statement of Student Rights” [2200], for the discharge of its functions.
C-8. Actions of the AHB may be appealed as stated in 2500.

1640.04

ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

A-1. To act on petitions for exceptions to the academic requirements and regulations printed in part 3 of the General Catalog and to the requirements of the SBOE core printed in part 2. APC is the body with original jurisdiction over such petitions. [rev. 7-05]

A-2. To observe the effects of university-level academic requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate. [ed. 7-09]

A-3. This committee traditionally meets on Thursdays at 2:30 p.m. and during the summer. [add. 7-08]

B. STRUCTURE. Five faculty members, at least one from the Counseling and Testing Center and include two assistant or associate deans, and (w/o vote) the registrar or that officer’s designee. To assure a quorum alternates are appointed for the dean and faculty positions by the chair of the APC from a list of those who have previously served on the committee. [ed. 7-03, 7-06, rev. 7-08]

C. ASSUMPTIONS AND PROCEDURES.

C-1. APC must be careful not to establish the petition process as an alternative to being governed by the faculty’s legislated academic requirements. There are not two sets of requirements--one for those petitioning and another for those following the catalog.

C-2. All academic work undertaken should be accurately reflected in the student’s record. The faculty expects APC to ensure that the record is faithful to the actual experience (cosmetic adjustments or “corrections” are not sanctioned) and that the record is properly interpreted in relation to academic requirements.

C-3. The responsibility for complying with deadlines specified in the academic calendar belongs to the student.

C-4. The decisions of APC should be focused on the academic consideration involved that caused the student to petition, rather than on the consequences, either real or imagined, that may face the student.

C-5. Petitions are presented to APC by a representative of the student’s college.

C-6. APC reports its decisions to the registrar and to the student via his or her dean.

C-7. Procedures for appeals from decisions of this committee are as provided in 2500.

1640.06

ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

A-1. The AdHB, acting for the Faculty Senate, hears and decides: [ed. 7-09]

a. Appeals by students and employees from administrative decisions in such matters as residence status for tuition purposes, granting of student financial aid, and assessment of fees or charges (except in connection with parking regulations, see 1640.66).

b. Disputes involving interpretation and application of policies concerning such matters as student records.
A-2. Disputes involving requests for accommodation for persons with disabilities will be handled under 3210.

A-3. The AdHB is directed to observe the effects of university-level requirements, regulations, and policies and to report its findings and recommendations to the Faculty Senate. [add. 4-13]

A-4. AdHB is empowered to call students and employees to hearings and any such person called has the same responsibility to respond as though summoned by the president. Decisions of AdHB are subject to review by the president and regents, and may be appealed to them when they consent to hear such appeals. [ren. 4-13]

A-5. This committee meets during the summer. [add. 7-10, ren. 4-13]

B. STRUCTURE. Four members of the faculty (including one from the College of Law), one staff member, one student and the following ex officio members, or their designees: Registrar and Manager of Student Accounts. In selecting a chair, a tenured faculty member will receive priority. [rev. 7-06, 7-10]

1640.08
ADMISSIONS COMMITTEE

A. FUNCTION. To act on applications for admission to UI in the cases of undergraduate applicants who do not meet minimum requirements for admission but who request a review (the applicant must submit additional material that reflects real promise of success in a college-level curriculum). The Admissions Committee also hears appeals from disenrollment when that disenrollment is the result of the presentation of incomplete or false information on initial application as an undergraduate at UI. Decisions of this committee may be appealed as stated in 2500. (Similar applications for admission to the College of Graduate Studies are acted on by the Graduate Council, and its decisions may be appealed as stated in 2500; those for admission to the College of Law are acted on by that college’s Committee on Admissions, and its decisions may be appealed, in order, to the full faculty of the college and, when they consent to hear the appeal, to the president of the university and the regents.) [ed. 7-00]

A-1. This committee traditionally meets during the summer. [add. 7-08]

B. STRUCTURE. Three members of the faculty, director of counseling and testing center or designee, chair of Ubuntu or designee, and the following without vote: director of admissions (or designee), and a Student Support Services designee. To assure a quorum alternates for the faculty positions are appointed by the chair of the Admissions Committee from a list of those who have previously served on the Committee. [rev. 7-97, 7-06, 7-08, ed. 7-05, 4-12]

1640.10
AMERICANS WITH DISABILITIES ACT ADVISORY
[Created 2012, see Ubuntu FSH 1640. 58]

A. FUNCTION.

A-1. To advise the Director of Human Rights, Access and Inclusion on all matters relating to disability, including universal access and design of university facilities, websites, and programming; accommodation of students, faculty and staff with disabilities; full compliance with the Americans With Disabilities Act as amended, Idaho Human Rights Act, Rehabilitation Act of 1974, and Fair Housing Act; and to discharge such other functions as may be assigned by the Faculty Senate or by the president or the president’s designee.

A-2. To fulfill the major faculty responsibility for monitoring and advancing UI’s commitment to ensuring that its facilities, programs, activities and services are accessible to all persons with learning, sensory, physical and other disabilities, and to serve the needs of these members of the university community. The committee works closely with administrative officers in identifying and ensuring compliance with applicable laws, regulations and best practices, as well as regents’ policy.

A-3. To submit periodic reports on its activities to the Director of Human Rights, Access and Inclusion, who will distribute them to the Faculty Senate along with recommendations for appropriate program or policy changes.
B. STRUCTURE AND MEMBERSHIP. Three (one from the library, one academic administrator, and the third should have experience and/or possess knowledge of persons with disabilities) all of whom are selected by the Committee on Committees, ITS Director (or designee), Facilities Director (or designee), Executive Director for Human Resources (or designee), Director of Disability Support Services, Director of Housing, Director of Human Rights, Access and Inclusion (who also serves on Ubuntu), two staff members, two students (undergraduate and graduate), and the following without vote: Parking and Transportation Services, Center on Disabilities and Human Development, Public Safety & Security (or designee), and Office of General Counsel. [ed. 8-12]

1640.12
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)
(See also APM 45.01)

A. FUNCTION. To perform the functions of the IACUC as defined in APM 45.01. [ed. 7-06, rev. 7-10]

B. STRUCTURE. [rewritten 7-10]

B-1. Members are appointed to three year terms by the Institutional Official (IO) who is the VP for Research and Economic Development. To provide the necessary expertise and continuity members may serve successive terms with reappointment by the IO.

B-2. The committee is composed of not less than seven voting members including the Campus Veterinarian; the Manager of the Laboratory Animal Research Facility; a public member who is not employed by the UI, is not a laboratory animal user, is not an immediate family member of an individual affiliated with the UI, and is not a practicing scientist experienced in research involving animals; one member of the faculty or staff with responsibilities involving the utilization of animals in teaching or research from each of the following - the College of Agriculture and Life Sciences, the College of Natural Resources, the College of Science, and one member at large. The public member/non-scientist position may be fulfilled by two individuals at the discretion of the IO. (See Guide for the Care and Use of Laboratory Animals on the National Academies of Science website.)

B-3. Alternates that meet the criteria for each of the specified positions may be appointed by the IO.

B-4. The Chief Research Compliance Officer serves as a standing member without vote.

B-5. The IO may remove and replace a committee member at any time when the IO has determined that the member is unwilling or unable to perform committee member functions.

1640.14
INSTITUTIONAL BIOSAFETY COMMITTEE (IBC)
[rewritten 7-10]

A. FUNCTION. On behalf of the University, the Institutional Biosafety Committee (IBC) is responsible for:

A-1. Reviewing and approving potentially biohazardous material research, including infectious agents (humans, plants, animals) or biological agents with potential harm to the environment, Select Agent and Toxins and recombinant DNA activities conducted at or sponsored by the institution for compliance with governmental agencies: Select Agent Regulations, the NIH Guidelines, (NIH) and alignment with best practices as provided in the Biosafety in Microbiological and Biomedical Laboratories, (BMBL) and other appropriate best practices. (Links to the governmental agencies are available at the Office of Research Assurances or IBC websites). This review shall include: (i) independent assessment of the containment levels appropriate for the proposed research; (ii) assessment of the facilities, procedures, practices, and training and expertise of personnel involved in research. As appropriate consultants may be utilized to assist the IBC. (NIH section IV-B-2-b-1 and University Biosafety Policy)

A-2. Notifying the Principal Investigator of the results of the IBC’s review and approval. (NIH section IV-B-2-b-2)
A-3. Lowering containment levels for certain experiments as specified in NIH section III-D-2-a, Experiments in which DNA from Risk Group 2, Risk Group 3, Risk Group 4, or restricted agents cloned into nonpathogenic prokaryotic or lower eukaryotic host-vector systems. (NIH section IV-B-2-b-3)

A-4. Setting containment levels as specified in NIH Sections III-D-4-b, Experiments Involving Whole Animals, and III-D-5, Experiments Involving Whole Plants. (NIH section IV-B-2-b-4)

A-5. Periodically reviewing recombinant DNA research and potentially infectious material research conducted at the institution to ensure compliance with the NIH Guidelines and BMBL best practices. These reviews occur every three years. (NIH section IV-B-2-b-5)

A-6. Adopting emergency plans covering accidental spills and personnel contamination resulting from potentially infectious material and recombinant DNA research. (NIH section IV-B-2-b-6)

The IBC also serves as an advisory body to the Vice President for biohazardous research activities.

B. STRUCTURE. The IBC is a faculty chaired committee. In accordance with NIH Guidelines, the IBC must be comprised of no fewer than five members so selected that they collectively have experience and expertise in recombinant DNA technology and the capability to assess the safety of recombinant DNA research and to identify any potential risk to public health or the environment. These members are nominated by the Vice President for Research and Economic Development. Three members of the committee serve as standing members of the committee as part of their job role: 1.) The Biosafety Officer, 2.) The Chief Research Compliance Officer and 3.) The Campus Veterinarian. At least two members shall not be affiliated with the University (apart from their membership on the IBC) and represent the interest of the surrounding community with respect to health and protection of the environment. The IBC shall include at least one individual with expertise in plant, plant pathogen, or plant pest containment principles when experiments utilizing Appendix P of the NIH Guidelines, Physical and Biological Containment for Recombinant DNA Research Involving Plants, require prior approval by the IBC. The IBC shall include at least one scientist with expertise in animal containment principles when experiments utilizing Appendix Q of the NIH Guidelines, Physical and Biological Containment for Recombinant DNA Research Involving Animals, require IBC prior approval. When the institution conducts recombinant DNA research at BL3, BL4, or Large Scale (greater than 10 liters), a Biosafety Officer is mandatory and shall be a member of the IBC. In order to ensure the competence necessary to review and approve research protocols, every effort is made to ensure that the committee also includes expertise in infectious materials, biological safety, physical containment, a person knowledgeable in institutional commitments and policies, applicable law, standards of professional conduct and practice, and a member of the laboratory technical staff. When changes in NIH guidelines require change in committee structure, such changes will become effective at the time required by federal law, (NIH Section IV-B-2-a). To provide the necessary expertise and continuity of operation, members may serve consecutive three-year terms.

The Responsible Official (RO) who is the VP for Research and Economic Development may remove and replace a committee member at any time when the RO has determined that the member is unwilling or unable to perform committee member functions.

1640.18
BORAH FOUNDATION COMMITTEE

A. FUNCTION. To outline and execute a continuing program to achieve the objectives of the foundation established at UI in memory of United States Senator William E. Borah. In accordance with those objectives, the Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace. [rev. 9-02]

B. STRUCTURE. Six faculty members, two staff, four students, and (without vote) the associate director of the Martin Institute for Peace Studies and Conflict Resolution. This committee requires a heavy time commitment; as such, elected members will serve two year terms. The Borah Foundation Committee meets weekly andelects its own chair. The Borah
Foundation Committee members serve from April 1st of the year of appointment. [rev. 7-97, 7-05, 7-06, 4-11, 9-13]

1640.20
UNIVERSITY BUDGET AND FINANCE COMMITTEE
[created January 2005; replacing previous Institutional Planning and Budget Advisory 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 13 voting members, plus 4 nonvoting members. The voting members will consist of seven faculty, four selected by Committee on Committees and three Senators elected from the Faculty 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, 7-16]

The committee’s chair will be selected by the Committee on Committees from one of the 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, 7-16]

1640.22
CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Faculty Senate and the president concerning campus planning, including such areas as the following: [ed. 7-09]

a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.
b. To encourage optimal use of UI’s human and physical resources in the planning of campus development.
c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.
d. To be concerned with both short-term and long-term projects and with their immediate and future implications.
e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the vice president for infrastructure for overseeing facility planning and maintenance [see 1420 B-1], this committee regularly reports to the president through that vice president. [ed. 7-09, 1-17]

B. STRUCTURE. Five faculty members, two of whom are elected by and from Faculty Senate. The committee’s chair will be selected from one of these five. The other members of the committee will be the Vice President for Infrastructure (or designee), the Assistant Vice President for Facilities, the CIO of Information Technology, one staff member, and the Coordinator of Disabled-Student Services (or designee). [rev. 7-99, 7-06, 7-08, 7-10, ed. 7-04, 7-09, 9-15, 1-17]

1640.24
CLASSIFIED POSITION APPEAL BOARD (CPAB)

A. FUNCTION. To hear, on referral from the vice president for administration and finance, appeals from decisions of Human Resources (HR) regarding position classifications; to make recommendations to the vice president as to disposition of such appeals; and to advise the vice president on problems and procedures concerning position classification. [ed. 7-06]

B. STRUCTURE. Four members of the classified staff, at least one of whom holds a supervisory position; two faculty members, each of whom holds or has held an administrative position at UI; and, without vote, the director of employment services. The staff members are nominated by the Staff Affairs Committee and the faculty members are nominated by the Committee on Committees. Members are appointed by the president and serve for three years, with one-third taking office each year. The board elects its own chair. [ed. 7-05]

C. PROCEDURES.

C-1. Appeals of classification decisions made by HR are submitted directly to the vice president for administration and finance. A “Notice of Appeal” form must be filed with the vice president, with a copy to the CPAB chair, within 30 days of the notification to the supervisor by HR of its decision. [ed. 7-06]

C-2. The vice president will notify the director of employment services that a “Notice of Appeal” form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that HR supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties. [ed. 7-06]

C-3. The director of employment services, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing. The format is as follows: The analyst from HR will present the basis for the decision that was made; the employee or supervisor, or both, will present reasons for disagreement; the human resources analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentation. The board will then meet in closed session for deliberation. [ed. 7-06]

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee’s supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06]
any other business that pertains to the academic aspects of commencement. [See also 4980.] [ren. 7-98]

A-2. To screen nominations for honorary degrees. [See Section 4930.] [add. 7-98, ed. 7-00, 7-04]

A-3. To act for the faculty in recommending candidates for honorary degrees to the president. [See Section 4910.] [add. 7-98]

A-4. To review the guidelines and procedures concerning the awarding of honorary degrees and to recommend changes to the Faculty Senate. [add. 7-98, 7-09]

B. STRUCTURE. Five faculty members (one of whom serves as chair), one honors student (nominated by ASUI in consultation with the director of the University Honors Program), and the registrar. The chair of this committee also serves as an ex-officio member of the administrative committee charged with production of the commencement activities. [rev. 7-98]

1640.28

COMMITTEE ON COMMITTEES

A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. To ensure full membership when committees begin meeting each fall, authority is given to the Faculty Secretary, Faculty Senate Chair and Vice Chair (aka Committee on Committees Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate. [ed. 7-09, rev. 1-15]

A-2. To conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate. [ed. 7-09]

B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote) and the following or their designees: provost and executive vice president and ASUI president. [rev. 7-05, ed. 7-06, 7-09]

1640.34

PROVOST COUNCIL
[ed. 7-06]

A. FUNCTION. [See also 1420 D.] To advise the provost and provide a communication forum for the following purposes:

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.


