University of Idaho
2017-2018 FACULTY SENATE AGENDA

Meeting #12

3:30 p.m. - Tuesday, November 7, 2017
Brink Hall Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2017-18 Faculty Senate Meeting #11, October 31, 2017 (vote)

III. Chair’s Report.

IV. Provost’s Report.

V. Other Announcements and Communications.
   • Twin Larch (McCollough)(FYI)
   • Ombuds Annual Report (Beatty)

VI. Committee Reports.
   • Sabbatical Leave Evaluation Committee (James)(vote)
     o FS-18-012 – FSH 3720 - Sabbatical Leave
   • Committee on Committees (Anderson)(vote)
     o FS-18-013 – FSH 1620 – Committee appointments made by Staff/Students
     o FS-18-014 – FSH 1640.41 – Faculty-Staff Policy Group
     o FS-18-015 – FSH 1640.86 – Teacher Education Coordinating Committee

VII. Special Orders.
   • FS-18-008rev: FSH 6880 – Campus Recreation (Mahoney)(vote)

VIII. Unfinished Business and General Orders.

IX. New Business.

X. Adjournment.

Professor Patrick Hrdlicka, Chair 2017-2018, Faculty Senate

Attachments: Minutes of 2017-2018 FS Meeting #11
Handouts
Present: Anderson (Mike), Anderson (Miranda), Arowojolu, Barbour (Twin Falls), Brandt (w/o vote), Brown, Cannon (Boise), Caplan, De Angelis, Foster, Grieb, Hrdlicka, Jeffrey, Johnson, Kern (Coeur d’Alene), Leonor, Morrison, Black Crow a.k.a. Morgan, Panttaja, Seamon, Tibbals, Vella, Watson, Wienczek (w/o vote). Absent: Baird, Bugingo, Ellison, Mahoney, Nicotra, Zhao (Idaho Falls). Guests: 9

Call to Order and Minutes: The chair called the meeting to order at 3:30. A motion (Panttaja/Tibbals) to approve the minutes passed with two abstentions.

Chair’s Report:
- Faculty Senate nominations for the University-level Promotion Committee are due to Mary Stout (mstout@uidaho.edu). Details regarding the nomination process and the nomination form are available in the documents supporting Senate meeting #9 on October 17, 2017. The deadline was October 27. Missing nominations must be submitted as soon as possible.
- Annual benefits enrollment runs through November 7. The last informational sessions will be held on November 2. Information is available on the 2018 Annual Enrollment Website.
- President Staben will give the State of the University address on November 10 at 2-3:30 pm, International Ballroom, Pitman Center.
- The Veteran’s Appreciation Dinner will be held on November 11 at 5:30 in the International Ballroom at the Pitman Center.
- The University Faculty Meeting #2 will be on November 29 from 3- 4:30 in the Vandal Ballroom at the Pitman Center.
- Faculty Senate Leadership has nominated several faculty, including Senator Joseph De Angelis, to serve on the VandalStar Implementation Team. A VandalStar resource page is now available.

Provost’s Report:
- Last week’s meetings with all of the College Advisory Boards was successful. The Provost congratulated Dan Bukvich and the UI Jazz Choir as well as the Vandal Marching Band for their outstanding performances at the University Gala. He also mentioned that ASUI President McKenzie MacDonald did a great job moderating the event with Vice President Mary Kay McFadden.
- StarFish, the company behind VandalStar, visited campus this past week. They will be back several times during the upcoming months to consult and help guide implementation of the software at UI. They also will be providing training. They provided a report during this last visit. The Provost will make a copy available to post on the Faculty Senate Website.
- The Provost met today with the Faculty Compensation Taskforce to get the committee’s guidance on unresolved issues relating to faculty who are not on the tenure track. The national databases on which the university is relying, are not as robust for these faculty members. In addition, the definitions for non-tenure-track faculty differ significantly from institution to institution and within UI from department to department.

A senator asked if there was a timeline for informing all faculty of their market compensation rates and targets, and whether there will be a webpage similar to the one available for the staff. The provost responded that due to time pressures, a webpage would not be available for faculty in time for the mid-year compensation decision. However, deans and unit administrators will have comprehensive information which they can share with individual faculty. He explained that the data collection and decision process has just been completed for faculty. The webpage will require additional programming to implement that will not be completed before early spring semester. Faculty should know their market
compensation information before the end of the fall semester. He pointed out that the university is sufficiently far from market that we can make improvements now, yet still have time to continue to work and make adjustments this spring.

**Recording Class Sessions.** Heather Chermak reported that recording images of students’ faces raises potential Family Educational Rights and Privacy Act (FERPA) issues. The issues arise when recordings of class sessions including images of students are made for future viewing. There is no issue when recordings are made for viewing by the students in the class itself. If a recording is for use in future semesters, Chermak recommended that only the instructor and course materials be included in the recording and that images of students not be included. If student images are included in the recording, each student must knowingly and voluntarily sign a waiver or release.

A senator asked whether using student names in a recorded class raises FERPA issues. Chermak deferred to General Counsel Kent Nelson who was a guest at the meeting. Nelson responded that the answer could depend on the situation. The question is whether the recording creates a personally identifiable record regarding the student. If the student has a common name, then use of the name would not necessarily create such a personally identifiable record. Another senator commented that showing only a “talking head” does not produce an engaging recording. He asked whether consent of students could be presumed from the fact that they knowingly registered for a course that would be recorded. Nelson responded that enrollment is not enough to presume consent. FERPA requires a knowing, voluntary, written release. He recommended that the best practice would be to get a release from every student whose image would be broadcast in such a situation. Nelson added that it might be possible to require student consent to recording in an elective class. But, Nelson believes that such a requirement would not comply with FERPA in a required class. This is a question Nelson will look into.

