AGENDA - REVISED
MEETING #3 OF THE FACULTY OF THE UNIVERSITY OF IDAHO

Tuesday, April 30, 2013 - 3:00-4:30 p.m. (PT), SUB Ballroom
Boise – 448A; Coeur d’Alene – 241; Idaho Falls – IF1 (TAB350A); Twin Falls – B-66
President M. Duane Nellis Presiding

- Call to Order.
- In Memoriam.
- Minutes. Meeting #2, November 27, 2012
- President’s Remarks.
- Announcements.
- Special Orders.

Report of the Faculty Senate

[Hardcopies of all pertinent documents for this meeting can be accessed at the Faculty Senate Website at http://www.webs.uidaho.edu/facultycouncil/General_Faculty_Meetings/univ_faculty_meetings.htm]

I. Proposed Changes/Additions to Faculty-Staff Handbook (FSH) and Administrative Procedures Manual (APM)

Group 1 – Requires a quorum
- FS-13-045: Student Bar Association Representation on Faculty Senate
  o FSH 1520 – Constitution of the University Faculty (2/3 majority vote of voting faculty in attendance)
  o FSH 1580 – By-laws of Faculty Senate (majority vote of voting faculty in attendance)

Group 2 – Other
- FS-13-011 & FS-13-038: FSH 1565 H – Research Assistant & Teaching Assistant
- FS-13-035: FSH 3720 – Sabbatical Leave
- FS-13-039: FSH 3520 G-5 – Tenure Committee student member
- FS-13-040: FSH 1700 – College of Graduate Studies By-laws (pending Graduate Faculty approval 4/30/13)
- FS-13-051: FSH 4220 – Academic Cooperation between UI and Institutions of Higher Ed
- FS-13-042: FSH 1565 D-1 – Faculty Ranks – Instructors (POSTPONED Fall 2013)
- FS-13-043: FSH 3560 D-1 – Faculty Promotion (POSTPONED Fall 2013)
- FS-13-050: FSH 3570 – Professional Portfolio (POSTPONED Fall 2013)
- FS-13-052: Catalog J-3 d – change General Core to Integral Studies (POSTPONED Fall 2013)

Group 3 - Informational
- FS-13-031: APM 45.22 – Eligibility, Competency and Effort Requirements for Principal Investigators, Co-principal Investigators, and/or Project Directors
- FS-13-044: FSH 1640.06 – Administrative Hearing Board

II. Proposed Changes to the University of Idaho Catalog

- FS-13-034 (UCC-13-056): Regulation J-3 – General Ed requirements for all students in their first year
- FS-13-047 (UCC-13-064): Regulation B-2 – admissions of visitors to classes
- FS-13-048 (UCC-13-065): BS in Physical Education name change

- Adjournment. Refreshments will be provided in Moscow.

Gail Z. Eckwright, Secretary of the Faculty
http://www.webs.uidaho.edu/facultycouncil,
(885-6151)
**NOTE**: 95 faculty members (all campuses state-wide) constitute a quorum. Quorum and voting regulations can be viewed at [FSH 1520 Article III](#). To determine your voting right as a faculty member please see [FSH 1520 Article II Section I](#). Those who are recognized by the president for the purpose of speaking should identify themselves by name and discipline or position.

**NOTICE**: Off site faculty will be receiving a separate email with a URL to access the meeting live. Also available at this site will be a streaming video link that can be viewed after the meeting for those unable to attend.
University of Idaho
University Faculty Meeting Minutes
2012-13 Meeting #2, Tuesday, November 27, 2012

President M. Duane Nellis, presiding


Call to Order: President M. Duane Nellis called the meeting to order at 3:04pm (Pacific) and welcomed all faculty in Moscow and across the state. There being only 70 faculty members present, including 8 at University of Idaho centers, a quorum was not achieved. The minutes of the September 4, 2012 meeting stand approved as submitted by the Faculty Secretary.

President Nellis made a brief announcement regarding the upcoming winter commencement at the University of Idaho, Moscow campus on Saturday, December 8. Library Dean Lynn Baird will give the commencement address in this 150th anniversary of the signing of the Morrill Act.

Faculty Senate Chair Kenton Bird introduced proposed changes and additions to the Faculty-Staff Handbook (FSH) and to the University of Idaho catalog that had been passed by Faculty Senate during the fall semester. No voting took place on the items at today’s meeting due to the lack of a quorum. All changes and additions automatically received faculty approval.

Senate Chair Bird then explained the changes and additions to the handbook and catalog, beginning with one item in Group 1, new policies.

- FS-13-012: FSH 5650—Financial Conflicts of Interest in Public Health Service Research. This policy was implemented on an emergency basis in August 2012 and announced at the September University Faculty Meeting (UFM). This policy addresses the disclosure of conflicts of interest and brings the university into compliance with federal regulations regarding funded public health service research.

Chair Bird then presented one item in Group 2, other policies.