A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

B. STRUCTURE. Provost (chair), vice provosts for academic affairs and student affairs, vice president for research, dean of graduate studies, WWAMI director, library dean, center leadership and academic deans. [rev. 7-03, 7-06, 1-07]

1640.35

DISABILITY AFFAIRS COMMITTEE
[Combined with Affirmative Action in July 2006]
1640.36
DISMISSAL HEARINGS COMMITTEES
[This section was removed from FSH 3910 D-3.b. and placed here in July 2008]

A. FUNCTION.  This committee will conduct a hearing at the request of a faculty member who has been terminated to determine whether their termination was properly based on the grounds stated (see FSH 3910 D-3 and 3920 D.)

B. STRUCTURE AND MEMBERSHIP:  The DHC is composed of four faculty members and one administrator at the departmental level or above, six faculty members and three administrators as alternates. Committee members, including alternates, are chosen on the basis of their objectivity and competence and the high regard in which they are held in the UI community. In appointing members the Committee on Committees should attempt to reflect the diversity of the UI faculty. Due to the possibility a case may be appealed to the Faculty Appeals Hearing Board care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years. [rev. 1-09, 4-11]

C. SELECTION:  The faculty member requesting a hearing has the right to substitute up to two members appointed with two others from the alternate list. The provost also has the right to substitute two members appointed with two others from the alternate list. If as a result of substitutions and conflicts of interest there are an insufficient number of faculty members or administrators on the alternate list, the Committee on Committees will be asked to appoint more members to the alternate list as needed. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Dismissal Hearings Committee and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority. [rev. 1-09]

C-1. Panel Chair’s Role:  Once a panel chair has been selected, he/she will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The panel chair may request assistance from the Faculty Secretary, Ombuds or General Counsel’s office throughout the hearing. [add. 7-15]

C-2. Observers:  Both parties may have an advisor or counsel at the hearing. [add. 7-15]

1640.40
FACILITIES SCHEDULING POLICY COMMITTEE
[Substantially revised in 2007. See also APM 35.35]

A. FUNCTION.

A-1:  To develop, implement, and manage scheduling policies and procedures to ensure the impartial and principled use of university facilities, both buildings and grounds, consistent with accreditation standards.

A-2:  To advise the president or the president’s designee on the operational use of UI facilities and to advise him/her and the vice president for finance and administration concerning appropriate fees to charge.

A-3:  To manage the impact of events, programs, and multiple events on daily University operations.

A-4:  To ensure the effective resolution of scheduling conflicts.

A-5:  To communicate information to the campus and community concerning facility use, policy, and procedures.

B. STRUCTURE.  Registrar (co-chair), assistant vice president for auxiliary services (co-chair), vice provost for academic affairs, dean of students, assistant vice president for facilities, faculty secretary, two faculty members, the chair of the Department of Health, Physical Education, Recreation & Dance, the chair of Lionel Hampton School of Music, the chair of Theatre Arts and Film, the risk management officer, the director of Commons and Union/Campus Recreation, the director of Conference Services, the associate registrar, the manager of KIBBIE/Memorial Gym/Pool Center, the associate director of Athletics, the facilities planner, two ASUI representatives (one from the Student Recreation Center Board and one from the Student Union-Commons Board).
C. CONTEXT: UI Facilities are used by multiple programs, including: academic programs, intercollegiate athletics, campus recreation programs, and by multiple constituencies including students, faculty, staff, retirees, alumni, and visitors. As demand for university facilities increases, there will be increasing potential for scheduling and scheduling policy conflicts. Policies and procedures for ensuring the impartial and principled resolution of those scheduling conflicts will be critical.

D. MAJOR OBJECTIVES:

D-1. To analyze the issues associated with scheduling and resolving facilities scheduling conflicts.

D-2. To develop effective policies and procedures for University facility use that:
   a. support the general educational mission of the University;
   b. maximize opportunity to provide a revenue stream from facilities when such uses do not conflict with the mission of the University;
   c. minimize risk of loss associated with the goals, finances, operations, compliance;
   d. provide for the impartial, principled scheduling of facilities and for resolving scheduling conflicts, while ensuring both efficient use of the facilities and an efficient scheduling process.

D-3. To develop systematic assessment methods and procedures (when needed) which demonstrate the effectiveness and impartiality of the scheduling process.

D-4. To provide those with programs or activities in these facilities with an on-going opportunity for representative participation in the scheduling process.

1640.42
FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

A-2. To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern. [ed. 7-09]

A-3. To serve as a “court of first instance” in matters of dispute involving the interpretation and application of policies affecting the welfare of faculty members.

A-4. To cooperate and make joint recommendations with the Staff Affairs Committee for the solution of problems common to the faculty and the staff.

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). [rev. 7-08]

1640.43
FACULTY APPEALS HEARING BOARD

[This section was removed from FSH 3840 C & D and placed here in July 2008]

A. FUNCTION. This board will conduct a hearing at the request of a faculty member who wishes to appeal an institutional decision under FSH 3840 A. In each case referred to it, the board has the following responsibilities: [ed. 4-12]

A-1. To review all documentary evidence submitted by the parties prior to the hearing and all evidence submitted by the parties at the hearing. The board may require the parties to submit evidence deemed relevant by the board.
A-2. To determine whether there has been any (1) failure to comply with prescribed procedures, (2) application of inappropriate considerations, (3) abuse of discretion, or (4) abuse of the appellant’s academic rights and privileges.

A-3. To make recommendations to the president.

B. STRUCTURE AND MEMBERSHIP: Five faculty members, one of whom is a departmental administrator, are principal members. In addition, five other faculty members, two other departmental administrators, and three off-campus faculty members are appointed as alternate members of the board. In appointing members, including alternates, the Committee on Committees must ensure that the majority of the members are tenured and each of them have been employed at the UI for longer than two years. Since a case for dismissal is appealable to the Faculty Appeals Hearing Board, care should be taken in appointing members to both Faculty Appeals Hearing Board and Dismissal Hearings Committee. The term of membership is three years, with initial terms staggered to form a rotation pattern. The off-campus alternates will serve, in place of principal faculty members chosen by lot, when an appeal by an off-campus faculty member is to be heard. The other alternate members will serve, as appropriate, when a principal member is deemed to have a conflict of interest. Once the panel for an individual hearing has been determined, it will meet at the direction of the chair of the Faculty Appeals Hearing Board and elect its own panel chair. In selecting a chair, a tenured faculty member will receive priority. [rev. 7-99, 1-09, 4-11]

B-1. Panel Chair’s Role: Once a panel chair has been selected, he/she will request a meeting with the Faculty Secretary at their earliest opportunity to discuss and review process. The panel chair may request assistance from the Faculty Secretary, Ombuds, or General Counsel’s office throughout the hearing. [add. 7-15]

B-2. Observers: Both parties may have an advisor or counsel at the hearing. [add. 7-15]

C. SPECIAL CONSIDERATION: Faculty members serving on the Faculty Appeals Hearing Board (FAHB) should take careful note of the following additional considerations and conditions for service: 1) appeals usually occur following tenure, promotion, and salary decisions in the middle of the Spring semester, 2) appeal hearings usually require a 2-4 hour time block which will require meeting on a weekday evening or Saturday to accommodate the schedules of all of the parties involved in a hearing, and 3) the term of office of a member of the FAHB ends when the last active case final report is submitted. Faculty members not willing to abide by these conditions should not apply for service on the Faculty Appeals Hearing Board. [add. 7-02]

1640.44
FACULTY SENATE
[See 1520 V and 1580 for the function and structure of this senate. ed. 7-09]

1640.46
ARTS COMMITTEE
[rev. 7-99, extensively revised 7/08]

A. FUNCTION:

A-1. To advise the university administration regarding the management of the university arts, including, but not limited to: acquisition, deaccession, maintenance, and display of works of visual and performing art at the University of Idaho.

A-2 To serve in an advisory capacity for future needs and developments regarding the arts, including, but not limited to: expenditures, inclusion of the arts in new construction, fundraising, and the direction of the arts on campus.

A-3 To serve as a liaison on arts issues between colleges, departments, faculty, staff, student body, local community and the university administration.

A-4 To advocate for the arts through endeavors that advance arts education on campus and community outreach and enrichment in the effort of increasing the University of Idaho's reputation as a leading cultural center in the Northwest.
B. STRUCTURE AND MEMBERSHIP. The committee is composed of eight voting members consisting of five faculty members representing at least four units, one staff member, two students (including a representative from the ASUI Fine Arts Committee when possible), and four ex-officio (non-voting) members to include one administrator designated by the president, a representative of the Laboratory of Anthropology, a representative from Facilities Management, and the Moscow Arts Commission Art Director, or designee.

1640.47
FISCAL EMERGENCY COMMITTEE
[Removed 7/05 no longer exists.]

1640.48
GRADUATE COUNCIL
[See 1700 V for the function and structure of this council.]

1640.50
GRIEVANCE COMMITTEE FOR STAFF EMPLOYEES
[See 3860 for the function and structure of this committee.]

1640.51
GRIEVANCE COMMITTEE FOR STUDENT EMPLOYEES
[See 3880 for the function and structure of this committee.]

1640.53
HONORS PROGRAM COMMITTEE

A. FUNCTION.

A-1. To recommend policies for the University Honors Program, including admission requirements.

A-2. To act on changes in the program.

A-3. To act on petitions for exceptions to the requirements of the program. (The committee’s actions on petitions may be appealed as stated in 2500.)

B. STRUCTURE. Six faculty members to represent a broad spectrum of the UI community, an academic dean from one of the six colleges representing the honors curriculum (college representation to rotate on an annual basis), President of the Honors Student Advisory Board or designee, and (w/o vote) director of the University Honors Program (UHP), program advisor of the UHP (staff). The latter serves as secretary. One of the six appointed faculty members serves as chair. [rev. 7-97, 7-03, 7-05, 7-06, 3-14, ed. 7-98, 7-10]

1640.54
INSTITUTIONAL REVIEW BOARD
[Formerly Human Assurances Committee, rev. 1-09, rewritten 7-10]

A. FUNCTION. The federal government requires the University to designate an Institutional Review Board (IRB) to ensure that human participant research conducted under the auspices of the University meets federal requirements. Under the approved federal-wide assurance (FWA00005639) for the University, the IRB shall apply the regulations set forth by HHS (www.hhs.gov) at 45 CFR 46 to all human participant research, regardless of funding source, and shall be guided by the ethical principles set forth in The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research of the National Commission for the Protection of Human Subjects. The IRB shall also apply the human participant research regulations established by the Food and Drug Administration for clinical investigations involving drugs, biologics, medical devices, and other test articles. (21 CFR 50; 56; 312, and 812). The IRB shall act in conformance with other federal laws and regulations germane to human participant
research and with state and local law that serves to elucidate and supplement federal regulations for human subject research. [See FSH 5200]

A-1. Research that has been approved by the IRB may be subject to further review and approval or disapproval by UI officials. However, university officials may not approve research that has not been approved by the IRB. (45 CFR 46.112)

The committee also serves as an advisory body to the VP for Research and Economic Development for Human Subjects/Participants Research Matters.

B. STRUCTURE AND MEMBERSHIP.

B-1. The IRB is a faculty-chaired committee.

B-2. It shall have at least five members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted at the University of Idaho [45 CFR 46.107(a)].

B-3. The position of Chief Research Compliance Officer serves in the capacity of a non-voting standing committee member to assist in representing institutional commitments and regulations, [45 CFR 46.107(a)].

B-4. The IRB shall include one member whose primary concerns are in scientific areas and one member whose main concerns are in nonscientific areas [45 CFR 46.107(c)].

B-5. The IRB shall include one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution [45 CFR 46.107(d)].

B-6. The IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB [45 CFR 46.107(f)].

B-7. The Signatory Official, who is the VP for Research and Economic Development may remove and replace a committee member at any time. If and when he/she determines that the member is unwilling or unable to carry out committee functions.

1640.55
INFORMATION TECHNOLOGY COMMITTEE
[created 7-00, replacing Instructional Media Services Advisory and University Computing Advisory Committees]

A. FUNCTION. To advise and recommend university policies regarding the planning, implementation, and maintenance of information technology in the areas of teaching, research, outreach, and management.

A-1. To make recommendations to the Faculty Senate, the president, the provost, and other appropriate administrators concerning policies and procedures affecting university-wide information technology. [ed. 7-09]

A-2. To solicit recommendations from the faculty, staff, students, and administration concerning present and proposed policies and procedures related to university-wide information technology.

A-3. To review, in an advisory capacity, short-term and long-term plans related to university-wide technology.

A-4. This committee traditionally meets on Mondays at 3:30 p.m. [add. 7-08]

B. STRUCTURE AND MEMBERSHIP. Six faculty members broadly representative of disciplines in the university including one from the library, the Vice-President for Research, or designee (w/o vote), the Executive Director of Information Technology, or designee (w/o vote), the Registrar, or designee (w/o vote), the Director of the Center for Teaching Innovation, or designee, a representative of the off-campus faculty, the student chair of the Student Computing
Advisory Committee, or designee. The voting members of the committee (including the committee chair but excluding the student member) are selected by the Committee on Committees, giving special attention to appointing faculty members who are active in and have a great interest in the general area of information technology and its application to teaching, research, outreach, and management. [ed. 7-05, rev. 7-06]

1640.56
INTELLECTUAL PROPERTY COMMITTEE

A. FUNCTION.

A-1. To consider, investigate, and make recommendations toward resolution of disputes concerning (1) ownership of maskworks and copyrightable and patentable materials, and (2) allegations of unauthorized use of copyright infringement of UI sponsored materials.

A-2. To present annually to the Faculty Senate and the president a report on any problems regarding intellectual property at UI and to make recommendations. [ed. 7-09]

B. STRUCTURE AND MEMBERSHIP. The committee consists of five faculty members, one of whom is a departmental administrator, and at least a majority of whom are from disciplines which historically have given rise to substantial numbers of copyrights, maskworks, and patents. In addition, two faculty members are appointed as alternates from a list of those who have previously served on the committee, to serve, as appropriate, when a principal member is deemed to have a conflict of interest and the director of technology transfer, or designee (w/o vote). The chair of the committee is chosen by the Committee on Committees. [rev. 7-06, 7-08, 5-12]

1640.57
INTERNATIONAL AFFAIRS COMMITTEE

[Removed 7-06, it was determined that a task force could be formed when needed.]

1640.58
UBUNTU

[Affirmative Action and Disability Affairs & Juntura were combined in 2012 to form Ubuntu]

A. CONTEXT. Ubuntu, as explained by Desmond Tutu, is essential to the interconnectedness of being human and living in interdependent communities. Ubuntu is affirming and inclusive of others because we all belong to a larger whole which is diminished when any members are humiliated, disrespected or oppressed. People with Ubuntu enrich themselves but do so in ways that enable the community and all its members to also improve. In this spirit the Ubuntu committee is established to advance these ideals.