A senator asked whether there is easy access to a consent form? Chermak responded that there is a consent form on the Registrar’s [FERPA webpage](#). Another senator asked whether FERPA could be violated if someone recognized a student’s voice on a recording? Chermak responded that recognition of a voice is a lesser concern. Another senator asked where these videos should be stored. Chermak stated that Information Technology Services (ITS) is working on guidance on storage. The Registrar’s Office will follow up with ITS and make the guidance available on its FERPA webpage. Several senators suggested methods by which the release might be handled, including placing a release of liability waiver form where applicable or including a column in the BBLearn grade center where students may check a box to give a release. Nelson stated that he would like to review each of these suggestions to determine whether they comply with FERPA.

Another senator asked whether a photo release is required to use the pictures of students who have won or competed in an external event or competition on a webpage or in a newsletter. Nelson stated that he recommends that involved students complete a release. He stressed that the privacy students are entitled to under FERPA privacy are from what the university discloses about them. Once the university creates the record, FERPA applies even if the photo was taken in a public venue. He also stated that FERPA distinguishes between students as students and students in other capacities such as employees. Nelson concluded that the discussion showed there is a need for clarification on this issue and stated that he would develop further guidance for faculty.

**FS-18-010 – FSH 3320 – Annual Performance Evaluation Form and FS-18-011 – FSH 3320 – Annual Performance Evaluation Policy.** Professor Marty Ytreberg and General Counsel Kent Nelson presented revisions to the policy and form for faculty annual performance evaluations. These revisions were previously presented to Senate for discussion at [Meeting #10 2017-18](#). They are being presented at meeting #11 for a vote.
Ytreberg stated that the Faculty Affairs Committee (FAC) made two substantive revisions in response to the prior discussion. First, the committee adopted the suggestion of a senator that a note be included reminding faculty that the annual performance evaluations are separate from, but considered as one set of information in, the promotion and tenure process.

Second, Ytreberg pointed out that the committee had eliminated the second faculty signature line on page 2 of the evaluation form. This second signature was required after the dean’s review, to establish that the review was shared with the faculty member. The committee removed this signature to avoid the implication that a faculty member agrees with the changes made by the dean in the unit administrator’s evaluation. Instead, the committee clarified the policy to ensure that the dean’s review is given to the faculty member and an opportunity provided for the faculty member to respond to the dean’s review.

Nelson called senators’ attention to two changes he suggested in the policy. He asked to add new sections B-6 and B-7 section. New Section B-6 underscores that the annual performance evaluation is a separate process from, and is only one component of, the tenure and promotion process. New section B-7 ensures that in combining the tenure and non-tenure evaluation process, we did not inadvertently create an expectation of contract renewal. Non-tenured employees are at will with respect to the renewal of contract. Once a contract is in place, they have an expectation of continuation for the period of the contract. He also noted that there is no expectation of renewal under Regents policy.

A senator suggested that new B-6 be revised to add a specific reference to FSH 3900 B-2 regarding non-tenured faculty contracts. He also suggested eliminating the middle sentence of the new provision. After discussion and agreement to not strike the second sentence but add reference to FSH 3320, FAC Chair Ytreberg accepted the following amendment as consistent with the committee’s intentions:

B-6. Non-Tenured Faculty. Pursuant to Regent’s policy, non-tenured faculty do not have an expectation of contract renewal beyond that stated in FSH 3900 B-2, absent a specific written multi-year contract. The process set forth in FSH 3320 B does not require the University to renew a non-tenured faculty contract. The process set forth in Section FSH 3320 B shall not be required for a non-tenured faculty member who has been given notice of non-renewal.

After this introduction, the chair asked whether there were further comments regarding the annual evaluation form. Seeing no desire for further discussion of the form, the chair proceeded to discussion of the policy changes.

A senator, referring to new section 3320 A-1.i, asked who would be responsible for notifying the provost when the faculty member, unit administrator, and dean do not agree on the evaluation. Chair Ytreberg responded that the dean is responsible for forwarding the evaluation to the Provost Office and should inform the provost at that time.

A senator pointed out that the language of new section 3320 A-1.b.1 regarding performance that meets or exceeds expectations addressed only satisfactory performance. After discussion, FAC Chair Ytreberg agreed that the following amendment was consistent with the intent of the committee:

i. Performance that Meets or Exceeds Expectations is at least the satisfactory performance during the review period of a faculty member relative to the position description.

A senator, referring to new section A-1.c, asked why the policy strongly recommends that the unit administrator meet with each faculty member rather than requiring such a meeting. Ytreberg pointed out that the unit administrator is required to offer to meet. The committee added additional language to suggest the importance of the meeting. However, the committee did not believe that forcing the faculty
member to meet with the unit administrator was wise. The Provost commented that additional conflict can emerge when the meeting is not held. The chance to resolve issues at the unit level is lost. The faculty member sometimes has the incentive to seek another venue such as the Faculty Appeals Hearing Board, to resolve issues. Ytreberg responded that the Faculty Affairs Committee is interested in faculty “happiness” (for lack of a better term). If the policy forces the faculty member to participate in a confrontational meeting with their unit administrator, nothing is to be gained. A senator asked whether there is a process for what happens if the faculty member does not meet with the unit administrator. Ytreberg responded that the policy does not have specific provisions for this. The unit administrator must offer to meet. There is nothing in policy that says what would happen as a result.

A senator asked, referring to new section B-3.a, to whom the mentoring committee reports? Ytreberg stated that the committee is appointed for the faculty member and does not report to the administrator. Either the faculty member or the administrator can request the appointment of a mentoring committee. The provision is intended to be flexible.

