Order of Business

I. Call to Order.

II. Minutes.
   - Minutes of the 2016-17 Faculty Senate Meeting #4, September 13, 2016 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   - Center for Teaching & Learning Excellence (Stevenson)
   - Zoom (Ewart)

VI. Committee Reports.

VII. Special Orders.
   - FS-17-001: FSH 1540 – Standing Rules of the University Faculty (Crowley)(vote)
   - FS-17-004: FSH 3740 - Employee Educational Assistance (Campos)(vote)

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 #4
               FS-17-001, and FS-17-004
Present: Adekanmbi, Anderson (Mike), Anderson (Miranda), Barbour, Boschetti, Brandt, Brown, Cannon (Boise), Caplan, Chung, Crowley (w/o vote), Donohoe, Fisher, Folwell, Foster, Godfrey (Coeur d'Alene), Hiromoto (Idaho Falls), Hrdlicka, Morrison, Nicotra, Panttaja, Payant, Pregitzer, Sixtos, Stegner, Vella, Wiencek (w/o vote), Wolf.

Absent: Brewick, Markuson, Sixtos.

Guests: 4

Chair Brandt called meeting #4 to order at 3:32. A motion (Panttaja/Anderson) to approve the minutes for the September 6, 2016 meeting passed without objection.

Chair’s Report: Chair Brandt asked Senators to recommend a faculty member for the President’s Athletic Advisory Committee. If anyone is interested, or knows of a colleague who is interested, please let her know. She also reminded Senators that we are still looking for nominations to the IPE (Institutional Planning & Effectiveness Task Force) which promises to be a very important committee. Nominations should be sent to Chair Brandt or the Faculty Secretary’s Office by Wednesday, September 14, 2016. Chair Brandt introduced the student senators for the year.

- Ezekiel Adekanmbi (GPSA)
- Henry Stegner (SBA)
- Nate Fisher and Lauren Markuson (ASUI)

Provost’s Report: Provost Wiencek commented on the new IPE committee and the need to get this committee going quickly. The committee will be integral in coordinating the strategic plan and the prioritization process. He noted that there will be guidelines coming out soon regarding the development of the “cascaded plans”, which are the basic operational plans of the colleges and units.

The Provost noted that he had taken the Senate’s discussion of the Jazz Festival to the Provost’s Council. He expressed his view to the deans that the recommendation from the Lionel Hampton School of Music was the best course of action. The deans had a similar conversation to the discussion held by the Senate and the deans endorsed moving forward with the general plans suggested by the School of Music. The Provost intends to send out a memo to the campus community suggesting the options and the resources available to faculty if they have a course affected by the Festival. Since about 25% of courses will be impacted, if we can get the majority of the faculty affected to voluntarily handle their courses on those days in an alternative way, we should be in a good position.

The Provost also discussed the Institutional Research Office. As we move towards more quantitative metrics for program prioritization and implementing the strategic plan, the Institutional Research Office is seeking ways to provide more accessible data and dashboards for the University. In line with this they have been looking at a name change which better reflects the direction that they are taken. The new name will be Institutional Effectiveness and Accreditation.

Committee on Committees. Vice Chair Hrdlicka presented the report from the Committee on Committee’s regarding a wide range of appointments made to fill summer vacancies. Professor Hrdlicka noted the section of the FSH 1640.28 which grants authority to the Senate Leadership to fill vacancies which arise over the summer. These appointments are subject to Senate confirmation. The list is provided on page six of the packet. There are still some vacancies that need to be filled. Vice Chair Hrdlicka thanked those who have been looking for volunteers and asked for all senators’ help in seeking faculty to fill these vacancies. The Senate voted unanimously to confirm the appointments.

Prioritize Retreat Items. Chair Brandt stated that she would like to take some time going through the items suggested at the retreat. She wanted to update Senate on what actions have been taken by Senate Leadership and what are still in the works.