B. FUNCTION.

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

B-2. Ubuntu will monitor and advance the university’s affirmative action and equal opportunity programs [see FSH 3060] being a strong and active voice ensuring that the university’s programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee will also work closely with the Americans with Disabilities Act Advisory Committee (ADA) to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at the university. Ubuntu also recommends policies and procedures to address specific disabled access challenges at the university, consistent with requirements of applicable regulations and regents’ policy ensuring that the ‘spirit of the law’ is followed.
B-3. This committee will advise the president on matters of equal opportunity, ensuring that UI’s programs, activities and services are available to persons with learning, sensory, physical and other disabilities, and identify avenues for ensuring the campus community creates a fair and inclusive environment for all.

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

C. STRUCTURE. Four faculty, one of whom serves as chair; two staff members (one from Staff Affairs); two students (one undergraduate (ASUI) and one graduate (GPSA or SBA), one of whom belongs to an under-represented and/or under-served student population and the following ex officio members without vote or their designees: the ASUI Director of Diversity Affairs, Coordinator of Student Support Services, the Director of Multicultural Affairs, the Director of the Women’s Center, a representative from Human Resources, the Director of Human Rights, Access and Inclusion, the Director of Diversity and Community, the Coordinator for Disability Support Services, the Director of International Programs, the LGBTQA Coordinator, and the Director of the Native American Student Center or the Native American Tribal Liaison. [rev. 12-13]

1640.60 LIBRARY AFFAIRS COMMITTEE

A. FUNCTION. To recommend policies and procedures concerning the needs, functions, and objectives of the University Library. [See also 6920.]

B. STRUCTURE. One faculty member plus one faculty member each from humanities, sciences, and social sciences; one faculty from the library; one undergraduate student; one graduate student; and (w/o vote) dean of library services. [rev. 7-06]

1640.64 OFFICER EDUCATION COMMITTEE

A. FUNCTION. [See also 1565 G.] [ed. 7-06]

A-1. To be concerned with the academic integrity of the Officer Education Program (OEP).

A-2. To advise the president, the faculty, and the Departments of Aerospace Studies (WSU), Military Science, and Naval Science on academic matters concerning OEP.

A-3. To review and recommend to the University Curriculum Committee courses to be offered by the above-named departments.

A-4. To carefully review and evaluate the academic credentials of proposed OEP instructional appointments and to report these evaluations and recommendations to the vice provost of academic affairs. [rev. 7-03, 7-06, 7-09]

A-5. To assist the OEP to integrate effectively within the UI community.

B. STRUCTURE. Heads of the Departments of Aerospace Studies (WSU), Military Science, and Naval Science, three other members of the faculty, (one of whom serves as chair), the Vice Provost for Academic Affairs, or designee (ex officio), and two students (one ROTC and one non-ROTC). [rev. 7-03, 7-06, 7-08]

1640.66 PARKING COMMITTEE

A. FUNCTION. To hear and decide appeals concerning matters involving parking and to review and advise the university administration on campus parking conditions, policy, and regulations. Decisions of this committee regarding parking violations may be appealed to the assistant vice president for facilities. [See also 6120 and 6940.] [ed. 7-99, 7-03, 10-12, rev. 7-06]
B. STRUCTURE. Three members of the faculty, three members of the staff, two students, and (w/o vote) the parking coordinator. [rev. 7-06]

1640.69  
PROMOTIONS REVIEW COMMITTEE  
[See 3560 H-2 for the function and structure of this faculty committee.] [ed. 7-00, 7-10]

1640.70  
PUBLICATIONS BOARD

A. FUNCTION. To advise the UI administration on major publications, such as catalogs, viewbooks, magazine, faculty-staff newsletter, and annual reports; to consider communication options; and to recommend the most effective ways to reach targeted audiences. Specific responsibilities include:

A-1. Reviewing UI publications intended for general audiences, including public, civic, and governmental leaders and alumni, and, from time to time, recruiting and other outreach materials. These are evaluated as to purpose, content, type of message, and effectiveness.

A-2. Reviewing trends and proposing priorities, content, and means of reaching new audiences.

A-3. Reviewing policy related to use of UI’s corporate identity symbols and recommending policy changes.

B. STRUCTURE. Director of university communications (chair), vice provost for academic affairs, executive director of UI Foundation, director of alumni relations, director of New-Student Services, publication creative director, publications editor, and secretary of the faculty. [ed. 7-99]

1640.71  
RADIATION SAFETY COMMITTEE

A. FUNCTION. To be responsible to the vice president for finance and administration for all aspects of UI’s radiation-safety program and consult with individual investigators concerning radiation safety procedures. The Radiation Safety Committee is responsible for all matters pertaining to the formation, administration and operation of a comprehensive radiation safety program. The Radiation Safety Committee reviews new applications and renewal applications to use radioactive materials, conducts audits and reviews of the radiation safety program, determines appropriate levels of radiation safety training and testing, maintains records of committee proceedings and actions, develops radiation safety manuals and safety practices, and ensures compliance with all applicable rules and regulations. [See also 6120.][ed. 7-05, 7-06, rev. 11-10]

B. STRUCTURE. Radiation safety officer, director of Environmental Health and Safety or a representative of Finance and Administration, and an academic dean or department head and up to eight technical members. The academic administrator and the technical members are selected from the various areas of teaching and research where radioactive materials are used. These include, but are not limited to, agricultural sciences, forestry, life sciences, mining and metallurgical sciences, engineering, and physical sciences. A technical member must meet the requirements of an authorized user. To provide the necessary expertise and continuity of operation, technical members may serve two or more consecutive terms, but the membership may not include more than two technical members who have served continuously for more than two three-year terms. The chair and vice chair are elected each spring by the current members of the committee to serve for the next membership year. The term of the chair is one year but may serve two consecutive terms. A quorum shall consist of the chair, radiation safety officer, director of Environmental Health and Safety or a representative of Finance and Administration, and a minimum of four of the eight technical members. All requests for committee action are submitted to the radiation safety officer. When a sufficient number of items have been received, the radiation safety officer, with approval from the chair, will arrange a meeting of the Radiation Safety Committee. The Radiation Safety Committee shall meet as often as necessary but not less than quarterly. [ed. 9-10, rev. 11-10]
1640.72
RESEARCH COUNCIL

A. FUNCTION. The Research Council is the faculty’s standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies. The Institutional Review Board (IRB) is a standing subcommittee of the Research Council. For information on its function, structure, and membership, call the Research Office. [See also 5200 D and E.]

B. STRUCTURE. One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (w/o vote) vice president for research and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research and economic development serves as chair of the Research Council.

1640.74
SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and vice provost of academic affairs, or designee (w/o vote). A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the semester in which they apply.

1640.76
SAFETY AND LOSS-CONTROL COMMITTEE

A. FUNCTION. The responsibilities and purposes of the committee are as follows: a. to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; b. to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; c. to endorse and systematically promote university employee safety training; d. to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; e. to monitor and review University of Idaho accident and loss summarized reports and statistics; and; f. to report annually to Faculty Senate and the President's Executive Council on campus-wide safety initiatives and program development.

B. STRUCTURE. The committee is composed of 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources, or designee; Staff Affairs Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho’s Executive Director of Public Safety or designee. The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university's Committee on Committees and serve a three-year period. The college representatives are ex officio members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA.
SCIENTIFIC MISCONDUCT COMMITTEE

A. FUNCTION. An inquiry board (FSH 3230 E-3) formed from the members of this committee is charged with making a preliminary evaluation of the evidence and testimony of the respondent, complainant, and key witnesses to determine whether there is sufficient evidence of possible scientific misconduct to warrant an investigation. The purpose is not to determine whether scientific misconduct definitely occurred or who was responsible.

B. STRUCTURE AND MEMBERSHIP. The vice president for research will nominate, with appointment by the Committee on Committees and confirmation by the Faculty Senate, six tenured faculty members to a Scientific Misconduct Committee (SMC) with one member appointed as chair. The vice president will initially nominate two tenured faculty members to one-year terms, two tenured faculty members to two-year terms, and two tenured faculty members to three-year terms. Thereafter, tenured faculty members will be nominated for three-year terms. A departmental administrator may not chair the SMC. [ed. 7-09]

1640.78

SHARED LEAVE REVIEW COMMITTEE

[Removed 7-05 no longer exists.]

1640.79

SPACE ALLOCATION COMMITTEE

[Removed 7-05 no longer exists.]

1640.80

STAFF AFFAIRS [ed. 7-09]

[See 1800 for the function and structure of this committee.]

FSH 1640.83

STUDENT APPEALS COMMITTEE

[created July 2016]

A. Function. To conduct a review at the request of a student who wishes to appeal a decision of any Student Disciplinary Review Board panel in matters that include a sanction of suspension, expulsion, or withholding or revoking a degree. A subcommittee (see B-1 below) of the Student Appeals Committee, will make a determination as to whether the student’s appeal meets the qualifications as stated in FSH 2400 C-6.

B. Structure and Membership. The committee shall be composed of eleven members to include six faculty (at least two will be from the current year’s Faculty Senate), two staff, and three students (at least one undergraduate and one graduate student) who will be eligible to serve on a subcommittee as noted in B-1 below. The term of membership is three years, with initial terms staggered to form a rotation pattern.

   B-1. Subcommittee: For each appeal, the Chair of the Student Appeals Committee shall appoint a three member subcommittee and designate a chair. In selecting a chair, a tenured faculty member will receive priority. Each subcommittee will consist of at least one faculty member and, if possible, at least one student. A student may not chair any subcommittee. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review.

C. SPECIAL CONSIDERATION. Each committee member will be required to participate in Title IX training and other training as needed. Members serving on the Student Appeals Committee should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, Student Appeals Committee members may need to be available for approximately two to four hours within as little as five days of a student being notified of a decision of an SDRB panel review.

Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall). [add. 1-17]
1640.84
STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

A-1. To recommend policies and procedures for the administration of all student financial aids under UI’s jurisdiction, i.e., scholarships, grants-in-aid, loans, work-study programs, and educational opportunity grants.

A-2. To advise the director of student financial aid.

A-3. To hear and decide appeals from students in matters concerning student financial aid.

A-4. To ensure that all pertinent documents are forwarded to the Administrative Hearing Board [see 1640.06] when students appeal decisions or procedures of this committee to that body.

A-5. To promote the increase of funds for student financial aid.

B. STRUCTURE. Five faculty members, two students, and (w/o vote) director of student financial aid, a member of the Student Support Services staff, and an additional person designated by the director. [rev. 7-97, 7-06, ed. 7-05]

1640.86
TEACHER EDUCATION COORDINATING COMMITTEE

A. FUNCTION. [See also 4300] [ed. 7-06]

A-1. To conduct a continuing review of teacher-education policies and to promote quality teacher preparation.

A-2. To act on and submit to the respective college committees proposed changes in teacher education certifications and endorsements. [rev. 3-14]

A-3. To provide updates on state and national issues pertaining to the preparation of educators. [rev. 3-14]

A-4. TECC will meet in September, January and March, prior to UCC deadlines, in order to facilitate curriculum changes. Meeting dates/times will be posted annually by the first week of September. [add. 3-14]

B. STRUCTURE AND MEMBERSHIP. Faculty members are nominated by the College of Education from each of the following groups: four from programs within the Department of Curriculum and Instruction, including representation from the elementary program, the secondary program, the career and technical education program and the special education program; one from the Department of Movement Science physical education teacher education program; one faculty member from each of the following groups: early childhood, agricultural education, music education, English education, mathematics education, social sciences, natural sciences and business; two junior or senior level students; (one from the College of Education and the second annually rotating between early childhood education, agricultural education and music education); three P-12 school personnel, including a superintendent, a principal and a teacher, representing both elementary and secondary education as well as multiple districts; and the Director of Assessment (w/o vote) and the Dean of the College of Education or designee (w/o vote), who serves as chair. [rev. 7-08, 7-10, 3-14]

1640.87
TEACHING AND ADVISING COMMITTEE
[Substantially revised in 7-05, 7-06]

A. FUNCTION. This committee will serve in an advisory capacity to the Vice Provost of Academic Affairs. The specific functions of this committee are: [rev. 7-08]
A-1. To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.

A-2. To advise and assist in organizing university-wide forums, seminars, and capacity building programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.

A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising, and the assessment of student learning outcomes.

A-4. To monitor the processes and content of Student Teaching Evaluations and Student Learning Outcomes, and to advise on the design/content of reports to the Vice Provost, Faculty Senate, Deans, Unit Leaders, and Faculty. [ed. 7-09]

A-5. To oversee the annual orientation activities for new faculty, which sets out among other things the role of, and expectations for, faculty and staff that teach, advise, and mentor students.

A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards.

A-7. To maintain a Web presence dedicated to the enhancement of teaching, advising, and other student mentoring activities.

A-8. To serve as an advisory resource for the Registrar to address the prioritization of the classroom use, maintenance, and improvements.

A-9. To work in conjunction with Faculty Senate’s Information Technology Committee to advise CTI and the Director of IT on electronic hardware and software needs to support teaching, advising, and mentoring. [ed. 7-08, 7-09]

A-10. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08]

B. STRUCTURE. Six faculty members, some of whom have received university-level teaching and advising awards, an associate dean or college level advisor, a departmental staff advisor, the director of general education, an undergraduate or graduate student, non-voting members from the Office of Instructional Research Assessment, Academic Advising Center, and the VP for Academic Affairs, or designee. [rev. 7-08, ed. 8-12]

1640.89
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

A-1. University Committee for General Education serves as the curriculum body for general education by soliciting and approving proposals and courses to be included in the University’s general education and general education courses eligible for transfer to other state institutions (SBOE general education matriculation “GEM” courses). The UCGE committee also engages in program review and makes recommendations for the continuous refinement of general education in conjunction with the Director of General Education and the Assistant Director of Institutional Research and Assessment (see General Education Assessment Committee, FSH 1640.90). Recommendations for change will be forwarded to UCC, Faculty Senate, and the university faculty. [rev. 4-11, rev. 11-12, rev. 12-14]

A-2. The committee reports periodically (at least once a year) to the Faculty Senate on the status of general education. [ed. 7-06, 7-09, ren. 4-11, ren. & rev. 11-12]

A-3. This committee traditionally meets on Thursdays at 3:30 p.m. [add. 7-08, ren. 4-11, 11-12]

[Information on University General Education can be accessed at the general education website: http://www.uidaho.edu/class/general-education] [ed. 11-11, 11-12]
B. STRUCTURE AND MEMBERSHIP. Eleven faculty members, one of whom serves as chair, selected by Committee on Committees as follows: two from the College of Letters, Arts, and Social Sciences, two from the College of Science, and one each from the colleges of Agricultural and Life Sciences, Art and Architecture, Business and Economics, Education, Engineering, Natural Resources and Library; two undergraduate students appointed by ASUI and chosen to represent two different colleges; and the following without vote: Director of General Education, College of Letters, Arts and Social Sciences Dean, or designee, College of Science Dean, or designee, Registrar, or designee, Assistant Director of Institutional Research and Assessment, or designee, Director of Academic Advising, or designee. [rev. 7-06, 7-08, 7-10, 11-12, 10-14, 1-15, ed. 8-12]

1640.90
GENERAL EDUCATION ASSESSMENT COMMITTEE
[created July 2015]

A. FUNCTION.

A-1. General Education Assessment Committee (GEAC) serves as the body for oversight of general education assessment. The Director of General Education and the Assistant Director of Institutional Research and Assessment, or designee, will provide coordination and leadership.