A senator asked for clarification of what happens when the faculty member receives an evaluation of below expectations multiple times. Ytreberg explained that the first time a faculty member may meet with the unit administrator to develop strategies to address the issue and a mentoring committee may be appointed. If a below expectations evaluation is received for the second time in three years, the meeting escalates to include the dean and to address whether the strategies were effective. Finally, if the below expectations evaluation is received the third time in five years, a formal review committee is appointed. Ytreberg also explained that at any time the provost can trigger a review after consultation with the dean and unit administrator, if a faculty member receives an overall evaluation of does not meet expectations that is so low their performance is deemed unacceptable.

General Counsel Nelson commented that he has always presumed that a supervisor has the right to call in an employee to discuss performance and that if the employee refused to talk to the supervisor, the employee’s refusal would be regarded as insubordination. He expressed concern that our policy is sending an inconsistent message from an employment law perspective. A senator asked whether an employee could refuse to meet with their supervisor, if the supervisor was abusive. Nelson agreed that there would be some legitimate reasons for an employee to refuse to meet with a supervisor. However, the employee could take these concerns to appropriate resources in the institution such as the Office of Civil Rights. Ytreberg pointed out that sometimes the failure to meet expectations would be in a small area of the faculty member’s overall responsibilities. If so, a meeting might not be required. He also pointed out that this was not a change from current policy.

Chair Hrdlicka asked General Counsel Nelson whether his concerns were such that the policy might be vetoed. The faculty secretary suggested language that could be moved by a member of the body if senators are inclined to amend the provision. A senator spoke against forcing a meeting, arguing that there are many circumstances a meeting would not be necessary and the requirement would be administratively cumbersome. He also pointed out that most faculty feel responsible to assist a poorly performing colleague. Forcing these meetings could lead to difficult, unforeseen consequences with no institutional gain. Another senator pointed out that if a person refuses to meet there already is conflict and controversy. A meeting could make things much worse. Ytreberg reminded the body that FAC is not proposing a change to existing policy regarding whether a meeting is required between the faculty member and unit administrator. He suggested that if the administration comes to FAC with a proposal to make such a change, FAC could consider it at that time. Provost Wiencek reiterated his earlier point that in his experience, not all of these situations are charged with controversy. There are cases where the faculty member simply doesn’t like what they are hearing from the unit administrator and they want to have their situation addressed in a different venue. He does not think the approach in the proposed policy
is a major flaw and indicated that there may be reasons to stay the course. General Counsel tended to agree with the provost.

Finally, Ytreberg raised the question of whether new section B-7, requested by general counsel, should be moved to A-2. After discussion it was agreed that this move was consistent with the committee intentions.

The seconded motions from Faculty Affairs were approved as follows:

- FS-18-010 - annual performance evaluation form, eighteen agreed, one opposed and two abstentions, and
- FS-18-011 – annual performance evaluation thirteen agreed, one opposed and seven abstentions.

After a brief discussion it was determined that there was insufficient time left to address the Great Colleges to Work For Survey. That matter will be rescheduled for another meeting.

The business of the meeting having been completed, a motion to adjourn (Watson/Panttaja) was made and the meeting was adjourned at 4:51.

Respectfully Submitted,

Liz Brandt, 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)

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

Minor Amendment ☐

Chapter & Title: 3720: Sabbatical Leave

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.”

Originators(s): Erin James Sept 18, 2018

Policy Sponsor: Name Date

Telephone & Email: (775) 527.7019; ejames@uidaho.edu

Reviewed by General Counsel __X__ Yes ____No Name & Date: __Kim Rytter, Aug 31, 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 Sabbatical and Leave Evaluation Committee (SLEC) is recommending the following revisions to section 3720 in the Faculty/Staff Handbook:

- Clarification of the application schedule
- Declaration that the SLEC will only review complete applications
- General streamlining and rearrangement of sections for brevity and clarity
- Removal of conflict of interest provision (see III below)

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

This revision will have no fiscal impact.

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

This revision to the Sabbatical Leave policy is related to FSH 1640.74, which describes the function and structure of the SLEC. The current FSH language on the structure of the committee states that “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.” Because sabbaticals are no longer centrally funded through the Provost’s Office and because there is no benefit to SLEC members who are applying for sabbatical leave to rank other applications poorly, the SLEC believes that there is no need for this conflict of interest provision. The SLEC also understands that this conflict of interest provision causes more problems than it solves, as it makes committee formation more difficult. The SLEC thus suggests that this sentence be replaced with “A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the discussion of their application.”

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

If not a minor amendment forward to: ___________________________________________

Track #: __________

Date Rec.: __________

Posted: t-sheet __________

h/c __________

web __________

Register: __________

(Office Use Only)

Policy Coordinator Appr. & Date: __________________________

[Office Use Only]

FSH

Appr. __________

FC __________

GFM __________

Pres./Prov. __________

[Office Use Only]

APM

F&A Appr.: __________

[Office Use Only]
SABBATICAL LEAVE

PREAMBLE: This section describes the terms of eligibility for sabbatical leave for UI faculty. The policy is derived from, and incorporates all of, the State Board of Education, Governing Policies and Procedures, II-G. 3 b. This section was an original part of the 1979 Handbook and has been changed in only editorial ways since. In 2016 changes were made to clarify process and to ensure that any SLEC member, who submits a sabbatical application while serving on the committee, recuse themselves from all evaluations during said period. Except where explicitly noted, the text is as of July 1996. Further information is available from the current chair of the Sabbatical Leave Evaluation Committee. [ed. 6-09, rev. 7-16]