- Suggestions for 2017 Senate Retreat: These suggestions will be taken into consideration for next year. Chair Brandt noted that we probably shouldn’t plan on holding the Retreat in the Brink Lounge since it
isn’t air conditioned and mid-August can certainly be hot. The other suggestions will be considered when planning for next year’s retreat begins. If senators have any further suggestions they should forward same.

- **Morale:** The discussion of morale touched on some general concerns about business systems like the hiring process. Chair Brandt noted that HR has new leadership and positive changes in hiring procedures are already underway. We should give these changes a chance.

- **Climate Surveys:** The Senate had a discussion last year on the HERI survey and that survey is available online along with analysis from Institutional Research. President Staben will be talking about the Chronical of Higher Education Survey in his State of the University Address in October. The Provost has agreed to discuss the findings with the Senate following the President’s address.

- **Teaching Assistants (TAs):** Many questions have been raised about TA’s. Senators have asked about how we use TAs, how they are distributed across campus, as well as whether they are adequately funded. This is clearly a high priority for the Senate. Chair Brandt suggested that we coordinate this inquiry with the College of Graduate Studies (CoGS). Conversations with the CoGS should provide a better understanding of how to move forward.

- **Contingent Faculty:** Chair Brandt reminded the Senate that Dean Stauffer chaired a task force regarding benefits for contingent faculty. Their report is on the Senate website [2015-16 meetings #12 and #21]. The task force asked that these issues be forwarded to a standing committee. Chair Brandt has asked the Faculty Affairs Committee to do further work on this issue and recommend policy changes.

- **Salary:** Senate Leadership will be meeting with the Provost in order to establish a Faculty Task Force on Compensation. She will be reporting back on who will be on the task force. Faculty Affairs has been asked to take a look at the compensation form that circulated at the end of last year. With regard to the Staff Compensation Task Force we could ask Wes Matthews back if there are further questions about staff compensation. Executive Director Matthews will also be on the faculty task force and certainly will be reporting to the Senate on that at a later date.

- **Enrollment:** Clearly this is a crucial issue that we are all interested in. However, at this point it is not clear what role the Senate can play. When the new VP for Strategic Enrollment Management arrives on campus, we will invite him to Senate after he has had an opportunity to develop some ideas. A Senator asked about how students at some of our other campuses were counted? Chair Brandt stated that this issue had come up when Senate Leadership took a tour of some of the other campuses in the summer. She suggested that this is something that clearly needs to be investigated. We should look at the institutional factors that affect how distance education students are counted.

- **University Budget & Finance Committee (UBFC):** The UBFC will be receiving proposals and we will try to obtain better communication with that committee. Last year they were trying to invent the new process and recognize that there were problems with communicating to those who submitted proposals.

- **Student Code of Conduct (Code):** Senate Leadership has met with the Dean of Students and General Counsel regarding training for Student Disciplinary Review Board and Student Appeals Committee members. We also intend to meet with the chairs of these committees. Last year we had a task force that suggested some procedural changes to the Code. More substantive changes were put on hold. Chair Brandt has met with Blaine Eckles and discussed the need to get moving on this in the near future.

  A Senator asked about academic integrity issues and wondered if there were ways to change the campus culture. The Provost added that he had also heard concerns. There was a brief discussion about the possible need for a student honor code that emphasized self-policing. Another Senator suggested that the newly envisioned Center for Teaching and Learning Excellence could work with professors on developing assignments that would be difficult to plagiarize. Another Senator expressed a need to develop provisions in the Code that dealt with students who have repeatedly engaged in racist or sexist behavior in class. Chair Brandt suggested that these were tricky issues. It might take some time to consider how to address these issues in policy. A Senator noted that we already do have policies that address disruption, or harassment, in the classroom.

- **Distance Learning:** Chair Brandt commented that this issue has come up at every retreat. We have made some progress with video-conferencing by adopting the Zoom software. More generally, we need some institutional direction on distance education. How should we deploy and market distant education? Faculty are engaging in creative projects without any help on how to market their projects. The Provost agreed that this was an area that needed attention this year. The Chair asked Senators to email her with
any examples they have about problems with distance education so we could create a more informed narrative. A Senator asked about intellectual property issues with distance education. The Chair stated she would add this to the list of things we should look into.