A-2. The GEAC meets to norm and score assessment artifacts, and to review assessment findings and make recommendations based on its findings to UCGE.

[Information on general education assessment can be accessed at the general education website: http://www.uidaho.edu/class/general-education]

B. STRUCTURE AND MEMBERSHIP. The committee is composed of ten members as follows: Director of General Education as Chair, Director of Institutional Research and Assessment, or designee, one UCGE member, two undergraduate students, and five members (faculty/staff, the majority of the members must be faculty) to include one with interdisciplinary experience and the remaining four selected to ensure a broad representation across the eight colleges that offer baccalaureate programs. All members, except students, serve on three year staggered terms. The Director of General Education is responsible for the selection of committee members. [rev. 7-16]

1640.91
UNIVERSITY CURRICULUM COMMITTEE

A. FUNCTION. [See 1540 B and C and also 4110 and 4120.] [ed. 7-98]

A-1. To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI’s major academic divisions.

A-2. To recommend policies and procedures concerning the matriculation, advising, and registration of students.

A-3. This committee traditionally meets on Mondays at 3:30 p.m. [add. 7-08]

B. STRUCTURE. One faculty member from each college except Law and Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs, registrar, secretary of the faculty (or their designees), and the director of general education as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates...
available from a particular college, the chair of that college’s curriculum committee is the designated alternate. [rev. 7-98, 7-06, 7-08, 7-09, ed. 8-12]

1640.92
UNIVERSITY DEVELOPMENT COUNCIL

A. FUNCTION. To plan and coordinate the fund-raising activities of the university and its units.

B. STRUCTURE. Vice president for university advancement (chair), financial vice president, provost, academic deans, executive director of the UI Foundation, director of athletics, director of alumni relations, trust and investment officer, and executive director of development. [ed. 7-05]

1640.93
STUDENT DISCIPLINARY REVIEW BOARD (SDRB)

[This section was removed from FSH 2400 and placed here in July 2008. In 2014 University Judicial Council was renamed Student Disciplinary Review Board following a complete review of the Student Code of Conduct]

A. FUNCTION. UI's disciplinary review process for alleged violations of the Student Code of Conduct is established and maintained for the handling of disciplinary matters concerning UI students ("student" is defined in FSH 2300 I.A-6 and 2400 A-1.) The SDRB is one of the reviewing bodies involved in the review process set out in FSH 2400 which covers any and all matters that are related to and consistent with the Student Code of Conduct [FSH 2300] and the Statement of Student Rights [FSH 2200]. [rev. 7-14, 7-16]

B. STRUCTURE AND MEMBERSHIP. The SDRB is broadly representative of the academic community. The SDRB consists of thirteen members: five faculty members, two staff, five undergraduate students and one graduate student. The chair is responsible for forming a panel (see B-1 below) and designating the chair. Given the nature of responsibility of the Chair of SDRB, Committee on Committees will first consider a tenured faculty member. [rev. 7-14, 7-16]

B-1. Panel: The chair of the SDRB shall appoint a three person panel from the committee to hear matters presented to the SDRB pursuant to FSH 2400. Each panel will consist of at least one faculty member and, if possible, at least one student. In selecting a chair, a tenured faculty member will receive priority. A student may not chair any panel. Persons appointed must have no interest in or involvement with the parties to or the subject matter of the situation under review. [add. 7-16]

C. SPECIAL CONSIDERATION. Each committee member will be required to participate in Title IX training and other training as needed. Members serving on the SDRB should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, SDRB members may need to be available for approximately two to four hours within as little as five days of a student being notified of the alleged violation of the Student Code of Conduct. [add. 1-14, rev. 7-14, rev. & ren. 7-16]

Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall). [add. 1-17]

1640.94
UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE

[Created 2009]

A. FUNCTION.

A-1. To coordinate the orderly conduct of General Faculty Meetings at multiple sites across the state.

A-2. To design, review and recommend for approval by Faculty Senate, operating protocols with respect to conducting faculty meetings with active participation of faculty across the state. Focus points include methods of recording and reporting of votes, recognition of members and other logistical issues.
A-3. To work in collaboration with the Information Technology Committee (see 1640.55) to review and make recommendations to Faculty Senate on appropriate communication technologies to maintain high-quality faculty meetings.

A-4. To report annually to the Faculty Senate on faculty satisfaction with communications during faculty meetings.

B. STRUCTURE AND MEMBERSHIP. Secretary of the Faculty who serves as chair, one faculty member who resides at the Moscow campus, the Executive Director of Information Technology or designee (w/o vote), and one faculty member from each designated remote site (see FSH 1540 A-1) who serves as the secretary's delegate at faculty meetings. One alternate faculty member from each designated site will be selected. Committee members are appointed by the university's Committee on Committees and serve a three-year period. [rev. 8-12]

1640.95
UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC)
[created July 2015]

A. FUNCTION.

A-1. The USCC is charged with ensuring the University’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

A-2. The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:
   • Review updates to the law, policies and procedures related to security and Clery Act compliance
   • Ensure timely collection of Clery crime statistics from applicable jurisdictions
   • Recommend enhancements to security policies
   • Identify programming efforts and recommend improvements
   • Review crime and disciplinary data to avoid report duplication
   • Conduct a final review of the data elements for the ASFR and recommend policy changes
   • Confirm procedures for distributing the ASFR.

B. STRUCTURE. Executive Director, Office of Public Safety & Security who serves as Chair, one member from each of the following: Staff Affairs, Dean of Students, Moscow Police Department, Title IX Coordinator, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative (faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote. [ed. 7-15]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Minor Amendment □

Chapter & Title: FSH 1620 –University Level Committees

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

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

Originator(s):
(Please see FSH 1460 C)

Telephone & Email:

Policy Sponsor: (If different than originator.)

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.

Update processes/minor edits. Involve fewer individuals in discussions of removing members from committees by replacing Senate with Committee on Committees as the body to approve. This is especially important in delicate personal situations.

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

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

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

If not a minor amendment forward to: ___________________________________________

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

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

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

Track # ____________
Date Rec.: _____________
Posted: t-sheet ________
h/c ________
web ________
Register: ______________
(Office Use Only)
UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE January 2017

1620

UNIVERSITY-LEVEL COMMITTEES

PREAMBLE: This section outlines the regulations governing university-level committees (Part B). It also includes a section on guidelines for committee chairs (Part C). In 2007 this section was substantially revised to reflect current process, in 2008 minor changes were made to B-2, 13 and C-13, and in 2010 Faculty Council was changed to Faculty Senate and B-7 was revised to address chair appointments. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 1-07, 7-08, 7-10]

CONTENTS:
A. Function, Structure, and Membership of Committees
B. Regulations Governing Committees
C. Guidelines for Committee Chairs

A. FUNCTION, STRUCTURE, AND MEMBERSHIP OF COMMITTEES. See 1640 for the function and structure of each university-level standing committee. The list of members appointed to serve on these committees is published on the Faculty Senate website at [http://www.webpages.uidaho.edu/facultycouncil/committees.htm](http://www.webpages.uidaho.edu/facultycouncil/committees.htm), after the beginning of the academic year by the Committee on Committees. [rev. 1-07, ed. 7-10, 12-13, 1-17]

B. REGULATIONS GOVERNING COMMITTEES. The following is a codification of the general regulations governing committees:

B-1. As used here, “committee” is a general term denoting any standing or special committee, subcommittee, council, board, senate or similar body. [ed. 7-10]

B-2. The establishment, discontinuance, or restructuring of, and the assignment of responsibilities to, standing committees of the university faculty are policy actions that require approval by the Faculty Senate. [rev. 1-07, 7-08, 7-15, ed. 7-10]

B-3. Ad hoc committees to advise the president and university-level standing committees that are composed primarily of administrators (e.g., Publications Board) are appointed by the president.

B-4. The Committee on Committees appoints, subject to confirmation by the Faculty Senate, members of standing committees of the university faculty. The chair of Faculty Senate establishes special Faculty Senate committees and appoints their members. [ed. 7-10]

B-5. In selecting staff members to serve, the Committee on Committees seeks nominations from the Staff Council Affairs Committee, which considers expressions of interest by employees to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on the Staff Council Affairs Committee itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)
B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

B-7. Unless otherwise noted within the structure of a committee in FSH 1640, chairs are selected by the Committee on Committees. The chairs of faculty standing committees generally are rotated so that no committee comes to be identified with one person. [rev. 7-10]

B-8. The president of the university, or the president’s designee, is a member ex officio of all UI committees, regardless of how the committees may have been established or appointed. On committees under the jurisdiction of the university faculty or of the Faculty Senate, the president or the president’s designee serves without vote. [ed. 7-10]

B-9. The chair of the Faculty Senate is a member ex officio without vote of all committees under the jurisdiction of the university faculty or of the Senate. [ed. 7-10]

B-10. Students are to be represented, if they so desire, on faculty committees that deal with matters affecting them. Except for student members of the Faculty Senate, the Committee on Committees receives nominations from the ASUI, GPSA and SBA to fill positions established for student members of faculty committees. [See 1640.] If, 21 days after the first day of classes of the fall semester, nominations have not been submitted to fill student positions, the committees on which the vacancies exist are authorized to disregard the vacant student positions in determining a quorum. [rev. 1-07, 1-14, 7-14, ed. 7-10]

B-11. The membership of individual members of standing committees of the university faculty may not be terminated involuntarily except for cause and with the concurrence of the Committee on CommitteesFaculty Senate. [ed. 7-10]

B-12. UI committees meet on the call of the chair. Committees under the jurisdiction of the university faculty or any of its constituencies may be convened by at least 35 percent of the members of the committee with a three-day written notice to all members. [rev. 1-07].

B-13. A quorum for any committee under the jurisdiction of the university faculty or any of its constituencies consists of at least 50% of its voting members, unless otherwise stated in the committee structure. [add. 1-07, rev. 7-08]

B-14. Voting:
  • Proxy votes are not permitted in committees under the jurisdiction of the university faculty or of the Faculty Senate. [ren. 1-07, ed. 7-10]
  • Email voting under some circumstances is allowable. However, it must be agreed to by all members at the meeting. There must be an explicit understanding that anyone can ask that voting be delayed until the next meeting as a group. Examples of email voting include: committee is nearing the end of a meeting and discussion has been sufficient for the secretary/chair to draft a recommendation, confirming nominees/appointments, etc. [add. 1-17]

B-15. Unless otherwise provided, assignments to faculty committees begin on the official opening date of the academic year, whichever is earlier. [ren. and rev. 1-07]

B-16. Open Committee Meetings. [ren. 1-07]
a. Meetings of university-level committees, committees of the colleges, divisions, subdivisions, and other UI units, and ad hoc committees, however created, are open to the public with the exception of those meetings, or those parts of meetings, that deal with confidential employee or student matters, [see B-16-d]. [ed. 7-00, rev. 1-07]

b. Observers may speak only by invitation of the chair.

c. Observers may use their own tape recorders or other recording devices. Also, they will be provided a copy of any recordings made by the committee, if they request a copy through regular channels and pay the full costs involved in making the copy.

d. An exception to the exception stated in B-16-a is permitted in hearings on appeals when the appellant demands in writing before the hearing board’s first meeting that the hearing be open to the public; nevertheless, the chair of the hearing board has the power to close the hearing to the public if, in the chair’s opinion, the atmosphere becomes detrimental to the orderly conduct of the proceeding. Moreover, the chair has the power to exclude prospective witnesses from the hearing until they have testified. [ed. 1-07]

B-17. Standing committees are to keep minutes and to distribute them as provided in C-7. [ren. 1-07]

B-18. Smoking is prohibited in official meetings and hearings of UI committees. [ren. 1-07]

B-19. Rules of Order. [See 1520 VI.] [ren. 1-07]

C. GUIDELINES FOR COMMITTEE CHAIRS. These guidelines were developed by the Committee on Committees as suggestions for the effective handling of committee business and clarification of certain minimal requirements of these committees. The Committee on Committees recognized that not all items will apply equally to all committees and that some items will not be appropriate to some committees.

C-1. At the beginning of each semester, contact committee members about times they would be available for a set meeting (for committees that do not have set meeting times already established) so that the times that the committee members will be available to meet can be ascertained. [rev. 1-07]

C-2. Hold an organizational meeting as early as possible in September to discuss and review the charge of the committee (see FSH 1640), its procedures, and possible agenda items, and if desirable select a secretary. [rev. 1-07]

C-3. To ensure that committee business is not delayed when the semester begins, committee chairs are encouraged to recommend and submit names of staff and students for any vacant position to the Faculty Secretary’s Office for consideration and confirmation. All names that are recommended will be handled following the normal approval process. [add. 1-17]

C-4. Establish the best means of getting in touch with each student member. [ren. 1-17]

C-5. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. [rev. 1-07, ren. 1-17]
C-6. Send an agenda with the call of a meeting to all members at least one day (24 hours) in advance of the
meeting, if possible, and post it to the committee’s web page at http://www.webs.uidaho.edu/facultycouncil/committees.htm. [rev. 1-07, ren. 1-17]

C-7. Read the minutes of each meeting carefully to make certain that the intent of the committee is accurately represented. [ren. 1-17]

C-8. Send agenda and approved minutes of each meeting of the committee to the Faculty Secretary’s Office at facsec@uidaho.edu and send copies to members of the committee. Committees that address matters with confidential employee or student matters, shall keep such minutes confidential. All materials for these committees will be forwarded to the Office of the Faculty Secretary for filing and archiving. Also, inform other officers who are directly concerned with the work of the committee. To assist with record keeping, number meetings of the committee consecutively; e.g., “minutes#1_mmdyy.” [rev. 1-07, ren. & rev. 1-17]

C-9. Hold hearings when substantive policy changes are proposed. When feasible, invite those who will be affected by the committee’s action to present their views to the committee. [ren. 1-07, 1-17]

C-10. Inform those who are affected by the committee’s actions of such actions. [ren. 1-07, 1-17]

C-11. Promptly submit reports of actions requiring approval by the Faculty Senate in care of the Office of the Faculty Secretary for placement on the Faculty Senate agenda. Be prepared to attend the Faculty Senate meeting to answer any questions that arise. [ren. & rev. 1-07, ed. 7-10, ren. 1-17]

C-12. Inform the Office of the Faculty Secretary of any resignations from the committee and any excessive absences. Excessive absences will be referred to Committee on Committees to determine whether cause exists to replace the member. [ren. & rev. 1-07, ren. 1-17]

C-13. Prepare a brief year-end report for submission to the Faculty Senate in care of the Office of the Faculty Secretary for distribution as needed. [ren. & rev. 1-07, ed. 7-10, ren. 1-17]

C-14. Prepare a transition file for next year’s chair highlighting past issues (year-end report could be used), issues that are in progress, or issues that still need to be addressed. Plan to attend one or two meetings of the new committee to ease transitioning. [ren. & rev. 1-07, rev. 7-08, ren. 1-17]

C-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. [ren. 1-07, 1-17]
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>College of Art and Architecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Unit:</td>
<td>Architecture Program, Landscape Architecture Program, Bioregional Planning and Community Design Program</td>
</tr>
<tr>
<td>Dept/Unit Approval Date:</td>
<td>November 16, 2016</td>
</tr>
<tr>
<td>College Approval Date:</td>
<td>December 1, 2016</td>
</tr>
<tr>
<td>CIP code (Consult Institutional Research):</td>
<td>0404</td>
</tr>
<tr>
<td>Primary Point of Contact (Name and Email):</td>
<td>Kasama Polakit</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>X</td>
<td>Undergraduate Level:</td>
<td>Law Level:</td>
</tr>
</tbody>
</table>

Option:

Emphasis:

Minor:

Academic Certificate less than 30 credits: Urban Design

Teaching Endorsement (Major/Minor):
The Urban Design Certificate offers an interdisciplinary approach in the area of design and planning of the built environment for students who seek to add expertise and enhance credentials in Urban Design. The program is designed based on existing intellectual infrastructure of the college, emphasizing interdisciplinary of three program cores, Architecture, Landscape Architecture, and Bioregional Planning and Community Design. The graduate Urban Design Certificate at the Urban Design Center (UDC), University of Idaho Boise will provide individuals with fundamental knowledge, methods, and practice through hands-on experience in planning and design of the built environment. The Urban Design Certificate not only utilizes Boise Metropolitan Region as an "urban living laboratory" for the students to exercise their urban design creativity, but also covers contemporary urban challenges affecting cities in local, regional, national, and global contexts. Students’ experience will also benefit from partnerships forged between the UDC and practitioners in government agencies and private design and consulting firms, with both local, national, and international experience and connections.