CONTENTS:
A. General Policy
B. Purpose
C. Period of Leave and Restrictions on Service and Salary
D. Restrictions on Service Application for Sabbatical Leave
E. Criteria and Salary Rating System Used in Evaluating Applications
F. Schedule for Applying
G. Position Description and Annual Performance Evaluation
H. Changes in or Cancellation of Sabbatical Leave
I. Return
J. Application for Leave
K. Rating System
L. Procedure for Rating
M. Criteria Used in Evaluating Proposals

A. GENERAL POLICY. Members of the UI faculty [see 1520 II-1] having completed six years of employment at the University of Idaho in a tenure track appointment, tenure at the time of sabbatical leave, and the rank of senior instructor or above, or the equivalent of such rank, leave is to be effective may be granted sabbatical leave after. A faculty member who is untenured, but expects a tenure decision by the time the sabbatical leave is to be taken, may submit an application. Tenured faculty may apply for additional sabbaticals provided that six full academic years have elapsed of service at UI or after six full academic years have elapsed since the faculty member’s end of the most recent sabbatical and the beginning of the requested sabbatical leave at UI. Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (SLEC) [see 1640.74] and upon approval by the Faculty Senate and the president or designee. Faculty are advised to contact HR to discuss how a sabbatical leave may impact their benefits. In addition, in the event a sabbatical leave will cross over to a new fiscal year, the faculty member is strongly advised to discuss whether, and what impact, the leave may have on salary. Sabbatical leave applications by faculty members in the Cooperative Extension System (CES) are handled separately: conditions of leave for these faculty members are established and funding is provided by the CES and their applications are evaluated by a committee of the CES [ed. 7-01, 7-02, 6-09].

B. PURPOSE. Sabbatical leaves are designed to encourage scientific inquiry, research, artistic creation, clinical/technical expertise and innovation in teaching. The primary purpose of a sabbatical leave is to enhance the faculty member’s value to UI. Specifically, a sabbatical leave is to be used for one or more of the following purposes:

B-1. Research, scholarship, or study intended to result in publication or invention.

B-2. Refresher courses or a program of study, work, or travel designed to keep the faculty member abreast of the latest developments in his or her area of specialization.

B-3. Work toward an advanced degree.
C. PERIOD OF LEAVE AND RESTRICTIONS ON SERVICE AND SALARY. A sabbatical leave is for either one-half academic or fiscal year at full pay or a full academic or fiscal year at half pay, depending on the type of appointment held by the faculty member. Faculty on sabbatical continue to be full time employees of the University. Outside employment while on sabbatical must be disclosed per FSH 3260. Note that those on full year sabbaticals must arrange for full year life insurance and disability benefits if so interested. [See APM 55.42] [ed. 1-11]

D. RESTRICTIONS ON SERVICE AND SALARY. The decision as to the acceptability of a proposal will not be based on whether additional remuneration may be received, but rather on the probability that the faculty member will enhance his or her value to UI. Teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the person’s income. The benefit to UI must be foremost in the consideration leading to approval of the leave.

H.D. APPLICATION FOR SABBATICAL LEAVE. Complete applications for leave must be submitted to the provost or designee who will collect and forward them to the Sabbatical Leave Evaluation Committee (SLEC). The application must contain:

- HD-1. Cover Page. A required template for the cover page is included at the end of this policy and must be filled out completely. Include a title indicative of the proposed sabbatical activity, the period of requested leave, name and rank of the applicant, and signatures of the administrators approving the application.


- HD-3. Description of Proposed Plan for Sabbatical. Major headings should include a detailed statement of what the applicant plans to do while on sabbatical, the objectives and significance of the proposed activities, the value of these activities to the applicant’s UI obligations, the feasibility and methods of accomplishing the objectives, and the applicant’s qualifications pertinent to the proposed activities. This section should consist of not more than four single-spaced typewritten pages. [rev. 7-97] In the case of an application for a sabbatical crossing over the beginning of a new fiscal year, an explanation of the reasons for the timing of the sabbatical should be provided.

- HD-4. Curriculum Vitae (CV). The applicant’s CV must be on the Include-a_a standard University of Idaho form curriculum vitae.

- HD-5. Letter of recommendation from the applicant’s college dean or unit administrator.

- D-6. Appendix. Evaluation of the proposal by college dean and unit chair, Letters of acceptance from persons with whom the applicant plans to work, itinerary, and other supportive documentation should be appended to the application. [ed. 7-98, 7-02, ed. 8-11]

I.E. CRITERIA AND RATING SYSTEM USED IN EVALUATING APPLICATIONS. The application will be rated by the SLEC. SLEC evaluates applications according to the following criterion and rating system set forth in this policy and makes recommendations to the provost who notifies applicants of the disposition of the application.

E. CRITERIA USED IN EVALUATING PROPOSALS. Criteria:
K-1a. Preparation, Thought, and Documentation: Organization of the application proposal, originality of the idea, thoroughness, specificity, feasibility, preliminary work done on the project in addition to the planning, letters of appointment and acceptance, other documents supportive of the proposal, and the applicant’s plans for travel, if that is an integral feature of the proposal. [rev. and ren. 7-97]

K-2b. Benefit to UI and Applicant: Contribution to applicant’s knowledge and understanding, contribution to teaching or other assigned duties at UI, publications or other scholarly works resulting from the project, enhancement of professional status, recognition for UI, and contribution to special projects or to UI programs. [rev. and ren. 7-97]

K-3c. Applicant’s Record of or Potential for Research, Teaching, Service and/or Other Pertinent Activity: Publications, performances, grants, postdoctoral fellowships, leaves, participation in relevant professional organizations, record of achievement on previous grants and leaves, evaluation by unit administrator and dean, and evidence of excellence in teaching, service, or other evidence of contribution to the university. [rev. and ren. 7-97; ed. 7-98, ed. 8-11]

D. Decision: The decision as to the acceptability of an application will may not be based on whether additional remuneration may be received by the sabbatical applicant, but rather on the probability that the faculty member will enhance his or her value to UI. Teaching elsewhere or working in research laboratories of industry or government may be approved if such activities can be expected to contribute significantly to the acquisition of useful ideas and practices. In no case will leave be granted primarily for the purpose of augmenting the person’s income. The benefit to UI must be foremost in the consideration leading to approval of the leave.