- FS-13-009: FSH 3820—Ombuds Office. This change moves the Ombuds reporting line from the Provost’s Office to the President’s Office. Ombuds Ellen Schreiber requested this change based upon recommended best practices for higher education ombuds offices nationwide.

Chair Bird next presented the informational items in Group 3:

- FS-13-001: FSH 1565 – D-8 and F-1
- FS-13-002: FSH 3320 – Annual Evaluation Form (add V# to form)
- FS-13-003: FSH 1640 – University Committees
- FS-13-004: FSH 1560 – Faculty Organizational Chart (updated)

There were no questions pertaining to FS-13-001 through FS-13-004 and Chair Bird then continued with the next item in Group 3.

- FS-13-008: APM 50.16 – Background Checks. This is part of the Administrative Procedures Manual (APM) and as such, will be implemented upon approval by President Nellis without vote by senate or faculty. This policy requires background checks for all new faculty and staff employees,
as well as for faculty and staff who are hired into new positions at U-Idaho. Faculty Senate asked for clarification that this policy would exclude faculty promotions in rank. The request was reviewed by General Counsel and accepted by President Nellis.

- **FS-13-013**: FSH 1640.89 – University Committee on General Education (UCGE). Dr. Rodney Frey, Director of General Education, and Dr. Jason Porter, chair of the UCGE, have been working with restructuring UCGE to reflect changes in general education (formerly “core curriculum”) and the overall composition of the committee. Dr. Frey has reinvigorated the general education program with new Integrated Seminar (ISEM) courses, Great Issues seminars and new senior-level courses.

Chair Bird then turned his attention to the proposed changes to the U-Idaho catalog:

- **FS-13-007** (UCC-13-013): Final Exam Schedule for Fall 2013. The University Curriculum Committee (UCC) reviewed the proposal to begin the fall 2013 semester earlier than originally scheduled in the academic calendar. After a thorough discussion Faculty Senate voted to retain the August 26th starting date for fall semester 2013. Chair Bird noted that with the late starting date it will be imperative for faculty to complete grading of exams, papers and projects in a timely manner after the close of the semester, by the following Monday or Tuesday. Chair Bird wryly suggested that given the year’s notice on the final exam schedule for fall 2013, faculty will be able to plan for and meet the shortened time frame for turning in semester grades.

The remaining proposed changes to the catalog include a number of new degrees, new minors, some name changes of existing programs and a shift of the medical technology program from the College of Science (CoS) to the College of Agricultural and Life Sciences (CALS):

- **FS-13-010** (UCC-13-018): Law/Science Concurrent JD/PSM Degree
- **FS-13-015** (UCC-13-027): CALS – Ag Science, Communication, and Leadership major is SW Idaho
- **FS-13-017** (UCC-13-029): A&A – Studio Art to Studio Art and Design
- **FS-13-018** (UCC-13-031): CNR – Forest Products to Renewable Materials
- **FS-13-019** (UCC-13-030): CALS/Science – Medical Technology to Food Science

There were no questions regarding proposed catalog changes. After presidential review the approved changes will appear in the 2013 General Catalog.

Chair Bird thanked all faculty for their support and all committee chairs, senators and faculty involved in reviews of these proposed changes to the FSH, APM and catalog.

President Nellis then returned to the podium and thanked Faculty Senate and Chair Bird for a very productive fall semester as well as all faculty in Moscow and throughout the state. President Nellis then spoke about a recent survey conducted on behalf of the University of Idaho through an independent source. Survey
questions asked Idaho citizens how they viewed U-Idaho. The survey has yielded interesting results and the university leadership will be delving into the details at a meeting in December 2012. Among other things, the survey revealed that a majority of Idahoans view the University of Idaho as their national research institution. Those same respondents recognize Boise State University (BSU) primarily for athletic programs. Other recent successes for University of Idaho include:

- Professor Dan Bukvich has been awarded the 2012 U.S. Professor of the Year Award for the state of Idaho by the Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education (CASE). Professor Bukvich is also a recipient of the University of Idaho Distinguished Professor award.

- State Board of Education (SBOE) and Idaho Land Board supported U-Idaho’s purchase of the McCall Outdoor Science School (MOSS) 15-acre property on Payette Lake. MOSS is a nationally-recognized program and purchasing the property gives U-Idaho greater flexibility in enhancing the program in the future. The university had leased the property for many years but the lease payments recently increased substantially.

- J.A. and Kathryn Albertson Foundation has awarded a $3 million grant ($1 million/year for three years) to U-Idaho’s College of Education to establish a Doceõ Center for Innovation and Learning. Under the leadership of Dean Corrine Mantle-Bromley the college will work to enhance understanding of the use of technology in learning environments. The University of Idaho will partner with Northwest Nazarene University on this research.