<table>
<thead>
<tr>
<th>Program Component Curriculum: Required courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>The certificate is comprised of 12 credits for internal admissions and 18 credits for external admissions. The internal admission targets students who are currently enrolled in one of the three disciplinary graduate programs, MArch, MLA and MS Bioregional Planning and Community Design, and seek to advance their future career with an urban design specialization. These students are encouraged to contact an advisor and apply early in the process. The external admission is open to individuals who have earned a baccalaureate degree or professional degree in Architecture, Landscape Architecture, Urban Planning, and related fields. Students must apply for admission through the College of Graduate Studies. Students may earn the certificate without completing a graduate degree.</td>
</tr>
<tr>
<td>The Urban Design Certificate is designed into two streams: Design studio focus and Planning and design with policy focus. Planning and design with policy focus is developed for students who have no studio-based design background and lack of appropriate graphic and visual communication skills. Students will select a stream when admitted.</td>
</tr>
<tr>
<td>Urban Design Graduate Academic Certificate</td>
</tr>
<tr>
<td>BIOP 520 Intro to Bioregional Planning (3 cr)</td>
</tr>
<tr>
<td>BIOP 522 Bioregional Planning Methods (3 cr)</td>
</tr>
<tr>
<td>And one of the following focuses:</td>
</tr>
<tr>
<td><strong>Design studio focus:</strong></td>
</tr>
<tr>
<td>ARCH 554 Vertical Studio</td>
</tr>
<tr>
<td>LARC 554 Landscape Architecture Graduate Studio (6 cr)</td>
</tr>
<tr>
<td><strong>Courses to total 18 credits for this certificate</strong></td>
</tr>
<tr>
<td><strong>Planning and Design with policy focus:</strong></td>
</tr>
<tr>
<td>ARCH 554 Vertical Studio</td>
</tr>
<tr>
<td>ARCH 585 Urban Design Seminar (3 cr)</td>
</tr>
<tr>
<td>LARC 520 Regional and Community Design (3 cr)</td>
</tr>
<tr>
<td>LARC 554 Landscape Architecture Graduate Studio (3 cr)</td>
</tr>
<tr>
<td><strong>Courses to total 18 credits for this certificate</strong></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>Current Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Name:</td>
</tr>
<tr>
<td>Current Degree:</td>
</tr>
<tr>
<td>New Degree:</td>
</tr>
<tr>
<td>Other Details:</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>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of financial impact:</td>
<td>Since the Urban Design Certificate is built upon existing capacity in the architecture, landscape architecture and bioregional planning and community design programs, no new faculty or new facilities will be needed at this time. Number of enrollment in studio courses are key indicators. Enrollment in each studio should not exceed 18 before capacity is met, and at such time as this occurs, additional sections of the design studio courses may be required and budget allocations for adjunct faculty will be needed.</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 proposed certificate program offers Urban Design credentials for students who are currently enrolled in M.Arch., M.LA, and MS. Bioregional Planning and Community Design Programs, or have already earned baccalaureate or professional master's degrees in Architecture, Landscape Architecture, Urban Planning, and related fields. The Certificate can be expected to help expand career opportunities by adding expertise in Urban Design. For students enrolled in graduate courses at the Urban Design Center in Boise, the Certificate also recognizes the specialty in urban design that students can acquire by studying in Boise. The program outcomes will be assessed based on knowledge, skills, abilities, etc. that students demonstrate upon completion of the Certificate program. This certificate will also help promote academic opportunities for a new cohort of students for graduate programs.

An assessment plan will be developed for the Urban Design Certificate by representatives of architecture, landscape architecture and bioregional planning during Spring Semester 2017. It will follow the outline provided by the University and guided by the Strategic Plan, and be generated from the learning outcomes set forth in the UD certificate concept paper. For each learning outcome, we will include assessment tools and procedures (direct measures, indirect measures and face-to-face measures) Benchmarks, Findings and Changes to be made during the next cycle. The plan will be developed and entered on line in time for the 2017 assessment cycle.
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;
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).

<table>
<thead>
<tr>
<th>Can 50% or more of the curricular requirements of this program component be completed via distance education?</th>
<th>Yes*</th>
<th>No</th>
<th>x</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes, can 100% of the curricular requirements of this program component be completed via distance education?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Geographical Area Availability
This section must be completed

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

| Moscow | Coeur d'Alene | Boise* | X | Idaho Falls* | Other** | Location(s): |

*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>Implementation Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received by the Office of the Provost and Executive Vice President:</td>
</tr>
<tr>
<td>1-19-2017</td>
</tr>
<tr>
<td>Date Received by UCC Secretary:</td>
</tr>
<tr>
<td>UCC-17-027a</td>
</tr>
<tr>
<td>UCC Item Number:</td>
</tr>
</tbody>
</table>
Concept Paper for Urban Design Certificate

**Why Urban Design Certificate?**

- For individuals who seek to add expertise and enhance credentials in urban design for the professional marketplace in private companies, public agencies at all levels of government, as well as within non-governmental organizations.
- Gain interdisciplinary knowledge to tackle various challenges in urban development process with regards to sustainability, including physical, aesthetics, and ecological, political, economic, social, cultural, psychological, and technological importance of planning and design in the public realm.
- Gain knowledge and skills in planning and design of the built environment at various scales, including regional, urban, district, neighborhood, and human scales to promote, create and/or preserve healthy and meaningful places.

**Why Urban Design Certificate at the Urban Design Center, the University of Idaho Boise?**

University of Idaho Boise (UIB) is strategically located in the economic, governmental, and population center of Idaho and uniquely suited to provide graduate program, research, and professional development opportunities in a metropolitan setting. Urban Design Center (UDC) at the University of Idaho Boise, not only functions as a center for education, research, and innovative interventions in urban design but also act as a locale for crating academic-professional interactions and connections, and university-community relations and partnerships.

The UDC promotes interdisciplinary and inter-professional collaborations through engaging education with real-world urban issues. The graduate Urban Design Certificate at the UDC will provide individuals with fundamental knowledge, methods, and practice through hands-on experience in planning and design of the built environment. The Urban Design Certificate not only utilizes Boise Metropolitan Region as an “urban living laboratory” for the students to exercise their urban design creativity, but also covers contemporary urban challenges affecting cities in local, regional, national, and global contexts. Students’ experience will also benefit from partnerships forged between the UDC and practitioners in government agencies and private design and consulting firms, with both local, national, and international experience and connections.

The certificate is jointly offered by three programs in the College of Art and Architecture, Architecture, Landscape Architecture, and Bioregional Planning and Community Design. The curriculum is comprised of three areas of concentrations, urban design studios, planning and design process and methods, and seminars. The certificate is designed to complement current graduate programs, Master of Architecture, Master of Landscape Architecture, Master of Science in Bioregional Planning and Community Design, and Master of Science in Integrated Architecture & Design. The certificate is also open to students with design and non-design background, and working professionals who are adding to their academic and professional credentials.
Expected Learning Outcomes and Learning Assessments: Knowledge and skills

- The student will be able to investigate the challenges of cities or places from an interdisciplinary and multidisciplinary perspectives and create ideas in response to these challenges.

  Student achievement of this learning outcome is assessed directly by reviewing samples of student work (i.e. urban design projects, assignments, reports, essay, oral presentations, portfolios).

- The student will be able to develop design and planning skills by gaining hands-on experience through real-world projects at various scales, ranging from regional, urban, district, and neighborhood, to human scales.

  Student achievement of this learning outcome is assessed directly by reviewing samples of student work (such as urban design projects) and evaluating student performance during the design process.

- The student will be able to formulate frameworks and processes for the implementation of urban design proposals and policies.

  Student achievement of this learning outcome is assessed directly by reviewing student work such as urban design projects and/or reports, and/or feedback from external reviewers such as invited experts or practitioners.

- The student will be able to articulate their urban design concepts, ideas, and principles in clear, convincing manner appropriate to the topic, purposes, and targeted audiences by using various methods and techniques.

  Student achievement of this learning outcome is assessed directly by reviewing student work and public presentations (i.e. written, oral, graphic and visual communication), and/or feedback from audiences.

- The student will be able to collaborate in designing and implementing problem solving process and demonstrate leadership skills in interdisciplinary team environment.

  Student achievement of this outcome is assessed directly by instructors’ observations, student team-assessment, and/or peer evaluations.

Application

The Graduate Urban Design Certificate is open to professionals and to graduate who are currently enrolled in the College. For the applicants who are currently enrolled in M Arch, M LA, MS. Integrated Architecture and Design, and MS. Bio-reginal Planning and Community Design, they are encouraged to contact an advisor and apply early in the process.

Certificate Program Admission Requirements http://www.uidaho.edu/cogs/academics/certificateprograms
All certificate programs are administered at the university level. Students working toward a certificate must be admitted to the University of Idaho as either a certificate-seeking student or as a degree-seeking student. Non-degree students cannot complete academic certificates (Please refer to the University of Idaho General Catalog for details). All students who wish to enroll in 500-level certificate courses must meet the minimum graduate admission requirements.

Curriculum Outline: 18 credits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOP 520</td>
<td>Intro to Planning</td>
<td>3</td>
<td>W.W.W.</td>
</tr>
<tr>
<td>BIOP 522</td>
<td>Planning Methods</td>
<td>3</td>
<td>WWW.</td>
</tr>
<tr>
<td>LARC 554 Landscape</td>
<td>Landscape Architecture Graduate Studio</td>
<td>3 or 6</td>
<td>credits</td>
</tr>
<tr>
<td>Studio 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCH 554 Vertical Studio</td>
<td>Urban Design Emphasis</td>
<td>3 or 6</td>
<td>credits</td>
</tr>
<tr>
<td>Emphasis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LARC 520 Regional and</td>
<td>Regional and Community Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Community Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARCH 585 Urban Design</td>
<td>Seminar</td>
<td>3</td>
<td>credits: WWW.</td>
</tr>
<tr>
<td>Seminar</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Requirements**

For students with design background, to obtain the Urban Design Certificate with design studio focus, they must complete two 6-credited urban design studios at the UDC. For students with no design background, to obtain the Urban Design Certificate in Planning and design with policy focus, they must achieve two 3-credited urban design studios. Please see attached curriculum maps for details.

**Course Descriptions**

**BIOP 520 Intro to Bioregional Planning (W.W.W. 3 credits)**  
This class introduces students to bioregional planning concepts and current implementation practices.

**BIOP 522 Bioregional Planning Methods (W.W.W. 3 credits)**  
This course focuses on the approaches, methods, and techniques that are used by planners to study and inform communities in their preparation of a comprehensive plan. The course is delivered on-line.

**LARC 520 Regional and Community Design (3 credits)**  
This course examines contemporary issues of urban and regional planning and design through focus on a particular project in partnership with a local community or agency. It complements the integrated fall studio (LARC 554), utilizing thematic readings, case studies, and GIS-based methods applied to urban and regional design and planning. Particular emphasis is placed on: theory and methods in community design and planning; analytical methods and modeling; case study method in design; and data-driven design.

**LARC 554 Graduate Studio I - Regional and Community Design (3 or 6 credits)**  
This course introduces students to design problems of bioregional and urban scales, developing methods of inquiry and design that address changes in depth and complexity of design problems with changes in scale. Studio work emphasizes analysis, planning and design for regions, urban areas, districts or large sites, taking into consideration historical and political context, ecology, and sociocultural factors.

**ARCH 554 Vertical Studio | Urban Design Emphasis (3 or 6 credits)**  
This class is place-based studio, emphasizing the understanding of urban design as a place-making process and product within the dynamic of change to the urban environment. This graduate studio addresses normative theories in urban design, and emphasize systematic thinking and creative problem solving process, allowing students to explore and acquire the information to understand the context of the given area, identify key issues and analyzing relevant information of the study areas, formulate and develop planning and design concepts, synthesize and develop argumentative research-design...
outcomes based on the understanding and the using of information and evidences derived from both primary and secondary data.

ARCH 585 Urban Design Seminar (W.W.W. 3 credits)
This on-line course covers six themes of discussion about Urban Design, each of which is structured into a section called “Module”. These six modules are: Model 1 discusses the “Background of the “field”: (inter) disciplinary”; Module 2 introduces “Contemporary Urban Design Theories”; Module 3 considers selected “Influential Urban Thinkers”, Modules 4 shows some examples of “Representation of space, information, and design interventions”, The relationship between urban design and urban development will be in Module 5, including some local, national and international examples. Lastly, Module 6 cover current practices and discuss the future and how to move forward.

Other Urban Design Certificates in the US (not including MUD)

| 1. The University of Utah       | School of Architecture and the Department of City & Metropolitan Planning | 17 credits Graduate Certificate in Urban Design for graduate students and professionals. |
| 2. Portland State University   | College of Urban & Public Affairs: Nohad A. Toulan School of Urban Studies and Department of Architecture | 12 credits |
| 4. University of New Mexico    | School of Architecture and Planning Open to applicants not currently enrolled as UNM graduate students. | 18 credits Graduate Certificate in Urban and Regional Design (GCERT) |
| 5. University of Maryland      | Offering to students enrolled in the Master of Architecture | 21 credits |
| 6. University of Virginia      | School of Architecture open to graduate students in any department of the School of Architecture | 21 credits |
| 7. Lawrence Technological University | Designed for undergraduate degree in architecture and are preparing to enter a graduate program, those currently enrolled in the Master of Architecture, or practicing professionals looking to enhance their credentials | 12 credits |
8. University of Cincinnati

School of Planning

Students with no previous design education and background will be required to complete one 3-credit Design and Visualization Techniques course before starting the program.

18 credits

9. University of Pennsylvania School of Design

PennDesign offers 11 Certificates in Interdisciplinary Program. The Certificate in Urban Design is open to students already enrolled at PennDesign in Architecture, City and Regional Planning, Historic Preservation, or Landscape Architecture who have successfully completed a designated prerequisite studio within each department.

20 credits

10. University of Tennessee, Knoxville

College of Architecture and Design

Certificate programs are open to master's students in any degree program within the college and to students with a professional design degree, such as professionals seeking continuing education on a part-time or full-time basis.