- **Faculty Evaluations:** Chair Brandt reviewed last year’s developments. Last year the Senate passed new position description and annual evaluation forms as a pilot. The Provost wondered whether the pilot evaluation form was supposed to be college-by-college or faculty-by-faculty. The Chair noted that the Senate’s resolution stated individual faculty were allowed the option as to whether to use the pilot narrative form or the old form. There was a general discussion which suggested that some colleges were not clear on whether the decision was up to the faculty member, or whether colleges could decide which form would be used. The Chair reiterated that the decision of the Senate was that faculty would be given the choice whether to use the new form, or the old form. Last year’s Senate’ resolution also decided that we should study the results after the first year. The Provost noted that he would bring this up at the Provost Council, although he thought it might be a good idea to make it a university-wide project to use the new form next year and then study the results. The Provost added that the deans had expressed a need to have protections so that they could be sure that they were acting consistent with other provisions in the *Faculty-Staff Handbook*. The Faculty Secretary noted that Senate Leadership could take a look at what provisions might need to be altered and come back to the Senate with any proposed revisions. A Senator raised the concern that it had been stated in their college meeting that the Senate resolution was inconsistent with some elements of their college and department bylaws. The Faculty Secretary commented that departments couldn’t act in ways inconsistent with University policy. The Senate had passed and the university faculty and President approved the narrative form and thus individual faculty members have the option of what form to use.

- **Teaching Center:** There is a lot of interest in the development of the new teaching center. We will invite appropriate people to come and discuss how this is developing. We also have a new student evaluation form that was developed last year and we will be seeking more information on how well the new form is working. Finally, the Chair noted that the Teaching and Advising Committee had brought a report to the Senate at the end of last year that raised the question of plus/minus grades. In the absence of a groundswell of support to do this, we probably wouldn’t take any action on this.

**Senate Committee Elections:** The Chair thanked Senator Dean Panttaja for filling an opening on the Campus Planning Advisory Committee. She also thanked Senator John Cannon for filling an opening on the Student Appeals Committee.

**FS-17-002: FSH 3360 Probation, Promotion, Demotion and Transfer of Classified Employees and 3930-Separation of Classified Employees.** Don Crowley explained that the Senate Leadership was seeking to resolve a contradiction in these two provisions. One provision says two week’s notice should be given for separation of classified employees, while the other says 5 day’s notice is sufficient. The Senate Leadership is proposing that the 5 day provision in 3930 be deleted to remove the contradiction. A Senator asked if a person could be given other assignments during the two weeks, if continuing in their current position was unreasonable. It was stated that there were ways of dealing with a problem of this nature. A motion (Folwell/Panttaji) to accept the proposed amendment to 3930 passed unanimously.

**FS-17-003: FSH 3070 - Employment Procedures to Comply with Immigration and Naturalization Laws.** Jim Craig from General Counsel’s Office presented a proposal to amend FSH 3070 dealing with procedures to comply with immigration laws. The proposal is being made to bring this section into compliance with Homeland Security regulations. A suggestion was made to amend the wording in 3070-B-6 to say “the employer” instead of “you.” This was accepted as a friendly amendment. A motion (Nicotra/Donohoe) to accept the proposed changes to 3070 passed unanimously.

**Adjournment:** The Chair accepted a motion (Folwell/Panttaja) to adjourn which passed unanimously at 4:47.

Respectfully submitted,

Don Crowley, Faculty Secretary &
Secretary to the Faculty Senate
POLICY COVER SHEET

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

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

Chapter & Title: FSH 1540 – Standing Rules of the University Faculty

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) _____________________________________________

Brenda Helbling, President’s Office 2016
Name Date

Telephone & Email: 885-9191 brendah@uidaho.edu

Policy Sponsor: (If different than originator.) ________________________________
Senate Leadership
Name Date

Telephone & Email: facsec@uidaho.edu

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.

