Call to Order.

Minutes.


Business.

- FSH 1640 – Judicial Committee revisions
- FSH 1620 – minor edits
- FSH 1640.77 – Scientific Misconduct
- Continue with appointments – Information Technology

Unfinished Business.

Adjournment.

Professor Patrick Hrdlicka, Chair 2016-2017

Attachments:
- Minutes of 2016-17 ConC Meeting #6
- FSH 1640
- FSH 1620
- Preference form
- Appointed Lists
Committee on Committees 2016-17 - Meeting #7 - March 8, 2017 - Page 2

University of Idaho
Committee on Committees (ConC) Meeting, Paul Joyce Lounge (Brink)
2016-2017 Meeting #6 Minutes, Wednesday, February 22, 2017

Present: Cruz Botello, Indrajit Charit, Don Crowley (w/o vote), Patrick Hrdlicka (Chair), Chuck Morrison, Sarah Nelson, Stefanie Ramirez, Jeanne Stevenson, Ann Thompson (w/o vote) Absent: Bahman Shafii, Ingrid Spence

Chair Hrdlicka convened promptly at 2:00 p.m. A motion (Nelson/Morrison) to approve the minutes for meeting #5 passed unanimously. Quickly moving on with updates Chair Hrdlicka noted the following:

Academic Hearing Board:
• Faculty/Admin (2020) – Mark Warner (Soc/Anth), Don Crowley will verify.

Academic Petitions:
• Faculty (dean) (2020) – Erik Larsen declined. It was agreed that Ann Thompson would prepare a list of committees with dean positions and forward to Tom Gorman asking him to request deans to step forward.

Faculty Appeals:
• Faculty Alt. (dept admin) awaiting update from Bahman on Bob Tripepi in PSES; if he declines, Ann will ask Erin Stoddard if she is willing to serve as an alternate and continue in Officer Ed per an email request. [N.B. Bob Tripepi agreed]
• Faculty Alt. (off-campus) Beth Scott agreed to serve as alternate and continue on UMCC for 3 more years.

UBFC – Chair Hrdlicka briefed the committee on discussions with Daryl Woolley, UBFC Chair who is in agreement that the committee should be expanded to ensure coverage from 10 colleges plus increase staff representation.

UCGE
• Faculty (CALS) (2020) – Kat Wolf declined but recommended Larry Makus; however, it was pointed out that Dr. Makus likely is retiring. Ann will ask CALS Senate reps for assistance.
• Faculty (CNR) (2020) – Alistair Smith
• Faculty (Science) (2020) – Chair Hrdlicka indicated if names are not provided soon, he has asked Rick Fletcher who has agreed.

The committee then began finishing appointments with the last of the Top 11 and onward back to the beginning of the worksheets:

UBFC
• Faculty (2020) – Rachel Halverson, Modern Languages

UCC
• Faculty (CLASS) (2020) – Matthew Foss, Theatre
• Faculty (B&E) (2020) – Lori Eveleth-Baker, Bus. & Econ.
• Faculty (Science) (2020) – ask if Dinara Storfer, Chemistry, is willing to do a 3-year term having recently served one semester finishing another member’s term this past year. [N.B. Agreed]

Administrative Hearing Board
• Faculty (Law) (2020) – Ask Liz Brandt for assistance in identifying a person [N.B. Stacy Etheredge, Boise]

Admissions Committee
• Faculty (2020) – Brian He, Bio.Ag.Engr.
Americans with Disabilities
- Faculty (Library) (2020) – Bruce Godfrey

Campus Planning
- Faculty (2020) – Bob Stone, Business

Commencement Committee
- Faculty (2020) – Annie J. Roe (FCS)
- Faculty (2020) – Beth Hendrix
- Faculty (F17) – Pedram Rezamand (2018) will be on sabbatical check if he wants to remain or for us to find temporary replacement. If the latter, ask Rula Awwad-Rafferty.

Dismissal Hearings
- Faculty (2020) – David Pimentel, Law
- Administrator (2020) – Ben Hunter, Library
- Faculty Alt. (2020) – Ken Hart, Ag Ext. Lewiston
- Faculty Alt. (2020) – Vishal Saxena, ECE

Arts
- Faculty (2020) – Louise-Marie Dandurand, PSES

Adjournment: The Chair noting that it was three minutes before the hour, accepted a motion (Nelson/Morrison) to adjourn which was unanimously approved at 2:58 p.m.