12 credits

AICP Certified Urban Designer (AICP CUD)

Eligibility Requirements

Before applying to take the examination, applicants must:

1. Be a member of AICP in good standing.

2. Have completed a total of eight years of experience in urban design at the time of application submission.

3. Applicants must write three 250-500 word essays (see criteria 1-3 below) to demonstrate their advanced urban design experience. This includes the years of experience that was applied towards the AICP exam. Experience dedicated towards the management of urban design projects or urban design employees should be considered towards your eight years of experience. Applicants engaged in part-time urban design experience may prorate that experience into a full-time equivalent. For example, a position in which the applicant worked 20 hours/week for six months in a urban design assignment may prorate that experience into the full-time equivalent of three months of urban design experience. The essays are submitted through an online form during the application window.
POLICY COVER SHEET

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

[3/09]

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

Minor Amendment □
Chapter & Title: APM 30.12 – UI Computer Use Policy

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

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

Originator(s): Mary George 1/30/17
(Please see FSH 1460 C)
Name Date
Telephone & Email: maryg@uidaho.edu 885-5222

Policy Sponsor: (If different than originator.)
Dan Ewart
Name Date
dewart@uidaho.edu 885-2271

Reviewed by General Counsel  □Yes □No Name & Date: Casey Inge & Kent Nelson – May 2016-Jan 2017

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

The current computer use policy is very old and outdated. Much of the policy is specific to certain technologies (email, directories, etc.) or needs to be placed in an area that can be updated easily (with proper structure) when technologies, phone numbers, procedures, etc. change. The new policy should be succinct, but broad enough to cover all of the existing issues (and more) without being specific to the types of systems or technology resources, which is what this new policy is intended to accomplish. ITS will maintain publicly-available, published information on technology standards and will have a published process for ensuring that any changes made to the standards are suitably vetted.

The current computer use policy addresses the following topics:

1. State law, university policy
2. Commercial/political/personal benefit use
3. Accessing directories, files, and emails
4. Electronic files as public records
5. Unauthorized machine access, decryption, unauthorized privileges
6. Removal/transferring software
7. Sharing accounts
8. Password protection
9. Leaving a computer
10. Sensitive personal information storage
11. Disturbing others, food in computer labs, inferring w/ system operation
12. Sending offensive messages
13. Consuming unreasonable amount of resources
14. Playing games on computers

The new policy updates the language to cover the responsibilities of users and systems: (Below are the topics covered in the rewritten policy. Numbers indicate existing policy topics that are covered in the new policy re-write)

- Federal & state laws (1)
- Personal conduct (11)
- Privacy - new
- UI policies & procedures (1, 2)
- Security and privacy of devices and data (3, 5)
- Reporting violations - new
- Unauthorized & attempts to access unauthorized resources (3, 5, 6, 7)
- Intercepting/hindering traffic
- Access, destroy, modify data/systems (5, 6)
- Commercial/political/personal benefit/use (2, 14)
- Unlawful, obscene, defamatory (12)
- Personal safety, security
- Copyright, copying files (6, new)
- References to various codes and legislation (1)

Notes:
Topic 4 – Is not specifically covered in this new policy. Our FSH 6520/APM 65.03 & 65.06 – also does not specifically cover this information item, but is somewhat close. It would seem that the records management section in the APM (65.##) may be a more suitable spot to discuss that any type of records (paper or electronic) are university property—if we want to add this to our university policies?
8, 9, 13 – Will be covered in ITS standards documents and subsequent other IT policy revisions in progress.
10 – Covered in the new data classification policy – APM 30.11.
11 – This will be covered in ITS computer lab-specific info

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

This should reduce UI’s risk exposure by having a policy that clearly states the obligation of all persons and systems that access UI technology resources and allows flexible access to create technology-specific updates as needed in related standards documents. Reducing risk should reduce costs associated with technology security breaches or issues which can amount to millions of dollars in costs.

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

We have reviewed all of the “IT-related” policies within the UI and the State ITA office. We did reviews of other universities IT policies and compared the topics covered in their acceptable use policies with ours. We came up with a prioritized list of topics that should be covered by this policy, while ensuring that we are covering all of the existing topics somewhere. We have a number of worksheets that show all of the related “IT” topics and the current policies that are related or similar to this change. We can send those files, if needed, please ask. They are quite huge and may require some additional explanation.

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: ________________________________
APM 30.12 -- Acceptable Use of Technology Resources
Created/updated date:

Preamble: The University of Idaho (UI) provides access to technology resources in order to support its instruction, research, outreach, and service missions; administrative functions; and student and campus life activities. This policy sets forth the rights and responsibilities of users of UI technology resources and the measures that may be taken by the institution to ensure the integrity of UI technology resources and compliance with applicable law and policy.

Contents:
A. Definitions
B. Policy
C. Scope
D. Exceptions
E. Process/Procedure
F. Contact Information
G. References

A. Definitions.

A-1. Technology resources
- All University owned, operated, leased, or contracted computing, networking, telecommunication, and information resources;
- All information maintained within the University’s computing resources;
- All voice and data networks, telecommunications and communication systems and infrastructure; and
- All technology resources including all hardware, software, applications, databases, and storage media.

A-2. Data owner. The senior university college/division/departmental executive with direct responsibility for all access and use of designated types of data. Use of this term, in connection with this policy shall not affect university claims or rights of ownership of data or ownership of third party data in the possession of the university.

B. Policy. UI provides access to and use of its technology resources to its students, staff, faculty, and others, in order to support its mission. Access and use of UI technology resources is a privilege and requires that users of such technology resources act responsibly. Users shall only access and/or make use of UI technology resources in a manner that is consistent with applicable federal and state laws and Idaho State Board of Education and UI policies and procedures. Users accessing UI technology resources have no expectation of privacy with respect to such uses. Please note that applicable laws and policies are not limited to those specifically addressing access to and use of computers and networks; they may also include, but are not limited to, laws and policies related to personal conduct. (See FSH 3170 B-7)
B-1. **User Responsibilities.** Users of University of Idaho technology resources must:

a. Follow all applicable federal and state laws;
b. Follow all UI policies and procedures and IT standards;
c. Actively maintain the security of all devices accessing UI technology resources or being used to access, store, or process UI-maintained data.
d. Actively maintain the security and privacy of university data or UI-maintained third party data and store such data only in authorized locations, consistent with UI policies and standards.
e. Report privacy, security, or technology policy violations to the UI ITS Security Office.

B-2. **User Actions Constituting Misuse of UI Technology Resources.**

User actions, such as those described below, of University of Idaho technology resources shall be considered misuse of UI technology resources:

a. Utilizing any identity or account not specifically assigned by UI to the user;
b. Hindering monitoring, or intercepting another user’s network traffic, except as expressly authorized by the UI;
c. Attempting to access, disclose, destroy, use, or modify university systems or data without authorization of data owners;
d. Using technology resources for partisan political or campaign activities (see FSH 6230), such as participating or intervening in a campaign for public office or making technology resources available to a candidate, campaign, political party, or political actions committee (see also FSH 3170 B-10).
e. Using technology resources for commercial purposes (including but not limited to personal financial gain)
f. Using university resources for personal, non-commercial purposes, excluding uses such as checking of personal email or access to the internet, when such activities do not interfere with an individual’s employment responsibilities at UI or give rise to a cost to UI.
g. Using technology resources for unlawful communications or activity, including threats of violence, obscenity, child pornography, defamation, harassing communications (as defined by law), such as cyberstalking or other similar activities in violation of stalking laws;
h. Using technology resources for the creation or transmission of materials which may put any person’s personal safety at risk;
i. Using technology resources for unauthorized access to any system or network;
j. Engaging in the unauthorized copying, distributing, or transmitting of copyrighted materials (see FSH 5300), such as software, music, or other media.

B-3. **Noncompliance.** Non-compliance with this policy may result, depending upon the nature of the non-compliance, in the user’s account or access to UI technology resources being temporarily suspended or disabled or permanently terminated. In the case of temporary suspension, UI may require implementation of certain remedial measures or satisfaction of certain educational courses prior to reinstatement of the user’s account or access.
Additionally, the user may be referred for institutional sanctions to the appropriate university disciplinary body and may be subject to civil and criminal penalties.

**B-4. Remediation.** The University may take any actions it deems necessary to protect and manage the security and integrity of its technology resources, including but not limited to temporarily suspending or disabling user accounts or limiting the available resources through traffic shaping, data caps, or other measures.

**C. Scope.** This policy applies to all users of University technology resources, whether or not formally affiliated with UI and whether on a UI campus or accessing and using technology resources from remote locations.

**D. Exceptions to the Policy.** Sections B-3(d-f) do not apply to students, guests, or residents in university housing except when such uses are in violation of federal or state law, or give rise to a cost to UI.

Other exceptions to this policy may be submitted in writing to the UI Information Security Officer who will assess the risk and make a recommendation to the UI-CIO.

**E. Process/Procedure/Standards.** Given the changing nature of technology, users are encouraged to regularly review the latest IT standards on the ITS website for specific guidance on acceptable uses of technology resources.

**F. Contact Information.** The ITS Information Security Office (its-security@uidaho.edu) can assist with questions regarding this policy and related standards.

**G. References.**

- Federal Information Security Management Act (FISMA) - National Institute of Standards and Technology (NIST) SP-800-53, Revision 4
- UI - FSH 2300 – UI Student Code of Conduct
- UI - FSH 3170 – University Ethics
- UI - FSH 5300 - Copyrights, Protectable Discoveries and Other Intellectual Property Rights
- UI - FSH 5700 – Research Data
- UI – APM 30.11 - University Data Classification and Standards
- UI - APM 45.19 - Export Controls, U.S.
- UI – APM 65.02 - Records Inventory, Retention and Disposition
- UI – APM 65.06 - University Electronic Records Management Guidelines
30.12 - UI Computer Use Policy

(Amended 01/19/07)

Introduction

This policy governs use of computers and related equipment operated by the University of Idaho. Each computer user is a member of a community; the purpose of this policy is to maximize the value of our resource to that community. The intent of the policy is to permit maximum freedom of use with appropriate security, consistent with State Law, University policy, and a productive working environment. The policy applies to all those who use university computers. Depending on the seriousness of an offense, violation of the policy can result in penalties ranging from reprimand to loss of account to referral to University authorities for disciplinary action to criminal prosecution.

State Law and University Policy

Use of university computers must comply with Idaho law and University policies. Therefore, university computers may not be used for commercial or profit-making purposes, for political purposes, or for personal benefit where such use incurs a cost to the university and is not academically related. State law prohibits unauthorized access to computer systems.

Access of or attempts to access another person’s directory, files, or mail, whether protected or not, without permission of the owner is prohibited. All University of Idaho employees should be aware that e-mail on their UI account and files on UI computers may be subject to public disclosure under the Idaho Public Records Law. Further, the UI reserves the right to access employee e-mails and files on UI computers when needed for work-related purposes. Attempts to access unauthorized machines via the computer network, to decrypt encrypted materials, or to obtain privileges to which the user is not entitled are prohibited.

The University has signed software licenses for much of the software that is available on the computer systems; removal or transfer of such software without authorization is prohibited. This policy statement authorizes university computer systems’ staff to examine the user’s files if required as part of their official duties. Sharing of a computer account with other persons is prohibited; each user must have an individual account. Passwords must be protected and comply with UI policy on password standards, and the user must not leave a machine logged on when the user is not present unless the machine is in a secure area, such as a private office.

All users who work with sensitive personal information (a person’s name in combination with a social security number; driver’s license or other Idaho identification card number; or account number, or credit or debit card number) must store such information at all times on an ITS-managed network drive, and shall not store any sensitive personal information on a computer hard drive or portable storage device, unless such storage has been authorized by ITS, and is adequately encrypted.
Working Environment

Users of university machines should conduct themselves in a manner that promotes a productive working environment. Conduct that creates a disturbance to other users is prohibited; this includes making noise, taking food or beverages into the computer labs, and printing or displaying materials that are unsuitable for public display. Conduct that intentionally or negligently interferes with the proper operation of the system or its use by others is prohibited. Users of any electronic communications shall not send or post messages that are libelous, patently offensive, or that intimidate, threaten, demean or harass individuals or groups, or that would otherwise bring discredit to the university.

Use of Resources

Users of university computers shall not consume unreasonable amounts of limited resources. Resources that are in limited supply include laser printing, disk space and, in some cases, machine access itself. Laser printing should be used judiciously; it should not be used for multiple copies. Picture files or other large files should not be stored on disk unless they are academically relevant. Playing of games and other non-academic activities should be restricted to periods of off-peak usage. The university may impose restrictions or limits on use of resource. (See also the UI Residential Data Connection Privilege Agreement)

A student, staff member, faculty member, or system administrator who is unsure about how to deal with questions about any aspect of this computer use policy should contact ITS Administration at (208) 885-6721 (or e-mail: ITS Email)
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy) [3/09]

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

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>APM 40.10 UNIVERSITY SPACE</td>
</tr>
</tbody>
</table>

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): Mary George 2/15/17
(Please see FSH 1460 C)
Telephone & Email: 885-5222 maryg@uidaho.edu

Policy Sponsor: Dan Ewart 2/15/17
Name Date 885-2271 dewart@uidaho.edu

Reviewed by General Counsel □ Yes □ X □ No Name & Date: ______________________________________

This policy has been reviewed and approved by VP Daniel Ewart and AVP Brian Johnson.

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

These policy revisions started as an initiative to remove all references to the now-defunct Division of Finance and Administration. The existing University Space policy is outdated and has references to non-existent areas. We also took action to organize all of the policy content into the Policy section and remove non-policy, informational and process/procedures narrative. That information and process will reside within the Facilities department’s published websites – linked to the policy document. The policy also reflects the new name of the space committee and its responsibilities.

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

There should be no fiscal impact to these revisions. It may help decrease risk for the university, since it is now clearly stated, in the policy section, that departments cannot lease property or space without the proper approvals in place, where before it was buried in the procedures section.

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

There were a number of policy revisions submitted last year (2016) that were meant to clean up the outdated DFA references. That is the only relationship to this policy that we are aware of.

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.
A. Definitions

A-1. Unit: refers to primary management units within the University of Idaho (University), including recognized colleges, administrative centers, such as the Division of Finance and Administration, or the Research Office units, and recognized University Centers located remotely from the main Moscow campus, such as Idaho Falls. [rev. 7-16]

A-2. President: refers to the President of the University of Idaho, or his/her designee, having final authority over space policies, procedures, and allocations at university sites statewide.

A-3. Space Advisory Council (SAC). The SAC is a group established with the goal of providing advisory input regarding the development and implementation of University of Idaho space related policies and processes and to serve as an impartial reviewer for resolution of space issues not resolved through the routine policies and processes. SAC membership will be determined by the President and will normally include representative stakeholders from entities such as Executive leadership, Staff Council, Faculty Senate, ASUI, and Facilities.

B. Policy

B-1. Policy Statement. All University owned or operated buildings, space, and land, regardless of fund source or location, or use by a particular Unit, are assets of the University as a whole, and are subject to assignment or reassignment to meet the overall needs and best interest of the University. Long-range planning for optimum use of these valuable University assets is a continuing process. Policies and procedures that guide space assignment and reassignment are the responsibility of the Space Governance Group (SGG), created herein. President. Unless otherwise specified by the ProvostPresident, space assigned to a Unit may be reassigned by the Unit leader or reallocated within and among internal divisions or departments of the Unit to meet its goals and purposes, consistent with accreditation needs of the University and University space and facilities policies. Any assignmentreassignment of space between one Unit and another is subject to prior approval by the Director, Architectural and Engineering Services (AES)President and may necessitate action from the SGG, as outlined in D.4., belowSAC.