For the past couple of years, there have been discussions among faculty senate leadership and the offices of the Provost/EVP and President regarding the format and effectiveness for the first fall University Faculty Meeting originally established to introduce and welcome new faculty to the University. Current policy specifies that business is not conducted at this first meeting and outlines a very specific and formal process for the meeting as well as the creation and distribution of a printed list. Attendance has been sporadic and generally low. Over time, other events intended to introduce and welcome new faculty (e.g. new faculty orientation and dinner) have been developed. Also, with an increasing use of internet and other electronic resources, information about each new faculty member can continue to be published on the provost website each year as part of the timing and format for catalog updates. Individual biographical information can be maintained within the faculty member’s unit. The proposed policy deletion is intended to allow more creative latitude to the welcoming process and ensure efficient use of faculty time and other resources relative to onboarding new faculty.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
Not specifically known but expected to be savings. Costs for conducting the non-business meeting would likely be diverted to other welcoming events. Staff time (in the provost’s office as well as across the individual colleges) spent developing and printing the specifically formatted list would be saved as the list can be timed, formatted, and utilized along with the process for input into the catalog.

III. Related Policies/Procedures: None

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

If not a minor amendment forward to: ____________________________________________

Track #: __________________
Date Rec.: __________________
Posted: t-sheet _____________
h/c ___________________
web ________________
Register: __________________

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

FSH
Appr. __________________
FS _____________
GFM _____________
Pres./Prov. _____________
[Office Use Only]

[Office Use Only]
PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. In July 2011 processes were clarified and updated to current practice and again in January 2012. In July 2012 changes were made to D in order to align with Idaho’s open meeting law and clarify non-members’ attendance at faculty meetings. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, rev. 7-09, 7-11, 1-12, 7-12]

CONTENTS:

A. Voting Privilege
B. Referral of Catalog-Change Proposals
C. Circulation of Curricular and Policy Proposals
D. Admission of Nonmembers to Faculty Meetings
E. Procedures for First Fall Meeting
F. Minutes
G. Identification of Speakers

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See 1520 II-1 and II-3.] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See 1520 IV-8.] Emeritus and adjunct faculty, staff, students, and others may be permitted to participate in faculty meetings in an advisory capacity only, and they may serve as voting members of committees (see FSH 1520 Article II, Section 3 for affiliate voting rights). [rev. 1-12]

A-1. Venue Determination. Remote sites that seek full participation at faculty meetings must submit to the Office of the Faculty Secretary by April 15th (when senate elections are due) a participation form for approval of their venue by Faculty Senate. The form is available on the Faculty Senate website under University Faculty Meetings. (see also 1520, III-1-A). [add. 7-09, ed. 7-11, rev. 1-12]

B. REFERRAL OF CATALOG-CHANGE PROPOSALS. When substantive catalog changes of a curricular nature that have not been considered by the University Curriculum Committee are presented directly to the university faculty, such proposals are referred automatically to the University Curriculum Committee for study and recommendation.

C. CIRCULATION OF CURRICULAR AND POLICY PROPOSALS.

C-1. Routine Catalog-Change Proposals. Additions, deletions, and changes of courses and changes in existing curricula may, after approval by the University Curriculum Committee, be circulated in a general curriculum report (GCR) to the faculty for consideration and published at an appropriate UI web-site. [ed. 7-02, rev. 7-11]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460. General university academic requirements, e.g., those in part 3 of the catalog, or that concern the addition or expansion of instructional programs may, after approval by the Faculty Senate, be circulated in a general policy report (GPR) to the faculty for consideration. The report is also published on the Faculty Senate web-site and its publication announced through electronic means to the faculty. [ed. 7-02, 7-09, rev. 7-11]

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 and C-2) are considered to have the necessary faculty approvals unless a petition requesting further consideration of specific items is signed by five faculty members and submitted to the chair of the Faculty Senate within 14 calendar days after the date of circulation. If no petition is received within 14 days, the
entire report is submitted to the president for approval and transmittal to the regents, if regents' action is required. [ed. 7-09, 7-11]