E-2. RATING SYSTEM. The application will be rated by the SLEC according to the following system:

I-1a. Merit and feasibility of the proposed sabbatical plan, 60 percent. [rev. 7-97]

I-2. Applicant’s record or potential for research, teaching, service and/or other pertinent activity, 25 percent. [add. 7-97]

I-3. Length of service to UI in a tenure-track position, up to 15 percent. Each year of service, counting from the faculty member’s initial appointment in a tenure track position or from their historic most recent sabbatical leave, whichever is later, is assigned a weight of one point, limited to a maximum of 15. [ren. and rev. 7-97]

J. PROCEDURE FOR RATING. To give sufficient time for planning of sabbatical leaves, applications must be submitted at least 10-18 months before the beginning of the academic year during which the leave is to be taken. The SLEC meets in April of each year to consider applications received by March 31 for the academic year beginning 17 months later. The committee rates the applications according to the rating system specified in I and makes recommendations to the Provost who notifies applicants of the university’s preliminary approval or disapproval. In this round of sabbatical applications the provost notifies no more applicants than a number equal to 60 percent of the number of sabbatical leaves expected to be available for the year under consideration. Faculty members who do not apply for sabbatical leave by March 31 may apply on or before November 1 for the academic year beginning 10 months later. The SLEC meets in November to consider new applications (and reconsider resubmitted applications). The SLEC again makes recommendations to the provost who submits a list of those faculty members recommended by the SLEC and proposed by the provost in both April and November to Faculty Senate for final approval. If there is substantial change in an applicant’s plans, he or she must submit a new plan through the unit administrator, dean, and the SLEC for approval. If the new plan is not approved, the applicant may request leave without pay. [rev. 7-97, ed. 7-99, 6-09, ed. 8-11]

F. SCHEDULE FOR APPLYING. Each year there are two rounds of application consideration:
F-1. Round 1. Deadline March 31<sup>st</sup>. This deadline applies to:

a. Faculty with an academic year appointment planning to begin a full year sabbatical at the start of the second fall semester after submitting the application;
b. Faculty with an academic year appointment planning to begin a one semester sabbatical at the start of the second fall semester or the second spring semester after submitting the application;
c. Faculty with a fiscal year appointment planning to begin a full year sabbatical at the start of the second fiscal year after submitting the application;
d. Faculty with a fiscal year appointment planning to begin a half year sabbatical during the second fiscal year after submitting the application.

F-2. Round 2. Deadline October 31<sup>st</sup>. This deadline applies to faculty who missed the Round 1 deadline:

a. Faculty with an academic year appointment planning to begin a full year sabbatical at the start of the next fall semester;
b. Faculty with an academic year appointment planning to begin a one semester sabbatical at the start of the next fall semester or the second spring semester after submitting the application;
c. Faculty with a fiscal year appointment planning to begin a full year sabbatical at the start of the next fiscal year after submitting the application;
d. Faculty with a fiscal year appointment planning to begin a half year sabbatical during the next fiscal year after submitting the application.

F. POSITION AND ANNUAL JOB DESCRIPTION AND ANNUAL PERFORMANCE EVALUATION. The faculty members on sabbatical remain full time employees of UI. Faculty members are expected to include their sabbatical purpose and goals on their annual faculty job position description. Their annual performance evaluation must reflect whether the purpose and goals of the sabbatical were achieved by the faculty member’s purpose and goals while on sabbatical.

F-H. CHANGES IN OR CANCELLATION OF SABBATICAL. If a faculty member must change the purpose, place, or time of the sabbatical leave, or needs to cancel their leave, the faculty member must submit a revised cover sheet indicating the type of change along with an updated written request, with recommendation from the dean and unit administrator, to the SLEC for approval. The SLEC will review the change and make a recommendation to the provost for final approval. This request must state the rationale for the changes and update and document how the sabbatical leave plan will reflect these changes. Upon approval by the SLEC, any changes will be sent to the provost. [ed. 8-11]

F-G. RETURN. The faculty members are expected either to return to the active service of UI for at least one academic year after completion of the leave or to repay the money received from UI while on leave, unless the president approves a waiver of this requirement. Results of the sabbatical should be detailed on the annual performance evaluation and will serve as the official record of return and accomplishment. Within six weeks after returning, the faculty member must submit to the provost’s office and to their faculty member’s dean and unit administrator, a complete report in PDF format of his or her activities while on leave. This report will be available to the faculty member’s dean and unit administrator. [rev. 7-97, 7-02, 7-13, 7-16, ed. 8-11]
SABBATICAL LEAVE EVALUATION FORM [rev. 7-97]

APPLICANT’S NAME ____________________________________________________________________________

SEMESTER(S) APPLIED FOR ________________________________

PURPOSE OF LEAVE _____________________________________________________________________________

I. VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)

(For preparation and thought, consider the following: organization of the proposal, originality of the idea, thoroughness, specificity, feasibility, and preliminary work begun on project beyond planning; for documentation consider the following: itinerary, letters of appointment, letters of acceptance, and other supportive documentation if applicable.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points __