Respectfully submitted,

Don Crowley, Faculty Secretary
COMMITTEE DIRECTORY

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

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1640.02

ACADEMIC HEARING BOARD (AHB)

A. FUNCTION.

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

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

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

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

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

C. PROCEDURES.

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

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

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

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

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

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

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

1640.04
ACADEMIC PETITIONS COMMITTEE (APC)

A. FUNCTION.

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

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

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

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

C. ASSUMPTIONS AND PROCEDURES.

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

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

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

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

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

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

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

1640.06
ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

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

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

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

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

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

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

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

1640.08
ADMISSIONS COMMITTEE

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

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

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

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

A. FUNCTION.

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

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

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

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

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

B. STRUCTURE. [rewritten 7-10]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1640.18

BORAH FOUNDATION COMMITTEE

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

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

1640.20
UNIVERSITY BUDGET AND FINANCE COMMITTEE
[created January 2005; replacing previous Institutional Planning and Budget Advisory Committee]

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

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

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

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

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

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

C. STRUCTURE AND MEMBERSHIP. The committee is composed of 13 voting members, plus 4 nonvoting members. The voting members will consist of seven faculty, four selected by Committee on Committees and three Senators elected from the Faculty Senate. Three staff, (not associated with the university financial or budget offices), three students (selected by the Committee on Committees from nominations provided by the Associated Students of the University of Idaho, Graduate & Professional Student Association and the Student Bar Association). Ex Officio (w/o vote) membership includes: Provost and Executive Vice President, Vice President for Finance, Budget Director, Director of Institutional Research and Assessment. [rev. 2-11, 7-15, 7-16]

The committee’s chair will be selected by the Committee on Committees from one of the seven faculty members. A broad representation of faculty, staff and students across the various colleges of the university is expected. [ed. 7-09, rev. 2-11, 7-16]

1640.22
CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

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

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

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

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

1640.24
CLASSIFIED POSITION APPEAL BOARD (CPAB)

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

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

C. PROCEDURES.

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

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

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

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee’s supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06]

1640.26
COMMENCEMENT COMMITTEE [rev. 7-98]

A. FUNCTION.

A-1. To recommend policies applicable to the annual commencement exercises, to provide the president with a list of recommended speakers for the general ceremony, to consider and communicate the concerns of faculty members and colleges with regard to the entire commencement proceedings, and to provide advice to the registrar or president on
any other business that pertains to the academic aspects of commencement. [See also 4980.] [ren. 7-98]

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

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

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

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

1640.28

COMMITTEE ON COMMITTEES

A. FUNCTION.

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

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

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

1640.34

PROVOST COUNCIL

[ed. 7-06]

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

A-1. Implementing academic policies and procedures.

A-2. Operating faculty personnel policies.


A-4. Developing academic budgetary priorities.

A-5. Implementing academic budgetary procedures.

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

1640.35

DISABILITY AFFAIRS COMMITTEE

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

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

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

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

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

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

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

A. FUNCTION.

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

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

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

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

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

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

D. MAJOR OBJECTIVES:

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

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

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

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

1640.42

FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

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

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

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

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

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

1640.43

FACULTY APPEALS HEARING BOARD

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

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

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

A-3. To make recommendations to the president.

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

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

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

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

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

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

A. FUNCTION:

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

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

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

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

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

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

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

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

1640.53
HONORS PROGRAM COMMITTEE

A. FUNCTION.

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

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

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

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

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

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

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

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

B. STRUCTURE AND MEMBERSHIP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1640.56
INTELLECTUAL PROPERTY COMMITTEE

A. FUNCTION.

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

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

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

1640.57
INTERNATIONAL AFFAIRS COMMITTEE

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

1640.58
UBUNTU

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

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

B. FUNCTION.

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

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

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

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

1640.60
LIBRARY AFFAIRS COMMITTEE

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

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

1640.64
OFFICER EDUCATION COMMITTEE

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

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

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

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

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

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

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

1640.66
PARKING COMMITTEE

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

1640.69

PROMOTIONS REVIEW COMMITTEE

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

1640.70

PUBLICATIONS BOARD

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

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

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

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

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

1640.71

RADIATION SAFETY COMMITTEE

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

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

A. FUNCTION. The Research Council is the faculty’s standing committee that oversees the implementation of discovery, creativity, and research policies [see 5100 and 5200] and resolves disagreements about the interpretation or implementation of those policies. The Institutional Review Board (IRB) is a standing subcommittee of the Research Council. For information on its function, structure, and membership, call the Research Office. [See also 5200 D and E.][rev. 1-06, 1-09]