C-4. If a petition is received, the items in the report for which further consideration is requested will be referred to the Faculty Senate, and the remainder of the report will move forward. On items referred to it, the Senate may (a) affirm the action and report it to a meeting of the university faculty, (b) amend the action and report it to a meeting of the university faculty, or (c) rescind the action. [NOTE: If a petition concerns courses or curricula in the College of Letters and Science or in the College of Agriculture, and is signed by five faculty members of the respective college, those items will be returned to the college concerned for further consideration.] [ed. 7-09]

C-5. Faculty Approval. Any policy item approved by Senate and not circulated on a general policy report will be included in the agenda of the next appropriate university faculty meeting for faculty approval. Items approved at a university faculty meeting are forwarded to the president for approval and transmittal to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items. [add. 7-11]

C-6. Interim Approval. If there is insufficient opportunity for the faculty to act on a routine catalog-change proposal [see C-1] between the time of its approval by the University Curriculum Committee and the date that it is to be effective, it may be reported directly to the president. Upon approval by the president, the change will be considered temporarily approved for implementation. Such interim approval is valid only until the end of the succeeding semester. Actions thus approved will be reported to the faculty at the earliest possible time, either in the agenda for a faculty meeting or in a general curriculum-policy report. Continuing approval of the change is subject to ratification at a faculty meeting or by the procedures described in C-3 and C-4. (To illustrate: Late in the spring semester, the University Curriculum Committee approves a routine catalog change that is to be effective during the next fall semester. That action is reported to the president and, if approved by the president, the change can be put into effect. If it is included in a curriculum-policy report that is circulated to the resident faculty early in the fall semester, the approval of the change may, by means of the steps outlined in C-3 and C-4, become permanent or it may be terminated at the end of that semester. Alternatively, the faculty may take either of these actions in a meeting if the change is included in the agenda.) [ren. 7-11]

D. ADMISSION OF NONMEMBERS TO FACULTY MEETINGS. Nonmembers are welcome to attend meetings of the university faculty. Nonmembers who wish to speak at such a meeting must submit a request to the faculty secretary at least two business days in advance of the meeting specifying both the topic and purpose of their comments. The faculty secretary shall notify the senate chair and the President’s Office. The president and chair will decide whether to allow the guest to speak. All nonmember speakers must identify themselves at the onset of their remarks. [ed. 7-09, rev. 7-12]

E. PROCEDURES FOR FIRST FALL MEETING.

E-1. Substantive policy matters are not included in the agenda for the first fall meeting of the university faculty unless emergency action is needed on particular items.

E-2. To expedite the proceedings, each new member of the resident faculty is introduced by name and department only. The person's name, degrees, past experience, new assignment, campus telephone number, and the location of his or her office are supplied by each dean or division head to the president's office well ahead of the meeting. The president's office compiles the information by colleges or similar units and distributes it at the meeting. [7-02]

E. MINUTES. Minutes of the meetings of the university faculty, constituent faculties, and committees are to be sent on a regular basis to the Department of Special Collections and Archives in the University Library.

E. IDENTIFICATION OF SPEAKERS. Those who are recognized by the chair for the purpose of speaking at meetings of the university faculty are to identify themselves by name and discipline or position.
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: 3740: Employee Educational Assistance

Minor Amendment □

Chapter & Title: __________________________________________

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

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

Originator(s): Linda Campos 6/14/2016
(Please see FSH 1460 C)
Telephone & Email: 5-6530 lcampos@uidaho.edu

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.

Minor edits within the meaning of FSH 1460 B-2. Purpose is to update the policy and to avoid specific reference to the Internal Revenue Code. This does not change the intent of the policy or eligibility.

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

Changes bring the language into alignment with controlling law and provide employees the maximum benefit under tax law. Employees and the University will see financial savings from reduced employment taxes on tuition waivers.

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

A similar change may be recommended for the Spousal Educational Benefit Policy for consistency (3750 A). However, that language is accurate under current tax code.