B. Benefit to University and Individual (30 points)

(Consider the following: contribution to applicant’s knowledge and understanding, contribution to teaching or other assigned duties at university, publications or other scholarly works resulting from project, enhancement of professional status, recognition for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7 Points __

II. APPLICANT’S RECORD OR POTENTIAL FOR RESEARCH, TEACHING, SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points)

(Consider the following: publications, performances, grants, post-doctoral fellowships, leaves, participation in relevant organizations, record of achievement of previous grants and leaves, evaluation by unit administrator and dean, including their assessment of the proposed sabbatical plan proposal and annual evaluation forms, evidence of excellence in teaching, service, or other evidence of contributions to the university, as required by the applicant’s position description.) [ed. 8-11]

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7 Points __

III. SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last sabbatical leave to a maximum of 15 points.)

Points __

EVALUATOR ___________________________________________

DATE ________________________________________________ Total Points ___
POLICY COVER SHEET

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

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

Chapter & Title: 1620 University Level Committees

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): (Please see FSH 1460 C)

Telephone & Email: ____________________________________________

Policy Sponsor: (If different than originator.)

Telephone & Email: ____________________________________________

Reviewed by General Counsel ___ Yes __X__ No Name & Date: ____________________________________________

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

This change simplifies the process of staff and student appointments to senate committees and appointments will be informational only to ConC and Senate. This empowers staff and students with the decision-making ability over their respective bodies to choose who they appoint to senate committees.

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

None.

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

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

If not a minor amendment forward to: ____________________________________________

Policy Coordinator

Appr. & Date: ____________________________________________

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Appr. __________________
FC _________________
GFM _________________
Pres./Prov. ____________

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APM

F&A Appr.: _____________

[Office Use Only]
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE

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, 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 names of those approved by the nominations from Staff Council, which considers expressions of interest and qualifications of employees 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 Staff Council itself, it is expected that the employee will first secure the consent of his or her supervisor.
before becoming a candidate.) [ed. 7-17]

**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 names of those approved by 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 Committees with the possibility of appeal by the faculty member to the Faculty Senate. [ed. 7-10, rev. 7-17]

**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 faculty, 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. [rev. 1-07, 7-17, 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_mmddyy.” [rev. 1-07, 7-17, 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, rev. 7-17]

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]
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: 1640.41 Faculty-Staff Policy Group

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):
(Please see FSH 1460 C)
Telephone & Email: ________________________________
Policy Sponsor: (If different than originator.)
Telephone & Email: ________________________________

Reviewed by General Counsel ___ Yes ___ X ___ 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.

Most issues coming to the committee will come from the Faculty Secretary/Policy Coordinator’s Office (Faculty Secretary) and it makes sense that the Faculty Secretary/Policy Coordinator who oversees/tracks policy changes be chair of this body. The change also clarifies an ambiguity in the policy that the Faculty Secretary is a voting member. The old language of the last sentence implies that the Faculty Secretary is a non-voting member of the committee.

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

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

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

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

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

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Pres./Prov. ______________
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APM
F&A Appr.: ______________
[Office Use Only]
FSH 1640.41
FACULTY AND STAFF POLICY GROUP (FSPG)
[created July 2017]

A. FUNCTION.

A-1. To review non-academic policies and procedures (other than minor amendments, see FSH 1460 B-2) that affect both faculty and staff and that reside in the Faculty-Staff Handbook and/or Administrative Procedures Manual.

A-2. To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate regularly with the chairs of Faculty Affairs and Staff Leadership.

A-3. To address and possibly resolve any perceived problems before forwarding proposed policies and procedures to Faculty Senate, the committee is encouraged to seek assistance from, or request meetings with the policy sponsor (see FSH 1460 B-6), general counsel, or others as necessary.

B. STRUCTURE. Three faculty, three staff, and the Faculty Secretary/Policy Coordinator, or his/her designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible. The chair of this committee will be the Faculty Secretary/Policy Coordinator selected from one of the six voting members.
POLICY COVER SHEET

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

□ Addition ◆ Revision* □ Deletion* □ Emergency

Chapter & Title:  1640.86 Teacher Education Coordinating Committee

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): Taylor Raney 9/12/17

(Please see FSH 1460 C)

Policy Sponsor: (If different than originator.)

Telephone & Email: 5-1027 tcraney@uidaho.edu

Reviewed by General Counsel ___ Yes _X__ 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.

1. adding “programs leading to” under A-2: The University of Idaho does not certify teachers. Rather, we recommend certification to the state. This is a relatively innocuous change of verbiage.

2. meeting dates under A-4: This change in specificity will allow for flexibility in scheduling as the UCC deadlines change. The committee found no reason for that level of specificity.

3. Department of Leadership and Counseling: This group is not represented on the committee, though three L&C programs fall under the purview of the TECC (principal, superintendent, special education director)

4. Director of Teacher Education: The Director of Teacher Education is a relatively new position at the University of Idaho. This places the Director on the committee and designates him/her chair.

5. Dean: This removes the dean from the chair role.

Note that the “Summary of TECC Membership” which is included on this document is for reference only; not to be included in the policy.