B-2. Criteria for space assignment. Space assignments are made as provided herein after consideration of all relevant factors, and consultation with the Unit(s) involved. Criteria governing assignment and reassignment of University space are (in no particular order):

- University strategic priorities
- Space utilization guidelines
- Productivity of program
- Accreditation standards
- Appropriateness of space for function to be served
A. Physical Proximity

- Physical proximity in cases where programs are enhanced by close geographical location
- Accessibility requirements of program
- Level of disruption of ongoing activities
- Restrictions related to grants, donor intent, etc.
- Other factors as may be warranted on a case-by-case basis

C. Space Governance Group (SGG)

The SGG is established with the goal of providing guidance and oversight for the development and implementation of space related policies and processes and to serve as an impartial review and decision-making body for resolution of space issues not resolved through the routine policies and processes. There shall be no less than ten (10) members of the SGG, with membership to include: Provost (Chair), Vice President Finance & Administration, Vice Provost Academic Affairs, Vice President Research, Assistant Vice President Facilities, Assistant Vice President Auxiliaries, Registrar, Manager of Sponsored Programs, or their designees, and a Facilities Planner, and a Faculty member. To the extent titles change, the person with the most equivalent title to the title listed herein shall fill the position, unless otherwise designated by the Provost. Membership that is not otherwise determined by positions listed herein, shall be determined by the Provost, and such selected members shall serve a minimum of two (2) years on the SGG.

D. Procedures

D-1. Reassignment of space within a Unit

Assignment of campus space is documented and maintained in the Space Module of the FAMIS software, managed by the AES department within Facilities. FAMIS links with the Banner and R-25 software packages to assist in managing a multitude of data supporting campus operations. Units are to notify the AES department when changing space allocation and/or room uses within the Unit and complete an annual space audit to confirm space allocation and room usage.

D-2. “Offsite” Space Needs

In the event University controlled space is inadequate or unavailable, University program space needs may be addressed through leasing property not owned or otherwise controlled by the University. All lease agreements must be signed by the Vice President for Finance and Administration or designee, and where required, must be authorized by the Board of Regents for the University prior to execution. Prior to submission to the Vice President or Board of Regents, the University Real Estate Officer is assigned responsibility to review, process, and coordinate all University leasing activity and ensure adequacy of leasing terms and compliance with University policies. Proposals for leasing must be consistent with University program priorities and budgetary confirmation of the financially responsible party within the University, and shall be approved by the responsible Unit administrator (e.g. Dean, appropriate VP) prior to initiation of lease negotiations by the Real Estate Officer.

D-3. Assignment of campus space is documented and maintained by the Facilities department. Units are to notify Facilities when changing space allocation and/or room uses within the Unit and complete an annual space audit to confirm space allocation and room usage.

C. Procedure
C-1. **Requesting Campus Space.** Units desiring additional existing University space are to complete and submit a University Space Request Form, found at [http://www.dfm.uidaho.edu/default.aspx?pid=81452](http://www.dfm.uidaho.edu/default.aspx?pid=81452). 

D-4. **Space Request Process.**

- Unit identifies need for space.
- Unit administrator is encouraged to meet need within currently assigned space. If unable to do so,
- Unit endorses and submits request for new space.
- Request is reviewed/analyzed by the Director of AES, or designee.
- Input from impacted stakeholders is sought (public announcement period)
- Requests for small spaces (those generally under 1000sf) and which are uncontested and in alignment with space assignment and utilization policies may be approved by the Director of AES, or designee, with the outcome shared with the SGG.
- All other requests are forwarded to the SGG with a recommended solution. Stakeholders are invited to take part in discussion. SGG concludes review and makes final determination.
- Director AES advises unit of SGG’s decision.
- Stakeholder(s) may appeal a determination to the SGG and, ultimately, the Provost.

D-5. **See graphic portrayal of the process below.**
**POLICY COVER SHEET**

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

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

**Chapter & Title:** __________________________

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

**Chapter & Title:** 45.15 Subawards and Subcontracts

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):** Sarah Martonick  2/10/2017

**Telephone & Email:** 885-2145  smartonick@uidaho.edu

**Policy Sponsor:** Casey Inge  2/10/2017

**Telephone & Email:** ____________________________

**Reviewed by General Counsel**  _X_ 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. National Science Foundation is performing an audit of policies and procedures related to Subawards and Subcontracts at the University of Idaho, via the Office of Sponsored Programs. This chapter of the APM requires revision to be compliant with the Uniform Guidance at 2 CFR 200 and OSP updated policies which conform to the Uniform Guidance.

**II. Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have? None.

**III. Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change. None in APM or FSH.

**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. We request emergency update of APM 45.15 by February 17, 2017 – this is the date National Science Foundation has requested audit materials.

If not a minor amendment forward to: ________________

<table>
<thead>
<tr>
<th>Policy Coordinator</th>
<th>FSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appr. &amp; Date:</td>
<td>Appr.</td>
</tr>
<tr>
<td></td>
<td>FC</td>
</tr>
<tr>
<td></td>
<td>GFM</td>
</tr>
<tr>
<td></td>
<td>Pres./Prov.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APM</th>
</tr>
</thead>
<tbody>
<tr>
<td>F&amp;A Appr.:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Track #</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Rec.</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>t-sheet</td>
</tr>
<tr>
<td>web</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Register:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
</tr>
</tbody>
</table>

(Office Use Only)
45.15 – Subawards and Subcontracts
February 6, 2017

A. General. This section applies to all sponsored project subawards or subcontracts which may be issued by the University of Idaho (University) to other qualifying institutions for the purpose of completing some portion of the sponsored project work. These subrecipients are responsible for conducting their portion of the work in conformity with the laws, regulations, and terms and conditions that govern the prime award funding to the University. The University, via its faculty and staff, is responsible for monitoring subrecipients for both programmatic and fiscal compliance. To satisfy federal regulations, all subawards and subcontracts issued, regardless of the funding source, must be managed consistently with this section. [rev. 2-12]

Note: For subawards and subcontracts issued prior to December 26, 2014, the provisions of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, may apply in lieu of 2 CFR Part 200. [add. 2-17]

B. Definitions:

B-1. Subaward/Subcontract: An award of funding issued subsidiary to a provided by a prime award, such as grant and recipient or contract, cooperative agreement, or similar agreement, to a pass-through entity to a subrecipient for the subrecipient to carry out part of the Federal award receive by the pass-through entity. For the purposes of this APM section the term “subaward” will be used to refer to both subawards and subcontracts. [rev. 2-12, 2-17]

B-2. Subaward Agreement: A contractual obligation on the part of the subrecipient to perform a portion of the scope of work funded by an outside sponsor. Such agreements not only identify the work to be conducted by the subrecipient, but also provide and establish the applicable laws and regulations, flow-down provisions from the prime award, and any other terms and conditions that the subrecipient must meet. [add. 2-12]

B-3. Subrecipient: A third-party non-Federal entity that is awarded a portion of the funding under subaward from a sponsored project by the prime institution or pass-through entity, in order to carry out part of a Federal program; but does not include an individual that is a beneficiary of the programmatic effort under that project. Subrecipients may be educational institutions (domestic or foreign), non-profit organizations, or for-profit organizations. Individuals, including those who are beneficiaries of a subaward, are not considered subrecipients. Per federal regulations, individuals are considered vendors and therefore require a different contract mechanism. For assistance with determining the appropriate contract mechanism for a vendor relationship, contact Purchasing Services. [ren. & ed. 2-12, rev. 2-17]

B-4. Vendor: A dealer, distributor, merchant, or other seller who provides goods or services to many different purchasers within their normal course of business. Goods and services purchased from a vendor may be used in support of a sponsored project, but are not considered a substantive contribution to the programmatic effort. [ren. & ed. 2-12]

B-5. Pass-through Entity: A non-federal entity that issues a subcontracts to a subrecipient to carry out a sponsored project. The pass-through entity may be either a primary or a subaward recipient. In functioning as a pass-through entity an institution assumes responsibilities more typically associated with an award sponsor. The University is considered a pass-through entity for each subaward that it issues. [ren. & ed. 2-12, ed. 2-17]

C. Policy. A subaward may be issued by the University, acting as either the prime award recipient or a pass-through entity, to an eligible subrecipient in support of a sponsored project.
The scope of work to be carried out by the subrecipient must involve substantive programmatic effort or decision making that is beyond mere analytical work for hire. It must be of such significance to the project that the collaborator at the subrecipient institution will participate in the preparation of results, publication and/or presentation of the project. In most instances the work will be accomplished by the personnel of the subrecipient, and will use the subrecipients’ facilities and resources. (See Section D for additional clarification on the difference between subcontracts and procurement of services). A written subaward agreement will formalize the relationship between the University, as the prime institution or pass-through entity, and the subrecipient. [add. 2-12, ed. 2-17]

C-1. Federal Requirements. Federal regulations and procedures, specifically Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations), identifies, 2 CFR Part 200 (effective December 26, 2014), identify the “pass-through entity” as the administrative mechanism by which federal funds awarded to one institution may be distributed to another institution as a subaward. A-133 2 CFR Part 200 requires institutions acting as pass-through entities (e.g. issuing subawards) to assume administrative and monitoring obligations similar to those associated with those of a federal agency overseeing the activity of a primary recipient [see A-133, § 5400(d)]. 2 CFR Part 200.331. These responsibilities include, but are not limited to:

- Conducting risk assessments of potential subrecipients;
- Advising subrecipients of all applicable federal laws and regulations, and all flow-down terms and conditions from the primary award;
- Regularly collecting and reviewing subrecipient technical and fiscal performance reports;
- Performing on-site visits, as deemed necessary;
- Analyzing A-133 audit reports as required by 2 CFR 200 and other such audit reports filed by subrecipients; [rev. 2-17]
- Evaluating any corrective actions proposed by subrecipients in response to audit findings;
- Assessing and enforcing sanctions for subrecipients in cases involving the inability or unwillingness to undergo required audits or correct non-compliant activity.

Defects in either the management of the subaward by the subrecipient or of the administration of the subaward by the pass-through entity may subject the pass-through entity to substantial penalties. [ed. 2-12]

D. Process/Procedures.

D-1. Proper Classification of Subawards. A critical first step in the administration of subawards is the proper classification of the transaction as a subaward (as opposed to another type of procurement action such as a service/consulting agreement or a purchase order) at the proposal stage of a project. Incorrect classification may result in the Principal Investigator (PI) having insufficient funds to successfully complete the proposed scope of work. It may also create significant delays in processing the subaward and may, in rare cases, endanger the viability of the project. [ed. 2-12]

At the time funding is first requested from a sponsor the PI has primary responsibility for determining the correct classification of costs associated with services provided by third parties. The Office of Sponsored Programs (OSP) should be contacted with any questions regarding proper classifications of transactions. [ed. 2-12]

The University uses the characteristics outlined in OMB Circular A-133, Subpart B, §2102 CFR 200 as a starting point when classifying subawards and other procurement transactions. [ed. 2-12, 2-17]
a) **Subawards.** Some of the factors which may result in the University categorizing funds to be issued to a third party as a subaward, and the third party as a subrecipient include, but are not limited to: [ren. & ed. 2-12]
• the programmatic involvement of the third party is identified as a separate scope of work, with a separate budget and separate approval by the third party;
• the third party’s performance is measured against the objectives of the sponsored project;
• the third party has responsibility for programmatic decision making;
• the third party assumes responsibility for adherence to any applicable program compliance requirements of the sponsor; and
• the third party will use funds to carry out a sponsored project for the University, as opposed to providing goods or services.

b) **Procurement.** Factors that may result in the University categorizing funds to be issued to a third party as a procurement action, and the third party as a vendor include, but are not limited to: [ren. & ed. 2-12]
• the third party provides the goods or services within its normal business operation
• the third party provides similar goods or services to many different purchasers
• the third party operates in a competitive environment
• the third party provides goods or services that are ancillary to the operation of the sponsored project
• the third party is not subject to the compliance requirements of the sponsor

D-2. **Proposal of a Subaward.** [ren. & ed. 2-12]

a) **Determination of the Need for a Subaward.** The PI is responsible for deciding whether a subaward or other procurement action is necessary for the success of a University sponsored project. The PI, with the guidance of OSP, is also initially responsible for determining which funding mechanism and classification is appropriate for the third-party activity proposed (See Section D-1 above). [ren. & ed. 2-12, rev. 2-17]

b) **Selection of a Subrecipient.** Selection of a subrecipient by a PI must be based on his or her assessment that the subrecipient has the ability to perform the required research successfully. This assessment should address the subrecipient’s past performance, technical resources, and financial viability and results of previous audits, as well as the reasonableness of the subrecipient’s proposed costs for the work to be conducted under the subaward. [ren. 2-12, rev. 2-17]

In order to assist the PI in the evaluation of the proposed subrecipient and to facilitate the proposal process, the University requires the subrecipient to provide the following documents prior to submission of the proposal to the prime sponsor. This is not a comprehensive list and additional documents may be required of the subrecipient by the University prior to proposal submission and/or subaward issuance. [rev. 2-12, 2-17]

• **Statement of the scope of work** to be undertaken by the subrecipient. -This scope of work must be approved by the University PI.

• **Budget and budget justification.** -This must include the direct and indirect costs of the subrecipient, calculated using the subrecipient’s approved F&A and fringe benefit rates, and confirming any committed cost sharing, subject to the limitations of the prime sponsor. -The budget provided by the subrecipient must be approved by an individual authorized to contractually commit the institutional resources of the subrecipient.

• **Letter of support** from the subrecipient’s institutional official indicating its commitment to perform the scope of work proposed, assuring the accuracy and reasonableness of the budget and any cost share commitment, and agreeing to enter
into a subaward, if the proposal is funded. -See the Forms section of the OSP website for the University’s Letter of Support form. [ed. 2-12]

- **All sponsor-required representations, certifications, and assurances of compliance** (e.g., Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, etc.) by the subrecipient institution.

- **A subrecipient commitment form** documenting the subrecipient’s eligibility to receive federal funding and compliance with required federal regulations. [add. 2-17]

- **Additional documentation** required by program sponsor (e.g., certification of cost or pricing data, biosketches of key subrecipient personnel, etc.)

These documents are expected to conform to all sponsor requirements that apply to the University’s proposal. PIs must also ensure that all materials provided by the proposed subrecipient are in the required format. PIs are encouraged to coordinate with OSP to ensure that the subrecipient materials provided are compliant with University and sponsor guidelines and regulations. For complex proposals involving multiple subrecipients, each subrecipient must provide the documentation listed above; and each subaward will be evaluated separately, based on the information provided.