B. STRUCTURE. One faculty member from each of the colleges, four members appointed by the president to ensure adequate representation from faculty constituencies that are most active in discovery, creativity, and research policies while ensuring that faculty engaged in multidisciplinary activities are represented, and (w/o vote) vice president for research and dean of library services (or the latter's designee). The representatives from the colleges are designated in accordance with procedures determined by their respective faculties. The vice president for research and economic development serves as chair of the Research Council. [ed. 7-97, 9-10 rev. 1-06] 

1640.74 
SABBATICAL LEAVE EVALUATION COMMITTEE

A. FUNCTION. To review applications for sabbatical leave, to make recommendations to the Faculty Senate for approval and referral to the president, to review the reports of those returning from sabbatical leave, and to evaluate annually the results of the program. [See also 3720.] [ed. 7-00, 7-09]

B. STRUCTURE. Five faculty members (with at least one representative each from the humanities, natural sciences, and social sciences) and vice provost of academic affairs, or designee (w/o vote). A member selected to serve on this committee who is planning on applying for a sabbatical shall recuse themselves from participating the semester in which they apply. [rev. 7-06, 2-09, 7-16]

1640.76 
SAFETY AND LOSS-CONTROL COMMITTEE
[created 7-00, replacing previous Safety Committee]

A. FUNCTION. The responsibilities and purposes of the committee are as follows: a. to promote policies and programs that will provide a safe and healthy working and living environment for university students, employees, and members of the public, and that will protect public property from injury or damage; b. to promote the principles and associated benefits of an effective Safety and Loss-Control Policy; c. to endorse and systematically promote university employee safety training; d. to encourage the campus community to identify, correct, and report potential hazards and/or unsafe work practices; e. to monitor and review University of Idaho accident and loss summarized reports and statistics; and; f. to report annually to Faculty Senate and the President's Executive Council on campus-wide safety initiatives and program development. [ed. 7-09]

B. STRUCTURE. The committee is composed of 17 voting members and 3 ex-officio (non-voting) members, as follows: One faculty member from each college; Director of University Residences or designee; Director of Student Health Services or designee; Assistant VP of Facilities or designee; Assistant Vice-President of Human Resources, or designee; Staff Affairs Representative; one undergraduate student; one graduate student; Commander, Moscow Police Department, campus subdivision (ex-officio); Occupational Safety Specialist (ex-officio); the Director, Environmental Health & Safety (ex-officio), and the University of Idaho’s Executive Director of Public Safety or designee. The Safety and Loss-Control Committee is governed by a chair and vice-chair, with the vice-chair assuming responsibilities of the chair after one-year rotation. The committee elects its own chair and vice-chair from among the voting members. Committee members representing colleges are appointed by the university’s Committee on Committees and serve a three-year period. The college representatives are ex officio members of their college unit safety committees. Student members of the committee will serve terms as recommended by the ASUI and GPSA. [rev. 7-05, 7-06, 7-08, ed. 6-09, 10-13]
SCIENTIFIC MISCONDUCT COMMITTEE

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

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

1640.78
SHARED leave REVIEW COMMITTEE
[Removed 7-05 no longer exists.]

1640.79
SPACE ALLOCATION COMMITTEE
[Removed 7-05 no longer exists.]

1640.80
STAFF AFFAIRS [ed. 7-09]
[See 1800 for the function and structure of this committee.]

FSH 1640.83
STUDENT APPEALS COMMITTEE
[created July 2016]

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

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

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

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

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

STUDENT FINANCIAL AID COMMITTEE

A. FUNCTION. [See also 2900.]

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

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

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

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

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

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

1640.86

TEACHER EDUCATION COORDINATING COMMITTEE

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

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

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

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

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

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

1640.87

TEACHING AND ADVISING COMMITTEE

[Substantially revised in 7-05, 7-06]

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

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

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

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

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

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

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

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

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

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

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

1640.89
UNIVERSITY COMMITTEE FOR GENERAL EDUCATION

A. FUNCTION.

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

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

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

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

1640.90
GENERAL EDUCATION ASSESSMENT COMMITTEE
[created July 2015]

A. FUNCTION.

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

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

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

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

1640.91
UNIVERSITY CURRICULUM COMMITTEE

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

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

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

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

B. STRUCTURE. One faculty member from each college except Law and Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs, registrar, secretary of the faculty (or their designees), and the director of general education as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates
available from a particular college, the chair of that college’s curriculum committee is the designated alternate. [rev. 7-98, 7-06, 7-08, 1-09, ed. 8-12]