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

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.: ______________
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Register: __________________

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A. FUNCTION. [See also 4300.00 [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 programs leading to 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, three times per year, 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]

BC. STRUCTURE AND MEMBERSHIP. The members of the committee are nominated/appointed by the College of Education, Health & Human Sciences (CEHHS) as follows:

- Four faculty members from the Department of Curriculum and Instruction with representation from the elementary program, the secondary program, the career and technical education program, and the special education programs;
- One faculty member from the Department of Movement Science physical education teacher education program;
- One faculty member from the Department of Leadership and Counseling educational leadership program;
- One faculty member from each of the following programs: 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 CEHHS 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 from multiple districts, representing both elementary and secondary education as well as from multiple districts;
- The Director of Teacher Education, who serves as chair; and
- The CEHHS Director of Assessment (w/o vote) and the Dean of CEHHS (or designee) who serves as chair. [rev. 7-08, 7-10, 3-14]

Summary of TECC Membership:

Elementary program faculty
Secondary program faculty
CTE program faculty
Special education program faculty
PETE program faculty
Educational leadership program faculty*
Early childhood program faculty
Agricultural education program faculty
Social sciences program faculty
Natural sciences program faculty
Business program faculty
College of Education student (junior or senior)
One student from E.C., Ag.Ed., or Music
Superintendent
Principal
Elementary teacher**

Commented [TCR1]: A relatively innocuous semantics shift; we don't certify (the state does) completers. We recommend individuals for certification.

Commented [TCR2]: To allow for flexibility in scheduling TECC meetings, given the changing deadlines by UCC.
Music education program faculty  Secondary teacher**
English education program faculty  Director of Teacher Education*
Mathematics program faculty  Director of Assessment***

*proposed  
**must be from different districts  
***without vote
### 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)*

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

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**Originator(s):**
Brian Mahoney 10-30-2017

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<td>Brian Mahoney</td>
<td>10-30-2017</td>
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**Telephone & Email:**
208.885.6064 brianm@uidaho.edu

**Policy Sponsor: (If different than originator.)**
Greg Tatham 10-30-2017

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**Telephone & Email:**
208.885.2233 gtatham@uidaho.edu

**Reviewed by General Counsel**

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**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 information in the current FSH 6880 is not only outdated (prior to the SRC opening in 2002), the information provided is not policy. As this is not policy, we are requesting the entire section, FSH6880 be removed from the FSH and placed into the APM with the revisions included.

**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

**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: __________________________________________

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PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. In January 2017 an outdated section on Swim Center use was removed. Unless otherwise noted, the text is as of July 1996. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17]

A. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, students, faculty, staff, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

A-1. Spending leisure time in structured and unstructured sport, wellness and recreational activities.

A-2. Meeting and participating with others who have similar recreational interests. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Increasing interest in sport and recreational activities that can continue throughout the participant's lifetime. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Developing group spirit and identity by participating together in play situations. Supporting the University's mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Improving fitness and, consequently, enjoying a healthier body and a more alert mind. Increasing interest in sport and recreational activities which can continue throughout the participant's lifetime.

B. Campus Recreation administers the following functional-programmatic areas:

B-1. Intramural Sports. The Intramural Sports Program consists of organized recreational and competitive activities that involve organized competition consisting of (men's, women's, and co-rec) in individual, dual, and team sports for among the UI community. Residence halls, fraternities, sororities, off-campus student groups, and faculty-staff. Program direction, selection of activities, and development of operational policies are provided by the student managers of groups participating in intramural sports.

B-2. Wellness Program. The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. The Outdoor Program provides opportunities for individuals to acquire new activity skills, improve skills, gain knowledge and insight, and improve fitness through self-directed activities and non-credit classes for university students, faculty, and staff. The Outdoor Program is dedicated to provide education and resources for wilderness based, human powered, and environmentally sound activities. It promotes teamwork, leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.
B-6. Special Events. Special event programs provide opportunities to participate in organized activities, recreation, and sport events. The program meets needs and interests that are not met through competitive intramural sports programs or other recreation programs.

B-57. Swim Center Facility and Space Reservations. The Swim Center program provides:

- Opportunities to improve fitness through self-directed and staff-directed activities.
- Recreational swimming and aquatic play opportunities during leisure time.
- Structured fun and competitive special events.
- Noncredit instructional classes to improve swimming, safety, and rescue skills.

B-6. Locker Room Services. Locker room services provide locker and shower room facilities and attendants, towel and locker service, and equipment checkout for physical education classes and general recreational use.

B-7. Summer Session Recreation. The summer session recreation program provides special leisure-time opportunities for students and employees.

B-8. Sport Clubs. In cooperation with the ASUI Recreation Advisory Board and the Director of the Student Union/Student Activities, the Campus Recreation unit manages the University of Idaho Sports Club Program.

C. USE OF RECREATIONAL FACILITIES

C-1. UI Students. Full or part-time undergraduate and graduate students may use recreational facilities free of charge (valid UI identification card required). Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation’s student fees. Access to the SRC excludes Wellness Program classes, and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-2. UI Faculty and Staff. Faculty and staff members must purchase a pass for SRC access on regular appointment, as well as retired personnel, may use recreational facilities free of charge (valid UI identification card required). A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. UI Affiliates/Regular Help. UI affiliates (retirees, alumni, IH employees, and affiliate employees) not on regular appointment must purchase a pass for SRC access. All recreational facilities may be used for fee-based facility pass programs. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-4. Special Miscellaneous Programs. Persons attending UI-sponsored programs such as workshops, seminars, and short courses, may use recreational facilities with a special programs activity pass available from the specific program director or coordinator. Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.
C-5. University **Departmental Guests.** UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC recreational facilities. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.

C-6. **Spouses.** The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

**Personal Guests.** Friends and relatives may use recreational facilities as guests of students or employees. Guests must be accompanied by their UI host while using facilities. One-day guest passes may be purchased at the Campus Recreation Office during regular office hours. Guest passes are not transferable and are good only on the dates specified.

C-7. **General Public.** Persons not affiliated with the UI must purchase a non-UI specific pass for SRC access to use recreational facilities on a regular basis through the fee-based facility pass program. Some restrictions apply to children. A valid photo identification is required to purchase a pass.