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

If not a minor amendment forward to: __________________________________________

Track # ______________________
Date Rec.: ____________________
Posted: t-sheet ________________
   h/c ________________
   web ________________
Register: ____________________
   (Office Use Only)
EMPLOYEE EDUCATIONAL ASSISTANCE

PREAMBLE: This section outlines the policy by which employees may enroll in the university for reduced fees. This information was an original part of the 1979 Handbook, originally in single section with what are now 3750 and 3760. To reflect changes in federal law, the latter two were separated into new sections in December of 1992. Unless otherwise noted, the text is as of July 1996. Further information is available from Human Resources (208-883-3609). [ed. 7-97, 7-00, 7-01]

CONTENTS:
A. Policy
B. Student Employees Excluded
C. Employees Not on Appointment during Summer
D. Employees’ Registration Limited and Administrators’ Approval
E. Registration for Other Than Regular Credit
F. Termination of Employment
G. Limited to Regular Programs and Terms
H. Limitation to Academic Services

A. POLICY. Under the Employee Educational Assistance Program, board-appointed UI employees on regular appointment who work at least half-time (including those on official leave), may enroll in the university for reduced fees ($20 registration fee plus $5 a credit). The value of waivers received as Employee Educational Assistance are excludable from taxable income under section 162 of in accordance with the Internal Revenue Code, with certain limitations. Please refer to the Benefits section of the Human Resources website for specific terms and conditions. Enrollment in courses under this program is deemed to be either (1) required as a condition of employment to maintain or improve skills, or (2) of benefit to the university. Participation in the Employee Educational Assistance Program is subject to the provisions, interpretations, and limitations contained in the following subsections. [ed. 7-02]

B. STUDENT EMPLOYEES EXCLUDED. Employees who are full-time students, including instructional assistants and graduate assistants, are not eligible for this program and are required to pay tuition and other fees charged to full-time students. [Consult the Graduate Bulletin for information concerning assistantships.]

C. EMPLOYEES NOT ON APPOINTMENT DURING SUMMER. An eligible employee who holds an appointment during a spring semester and for the ensuing fall semester, but is not on appointment during the intervening summer, may register under this policy for the equivalent of full-time study or fewer credits during that summer session.

D. EMPLOYEES’ REGISTRATION LIMITED AND ADMINISTRATORS’ APPROVAL REQUIRED. Written approval of the employee’s department administrator and dean or director must be entered on a Faculty-Staff Registration Permit Form which should be attached to the registration form. Faculty-Staff Registration Permit Forms are available in the departments. An employee’s registration for courses under this policy is limited to six credits in a semester, three credits in the summer session, and three credits per year in intersession courses. These limits may be exceeded only with the prior approval of the provost. If these limits are exceeded, full fees and applicable tuition are charged for those credits that exceed the specified limit. Moreover, if the class attendance is to be during normal duty hours, the employee and the administrative superior are responsible for establishing a mutually satisfactory arrangement under which the employee will carry out the full services for which he or she is appointed and paid. The employee is expected to take annual leave when taking intersession courses. [ed. 7-02]
E. REGISTRATION FOR OTHER THAN REGULAR CREDIT. In applying the credit limitations in C, courses taken for audit, zero-credit, or CEUs are counted as if they were taken for regular credit.

F. TERMINATION OF EMPLOYMENT. If an employee’s appointment is terminated during an academic period for which the employee is registered for academic work under this policy, the academic work must be terminated unless the applicable fees are paid.

G. LIMITATION TO REGULAR PROGRAMS AND TERMS. This educational assistance program applies only to courses that are offered as a part of the regular program on the Moscow campus during a regular academic session or intersession period. Specifically, courses offered through correspondence or continuing education are excluded from this program.

H. LIMITATION TO ACADEMIC SERVICES. An employee who is registered under this policy is entitled only to academic services (e.g., instruction and use of the library). Other services covered by regular fees, such as student health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included. Special fees imposed for certain aspects of instruction, such as for special courses and programs, individual instruction in music, and course-related field trips, must be paid.