The PI must request that the subrecipient submit its proposal documents at least **two (2) business days** before the PI is required to submit the University’s proposal to OSP (see D-2 c.iv.). This will allow both the PI and OSP sufficient time to review the documents and make any required changes before the proposal is due. [rev. 2-12]

c) **Considerations when incorporating the subrecipient proposal into the University proposal.** [ren. 2-12]

i) **Facilities and Administrative (F&A) Rates for Proposals including Subawards:**

Proposals including subawards include (at least) two types of F&A costs: Subrecipient F&A costs and University F&A costs. A subrecipient is expected to apply its own federally-negotiated F&A rates and direct-cost bases in the preparation of its budget, unless a lower rate has been authorized by the subrecipient’s institutional official or the F&A rate is limited by the prime sponsor. -A **If the subrecipient has a federally negotiated rate, a copy of the subrecipient’s** federally-negotiated F&A rate agreement must be submitted prior to proposing the issuance of a subaward. [ren. & ed. 2-12, rev. 2-17]

If a subrecipient does not have a federally-negotiated F&A rate, the University will not allow F&A costs **over the deminimus 10% MTDC rate prescribed in 2 CFR Part 200.414** to be included within the subrecipient’s proposal, unless a rate can be negotiated between the subrecipient and the University. - The Cost Accounting Unit of OSP is responsible for the negotiation of F&A rates with subrecipients who do not have a federally-negotiated rate. [rev. 2-12, 2-17]

Any waiver of University F&A costs associated with a subaward requires the prior approval of the Vice President for Research and Economic Development pursuant to **FSH 5100 J-1** and APM 45.10 C. [rev. 2-12]

ii) **Audit Requirements for Proposals including Subawards:** If the proposed subrecipient is subject to **OMB Circular A-1332 CFR 200**, it must provide a complete copy of its most recent independent audit used to meet **A-1332 CFR 200** audit requirements, or a link to its audit record at the Federal Audit Clearinghouse, prior to issuance of a subaward. -OSP, in accordance with its responsibility for assessing the risk level of the subrecipient, must review the audit and verify that there are no findings that may negatively impact the proposed University award. [ed. 2-17]
iii) Subaward Conflicts of Interest: The University must ensure that there are no conflicts of interest involved in awarding funding to the subrecipient, and that any situation that could result in a conflict is reported and managed, if appropriate to do so, consistent with FSH 5600, 6240, and FSH 3170. In addition to Conflict of Interest as defined in FSH 6240, Conflict of Interest in relation to subrecipients shall also include situations where i) the University PI has ownership or substantial equity in the subrecipient; or ii) the University PI (or a member of his or her family) will receive individual gain from such an arrangement. Subawards shall not be authorized until a disclosure of the potential conflict of interest is filed and a management plan is approved pursuant to FSH 5600, 6240, 5650, and 6240. In certain circumstances, investigators for the subrecipient may also be required to submit disclosures of significant financial interests and comply with University policies on University application of federal regulations for conflict of interest. Subrecipient must also certify that they have a compliant conflict of interest policy under 2 CFR Part 200.112 and for EPA funding, subrecipient must comply with EPA's Conflict of Interest policy and 2 CFR Part 200.318. [ren. & rev. 2-12, 2-17]

iv) Administrative Review of Proposal: OSP reviews the University proposal and ensures that all items required of the subrecipient are included. It may be necessary for OSP to clarify costs or other items with the University PI or the subrecipient. In order to allow adequate time for administrative review, all proposals must be submitted to OSP no less than four (4) business days prior to the sponsoring agency's formal submission deadline. [ren. & ed. 2-12]

d) Inclusion of an Unanticipated Subaward after Submission of Proposal. In certain cases, a PI may determine that a subrecipient is necessary to complete the performance of a project for which a proposal has already been submitted. PIs seeking to add a subrecipient to a submitted proposal must provide OSP with the information and institutional authorizations normally required of a subaward at the proposal stage. Because such changes to a proposal can affect the scope of work, methodology, and/or budget for a project, the PI should work through OSP to gain the authorized approval of the sponsor. Subawards will not be issued without sponsor approval, unless such approval is expressly waived by the sponsor. [ren. & rev. 2-12, rev. 2-17]

D-3. Issuance of a Subaward: Upon the receipt of a fully-executed prime award from the sponsoring agency, the PI and OSP shall collaborate in the preparation of the subaward. [ren. 2-12]

a) Unit Requisition. At the request of the PI, the Unit will prepare a University requisition to encumber the funds, using the expense codes E5171 for funding up to $25,000, and E5172 for funding greater than $25,000. This requisition, and the subsequently generated purchase order, will go through the Banner approval process. [ren. & ed. 2-12]

b) Subaward Request Form. The Subaward Request Form, including the relevant attachments, on the OSP website and the approved requisition or purchase order provide OSP with the information necessary for the issuance of a subaward. The subaward will incorporate the terms and conditions of the prime award, as well as the approved scope of work and budget and any terms and conditions specific to the subaward itself. If the scope of work and/or budget for the subrecipient changes, that updated information must be provided to OSP. [ren. & rev. 2-12, rev. 2-17]

The Subaward Request Form may be prepared for submission to OSP at any time, but should not be forwarded to OSP for issuance until the completed and approved requisition number can be included. [rev. 2-12]
c) **Subaward Review by the Office of Sponsored Programs.** Once OSP has received the Subaward Request Form and a purchase order has been approved in Banner, OSP will re-verify that the University is entering into an agreement with a qualified and eligible entity, and assess the “risk level” associated with entering into an agreement. [ren. & rev. 2-12]

If a subrecipient is subject to audit under OMB Circular A-133 CFR 200, it will generally be considered low risk, unless there are unresolved audit findings that might negatively affect its performance under the subaward. Subawards for subrecipients considered to present a moderate or high risk to the University will include terms providing additional scrutiny of the subrecipient over the course of the contract, pursuant to 2 CFR Part 200.331. For subrecipients determined to be “moderate” risk, this may include periodic invoice reviews and annual desk reviews. Subrecipients considered to be “high risk” will be contractually required to provide vendor receipts and payroll reports along with their invoices and will may not be allowed to rebudget without prior written approval from the University. Subaward terms for high-risk subrecipients will also oblige the subrecipient to submit to biannual desk reviews to ensure that funds are expended properly and other compliance obligations are met. If determined to be appropriate, a change in high-risk status may be granted after two years. Invoice reviews and desk audits are conducted by the OSP Cost Accounting Unit. [rev. 2-1, 2-17]

d) **Special Considerations.** When dealing with foreign institutions, for-profit entities, and small businesses, additional considerations may need to be addressed by the PI and the OSP Contract Review Officer (CRO) (or delegate) during the preparation of a subaward. [ren. & ed. 2-12, rev. 2-17]

i) **Foreign Subrecipients.** Because some federal statutes, regulations and agency procedures may not apply to foreign subrecipients, special care must be taken to ensure that a subaward with a foreign entity contains all terms and conditions necessary to contractually establish the appropriate obligations of the subrecipient and to provide a mechanism for their enforcement. As with subawards to domestic entities, any terms and conditions specific to the prime award must be flowed down to the subrecipient.

ii) **For-Profit Entities.** Subawards issued to for-profit entities may include terms and conditions different from, or in addition to, those included in subawards to non-profit entities. Specific cost principles and administrative requirements are necessary when working with for-profit entities. Because some sponsors are prohibited by statute, agency regulations, or organization charter from extending funding support to for-profit entities, the prime recipient of an award must may need to obtain the approval of the sponsoring agency prior to any collaboration with a for-profit entity. [rev. 2-17]

iii) **Small-Business Subrecipients.** Issues involved in subawarding to small businesses are often a hybrid of the issues mentioned above. As for-profit entities, subawards for small businesses must contain terms and conditions flowed down from the prime award. However, these entities may not be familiar with federal requirements and thus may require additional information regarding compliance.

e) **Subaward Issuance.** After review, OSP will prepare the subaward agreement and forward it to the subrecipient for review and signature by the subrecipient’s authorized official. [ren. & ed. 2-12]

D-4. **Post-Award Stage.** Once the subaward is in place, the PI and OSP will jointly monitor the activity of the subrecipient to ensure programmatic progress and compliance. OSP will provide a copy of the executed subaward to the PI and the Grants Administrator (GA) or College Finance Director, along with a Subaward Checklist to facilitate the monitoring process. [ren. & ed. 2-12, rev. 2-17]
a) **Programmatic and Other Monitoring by the PI.** The University PI bears primary responsibility for monitoring and evaluating the progress of the subrecipient toward fulfilling the programmatic goals and following any required procedures established by the subaward. This responsibility requires that the PI: [ren. & ed. 2-12]

i) Maintain regular contact with the subrecipient in order to verify that the terms and conditions of the subaward are being satisfied. The PI should have a thorough understanding of the prime and subaward terms and conditions to ensure the subrecipient’s adherence to the subaward provisions. OSP will serve as a primary point of reference for the PI regarding questions on terms and conditions, and will collaborate with the PI in answering subrecipient questions related to the terms and conditions, federal regulations, resolution of disputes, and issues related to breach of contract. [ren. & ed. 2-12]

ii) Monitor the substantive progress of the subrecipient by monitoring its progress against the scope of work and any deliverable deadlines included in the subaward. If programmatic progress is unsatisfactory, or if required technical reports or other deliverables are not produced in a competent and timely manner, the PI must work with OSP to address these issues with the subrecipient, documenting any issues raised and their resolution. If subrecipient performance continues to be inadequate, the PI must notify OSP, which will formulate remedial actions to be taken by subrecipient or impose sanctions. [ren. & rev. 2-12]

iii) Personally review and approve invoices submitted by the subrecipient, indicating that the quantity and quality of work completed for the period covered by the invoice was acceptable, and that it was performed in accordance with any timetable included in the subaward. By this approval, the PI also affirms that the expenditures for the subrecipient’s portion of the project are reasonable, allowable, and allocable as defined by OMB Circular A-21, § (4)(d)(1). Entailed in the review of subrecipient invoices is an evaluation of the subrecipient’s effort reporting and cost sharing contribution (if such commitments are included in the subaward) and of its application of the appropriate F&A rate. [ed. 2-17]

| Note: If a PI is not able to provide review and approval of the invoice in person, via email, fax, or other means of written communication, the PI may provide a written authorization for a person with firsthand knowledge of the technical performance of the subrecipient to sign during the period of unavailability. Notwithstanding the above, in the event of extraordinary circumstances, such as a dispute in relation to payment, OSP may sign off on and process an invoice for payment. In such event, OSP shall verify that payment to the subrecipient is warranted based on performance and factual circumstances. [ren. & ed. 2-12] |

iv) Verify that any human subject, animal use, biosafety, or other compliance approvals required by the work performed by the subrecipient are properly secured and maintained for the life of the subaward. If the subrecipient experiences a lapse in such approvals, the subrecipient is responsible for notifying the University. If the PI obtains knowledge of such lapse, they must notify OSP immediately. [ren. & ed. 2-12]

v) Ascertain whether the scope of work and/or budget for the subaward must be modified in order to allow additional time, funding, etc. If the PI determines that alteration of the subaward is required, timely notice must be provided to OSP (see D-6, Subaward Modifications). [ren. & ed. 2-12]

vi) Assist OSP in communicating with the subrecipient concerning any questions that may arise during the performance of the subaward and with audit inquiries. [ren. & ed. 2-12]
Please see FSH 5100-H on obligations of the PI pertaining to the conduct of research supported by sponsored projects. [ed. 2-12]

b) Fiscal Monitoring. Fiscal monitoring of the subaward is a responsibility shared by the PI, unit administrator/college finance director, and OSP, with primary responsibility resting with the PI. Invoices approved and signed by the PI should be submitted to the unit administrator or college finance director for tracking of expenses and cost share. The invoice is then forwarded to OSP for review before being submitted to Accounts Payable. OSP uses submitted invoices as one means of monitoring compliance with award terms and conditions. [ren. & rev. 2-12]

c) OMB Circular A-133 Audit and Other Compliance Monitoring. As a prime recipient and a pass-through entity of federal awards, the University is required to monitor the activities of subrecipients to ensure that their portions of sponsored projects are performed in compliance with federal regulations, OMB Circular A-133, CFR 200.501 audit regulations, and the provisions of the award and the subaward. In addition to the ongoing monitoring of subrecipient invoices, OSP regularly reviews subrecipient audit reports and, if necessary, performs desk reviews to ensure compliance. [ren. & ed. 2-12, ed. 2-17]


a) Corrective Action. If an audit reveals that the subrecipient is not in compliance with federal regulations, audit regulations, or provisions of the subaward, OSP will issue a management decision on the audit findings. If the subrecipient has already taken steps to correct the finding, this will be so noted in the management decision. The management decision will state whether a finding is sustained, explain the reasons for the conclusion, and identify both the corrective action to be taken by the subrecipient and the timeframe in which this action must be completed. The subrecipient is responsible for developing and implementing measures to correct all audit findings and must submit the corrective action plan to OSP for use when assessing subrecipient conformance with OMB Circular A-133, CFR 200 requirements. OSP will approve the proposed action plan and will modify the plan as it deems necessary to rectify the audit finding. The PI and unit will be informed of subrecipient noncompliance and will be asked to assist in monitoring the implementation of the approved corrective action plan by the subrecipient. [See OMB Circular A-133, §§ 315, 400(d), 405] CFR Part 200). [ren. & ed. 2-12, ed. 2-17]

b) Sanctions. OSP may impose sanctions on the subrecipient for its failure to: undergo an audit in keeping with OMB Circular A-133, CFR 200 requirements and/or special terms and conditions of the subaward agreement; undertake the performance of the subaward with reasonable diligence in adhering to applicable federal and state regulations and subaward terms and conditions; and/or submit or carry out a corrective action plan. Under such circumstances, OSP may withhold payment, withhold or disallow overhead costs, or suspend the subaward until necessary corrective measures are taken by the subrecipient. If resolution of identified issues does not occur within ninety (90) days, OSP will notify the subrecipient that it has thirty (30) days to comply or it will be considered to be in breach of the subaward agreement and the agreement will be terminated. [ren. & ed. 2-12, ed. 2-17]

D-6. Subaward Modifications. While the terms and conditions of a subaward usually are fixed for the duration of the contract, it may become necessary to modify terms and conditions of the subaward in order to ensure the success of the entire project. Should it be determined that amendments to the subaward are necessary, the PI must first contact OSP in order to determine whether the University has the authority under the prime award to
alter the subaward. If the University does not have this authority, the PI will need to work with OSP to obtain approval for the proposed subaward modification(s) from the sponsor. When a modification is required, the PI shall complete and submit a Request for Subaward Amendment Form to OSP. If additional funding is being provided, a Change Order to the existing purchase order must be completed in Banner prior to the modification being completed. After OSP receives the request form and the change order has been processed in Banner, if required, OSP will prepare an amendment to the subaward, incorporating the approved modifications into the subaward and will send the amendment to the subrecipient. A copy of the subaward amendment will be provided to the unit once it has been fully executed. \[ren. & ed. 2-12, ed. 2-17\]

D-7. Subaward Closeout. A subaward is considered closed when its performance period has come to an end and the conditions of the subaward have been fully met. Before a subaward can be closed out the following tasks must be completed: \[ren. & rev. 2-12\]
- An invoice marked as “final” and certifying that all costs were made in accordance with the subaward conditions must be received within the contract deadline.
- Before signing off on the invoice, the PI must verify that any required technical reports have been completed and obtained and that all provisions of the subaward have been fulfilled.
- Any closeout reports required by the prime sponsor (e.g. invention disclosure, property) must be received.
- Disposition of any equipment purchased under the subaward must be finalized. A determination must be made on whether this equipment may be vested with the subrecipient, or if title remains with the prime sponsor or the University.

Payment of the final invoice may be withheld until all required documents and deliverables have been received and approved. \[ed. 2-12\]

E. Contact Information. For questions or requests for additional information please contact the Office of Sponsored Programs at 208-885-6651 or osp@uidaho.edu. \[add. 2-12\]

F. Sources of Federal Guidelines: \[ren. & ed. 2-12\]


- \[F-2\] OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations.


- \[F-4\] Federal Acquisition Regulations. Awards \[rev. & ren. 2-17\]