C-8. **Spouses.** The spouse of a UI student or faculty or staff member may use recreational facilities on a regular basis through the fee-based facility pass program.

C-9. **Children and Youth.** Policies regarding children include the following:

a. **All children must have a facility pass or guest pass.** Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.

b. **Children under the age of 18 must be accompanied and supervised by their parents or guardians who are participating in the same activity.** Access to the SRC for children is limited to special youth programs and will be defined by specific event.

c. **Use of the weight room is limited to individuals who are 18 years old or older.** Unattended children (under the age of 18) are not allowed in the SRC Atrium.
PREAMBLE: This section outlines recreational opportunities for students, faculty, staff, and the general public offered by Campus Recreation. In January 2017 an outdated section on Swim Center use was removed. Unless otherwise noted, the text is as of July 1996. For further information, call 208-885-6381. [ed. 7-00, rev. 1-17]

A. Campus Recreation, within the division of Student Affairs, provides the University of Idaho (UI) community, and to a limited extent, the general public, with a multitude of recreational opportunities. Activities provide opportunities for:

A-1. Spending leisure time in structured and unstructured sport, wellness and recreational activities.

A-2. Increasing the quality of campus life through increased knowledge, opportunities, interests and behaviors that promote healthy lifestyles.

A-3. Delivering a student driven philosophy which offers experiential leadership opportunities integrated with professional training and mentoring.

A-4. Supporting the University’s mission with experiences which encourage social interactions with diverse populations and promote personal reflection and learning opportunities.

A-5. Increasing interest in sport and recreational activities which can continue throughout the participant’s lifetime.

B. Campus Recreation manages the following programmatic areas:

B-1. Intramural Sports. The Intramural Sports Program provides organized recreational and competitive activities consisting of men's, women's, and co-rec in individual, dual, and team sports for the UI community.

B-2. Wellness Program. The Wellness Program provides a variety of opportunities including: group fitness classes, personal training sessions and fitness assessments by certified personal trainers and fitness instructors.

B-3. Outdoor Program. The Outdoor Program is dedicated to provide education and resources for wilderness based, human powered, and environmentally sound activities. It promotes teamwork, leadership and growth through outdoor adventure experiences.

B-4. Sport Clubs. The Sport Club program gives UI students the opportunity to engage in an in-depth sports experience. Clubs participate in intercollegiate competitions and conduct club activities including: practice, instruction, organization, social events and tournament play.

B-5. Student Recreation Center (SRC). Located on the north side of campus, the SRC houses all programs within the department of Campus Recreation. With over 80,000 square feet, it provides opportunities to workout, play, relax and spaces for special events, programs and activities.

B-6. Special Events. Special events provide opportunities to participate in organized activities not met through other recreation programs. [ed. 7-00]

B-7. Facility and Space Reservations. Campus Recreation schedules a variety of UI fields, courts, spaces and facilities. Please contact the Campus Recreation main office for more details.

C. Use of the Student Recreation Center.

C-1. UI Students. Full time students have full access to the SRC as part of their tuition and fees. Part time students must purchase a pass for access. A gap fee pass is available for part time students with the cost determined by the difference in the number of credits being taken and what a full-time student pays into Campus Recreation’s student
fees. Access to the SRC excludes Wellness Program classes, and Climbing Center clinics and equipment. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-2. UI Faculty and Staff. Faculty and staff must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-3. UI Affiliates. UI affiliates (retirees, alumni, IH employees and affiliate employees) must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-4. Miscellaneous Programs. Special Programs and other students who do not pay student fees towards Campus Recreation must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-5. University Departmental Guests. UI departments may purchase departmental single visit passes that can be used by their guests for access to the SRC. The departmental single pass must be given to SRC personnel and a waiver of liability form signed for SRC access. Passes must be purchased in the Campus Recreation main office.

C-6 Spouses. The spouse of a UI student, faculty, staff or affiliate must purchase a pass for SRC access. A valid Vandal Card is required to purchase a pass and for accessing the SRC.

C-7. General Public. Persons not affiliated with the UI must purchase a non-UI specific pass for SRC access. A valid photo identification is required to purchase a pass.

C-8. Children. Policies regarding children include the following:

  a. Children under the age of 18 must be accompanied and supervised by their parent/s or guardian/s who are participating in the same activity.

  b. Access to the SRC for children is limited to special youth programs and will be defined by specific event.

  c. Unattended children (under the age of 18) are not allowed in the SRC Atrium.
Greetings,

On behalf of Campus Recreation, I’d like to congratulate you on your new appointment and welcome you to the University of Idaho community. I also want to personally invite you to visit the Student Recreation Center which houses all of our programs. Campus Recreation is passionate about living healthy active lifestyles and as a new board appointed employee, I’m encouraging you to participate in some of our programs by offering you the following incentives:

- A free week (7 consecutive days) of access to the Student Rec Center, Wellness classes & Climbing Center
- A month of equipment rentals at the student rate in our Outdoor Rental Center
- One free Intramural Sports entry valid for 3 months.

To receive any of these benefits, please bring your Vandal Card to the Campus Recreation main office located in the SRC during regular business hours within 2 weeks of receiving this email. Your Vandal Card will be activated for access and you’ll receive a coupon for a month of rentals and one sport entry valid for 3 months.

Please feel free to contact the Campus Rec main office at 208 885-6381 if we can be of any assistance or answer questions you may have.

Once again, congratulations on your new appointment. I look forward to seeing you around the Rec in the near future.

Sincerely,

Greg Tatham

Greg Tatham | Director
Campus Recreation
Division of Student Affairs
The University of Idaho
208.885.6381 | gtatham@uidaho.edu | SRC 101H

Student Affairs – Transforming students’ learning into passion, empowerment and purpose