1640.92
UNIVERSITY DEVELOPMENT COUNCIL

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

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

1640.93
STUDENT DISCIPLINARY REVIEW BOARD (SDRB)
[This section was removed from FSH 2400 and placed here in July 2008. In 2014 University Judicial Council was renamed Student Disciplinary Review Board following a complete review of the Student Code of Conduct]

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

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

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

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

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

1640.94
UNIVERSITY MULTI-CAMPUS COMMUNICATIONS COMMITTEE
[Created 2009]

A. FUNCTION.

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

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

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

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

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

A. FUNCTION.

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

A-2. The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements
- Review crime and disciplinary data to avoid report duplication
- Conduct a final review of the data elements for the ASFR and recommend policy changes
- Confirm procedures for distributing the ASFR.

B. STRUCTURE. Executive Director, Office of Public Safety & Security who serves as Chair, one member from each of the following: Staff Affairs, Dean of Students, Moscow Police Department, Title IX Coordinator, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative (faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote. [ed. 7-15]
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 nominations from the Staff Council Affairs Committee, which considers expressions of interest by employees to serve on various committees and the qualifications of employees with reference to existing committee vacancies. Approved service by staff members on university committees is considered a valuable service to UI, within the scope and course of employment. Provided the staff employee can be released from regular duties, time spent in committee service is not charged against the employee’s annual leave or compensatory time balances, and the employee is not expected to make up time away from normal duties for committee service. (In cases where staff employees are elected to serve, e.g., on the Staff Council Affairs Committee itself, it is expected that the employee will first secure the consent of his or her supervisor before becoming a candidate.)
B-6. Ordinarily, no faculty committee will be chaired by an officer who is substantially responsible for implementing the policies or recommendations developed by the committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C-5. Issue a standing invitation to members to submit appropriate agenda items. Call a meeting when enough agenda items have accumulated to warrant it or when a particular agenda item warrants immediate attention. Alternatively, contact committee members periodically to ask if there are problems that need to be considered. [rev. 1-07, ren. 1-17]

C-6. Send an agenda with the call of a meeting to all members at least one day (24 hours) in advance of the
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, ren. & rev. 1-17]

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

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

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

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

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

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

C-15. Call on the Office of the Faculty Secretary for information and assistance concerning points not fully covered in these guidelines. [ren. 1-07, 1-17]
Faculty governance at the University of Idaho depends on faculty participation in university-level committees. The function and structure of these committees are described in Faculty-Staff Handbook 1620 & 1640.

Return completed form by Friday, December 1, 2017 to Faculty Secretary Office (Zip 1106) or email to annat@uidaho.edu

Instructions: Enter top five choices in order of preference (1st, 2nd, 3rd, 4th and 5th) – some committees have set meeting times (see notations below). Those currently serving on a committee should verify their term of service here.

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<th>Choice 1-5 ID#</th>
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*Notations: 1 Summer meetings (as required) 3 Meets Thursdays at 3:30 p.m. 5 Meets Wednesday at 2:30 p.m. 2 Meets Thursdays at 2:30 p.m. 4 Meets Mondays at 3:30 p.m. 6 Meets 1st Tuesday of month 9:00 am.

**President Appointed Committees: Nominations are submitted to the President’s Office.

- I will serve on ANY committee. Exceptions:

- I am asking to be appointed to the following committee(s) that I previously requested but to which I was not appointed. **Previous:**

- I will serve on more than one committee.

- I do not wish any NEW committee assignment that begins Fall of 2018.

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<tr>
<th>Faculty or Administrator Name</th>
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## Appointed by Committees

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<td>Becker, Hydee</td>
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<td><a href="mailto:hydeeb@uidaho.edu">hydeeb@uidaho.edu</a></td>
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<td>Warner, Mark</td>
<td>Soc/Anth/JS/1110</td>
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<td><a href="mailto:mwarner@uidaho.edu">mwarner@uidaho.edu</a></td>
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<td>Bennett, Denise</td>
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<td>Sugawara-Beda, Nishiki</td>
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<td>Roe, Annie J.</td>
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<td>Choudhury, Samrat</td>
<td>ChemMatEng/1021</td>
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<td>Zadehgol, Ata</td>
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<td>Hart, Kenneth N.</td>
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