- University of Idaho has been recognized by a national veterans group as one of the top veteran-friendly universities in the nation. U-Idaho was ranked 41st in the "Best For Vets, Colleges 2013" ranking by Military Times and was the only Idaho institution to receive this recognition.

- College of Business and Economics student ethics team won 3rd place in the Eller College (Arizona) of Management – Annual Collegiate Ethics Case Competition. This speaks very well for our students and university, as first and second place in the competition went to students from other major universities.

- University of Idaho students Sara Galbraith and Oscar Abelleira are recipients of research grants funded by the U.S. Agency for International Development (USAID) in honor of Norman Borlaug. Galbraith and Abelleira are among only 23 students chosen nationally to receive this inaugural round of grants with only four universities receiving more than one grant. This recognition is a testament to the great work done by University of Idaho faculty in mentoring these graduate students. The students will conduct research in Costa Rica as part of the Integrative Graduate Education and Research Traineeship (IGERT) program.

These and other successes continue to move the University of Idaho forward. Vision 2020 has a goal of 16,000 students and $150 million annually in competitive research funding and to reach that goal we need to overcome a number of state of Idaho challenges. A recent report produced by the Albertson Foundation shows Idaho ranks 47th nationally in the number of high school graduates continuing on to college and 44th in the nation for students completing a degree on a per capita basis. The University of Idaho leads the state in graduation rates and retention, but we need to do more to serve the state in quality of life and economic competitiveness areas. A recent survey suggested that American universities need to be more
innovative in order to maintain their leadership in higher education and U-Idaho continues to seek ways to be more innovative. A 2012 National Academy of Sciences report on the future of research universities examined major public universities, including the University of Idaho. The report listed ten “breakthroughs” that are vital to the nation’s future prosperity and security, as well as the future of the U.S. higher education system:

- Increased commitment to public universities by the government.
  Government needs to provide a stronger commitment to stable funding for research and graduate programs at public universities.
- Greater autonomy for public research institutions. Universities are not alike within the state or across the country. Each university has unique strengths and challenges, and we need the flexibility to move forward in the best way possible.
- Strengthen business partnerships. We have worked to develop collaborations with Micron, Simplot, Schweitzer Engineering Laboratories and others near and across the country.
- Increase cost effectiveness. We have been working to gain efficiencies but as we drive our investments in the institution in critical ways, we have to recognize that there are trade-offs.
- Strategic investment. University of Idaho was able to gain legislative support this past session for IGEMs (Idaho Global Entrepreneurial Mission) cyber security proposal.
- Full funding for federally-based research including full overhead costs.
- Reduce regulatory burden. We want to be in compliance with federal regulations on government funded research but we also want to find ways to streamline the required paperwork.
- Graduate education recruitment. U-Idaho needs to be sensitive to graduate student recruitment as well as undergraduate recruitment.
- Enhance STEM (science, technology, engineering, mathematics) pathways. University of Idaho needs to increase the diversity of students tracking into STEM disciplines.
- Enhance the number of international students. U-Idaho needs to make sure international students have the opportunity to stay in the U.S. after graduation if they choose to do so, and to help them work through bureaucracy and delays. These students also contribute to our overall goals as we work toward increasing students at University of Idaho throughout the state.


This is the 150th anniversary of the Morrill Act which created land-grant universities to provide access to opportunities for discovery and outreach. Part of University of Idaho’s resources come from the Inspiring Futures campaign. Chris Murray, Vice President for University Advancement, and his staff have been working hard all over the country to gain support for the campaign. President Nellis has met with alumni throughout the country during the past year. U-Idaho has more than 30,000 donors who have contributed $172 million towards the goal of $225 million by the close of 2014, the University of Idaho’s 125th anniversary. U-Idaho needs more endowed professorships, endowed chairs, scholarship money, excellence funds, and overall
more investments in the great work faculty continue to do at this institution. Joe Stegner, special assistant to the president, continues to do great work in his role with state government relations. Key requests to the legislature this coming year include:

- 2% CEC (change in employee compensation).
- Occupancy costs for the operation of new buildings.
- Enrollment workload adjustments.
- Increase number of seats in the WWAMI (Washington, Wyoming, Alaska, Montana, and Idaho) medical education program from 20 to 25.
- $450,000 support for 2nd year law program in Boise.
- $196,000 for the recently approved Rangeland Center, led by Dr. Karen Launchbaugh.
- Restore some funding to the Agricultural Research and Extension Services.
- Deferred maintenance costs.
- $5 million funding for the Integrated Research and Innovation Center in Moscow. The new building will cost approximately $50 million and will be built on the site of the former Navy ROTC building. This will be the first new academic building at U-Idaho in more than 10 years and we would like to break ground on it in the next year. The plan includes raising $15 million in private support and then bond the remaining costs. Idaho’s Permanent Building Fund Advisory Council likely will recommend providing $2.5 million of state support this year and the remaining $2.5 million next year.

President Nellis then opened the floor to questions. A faculty member inquired about the status of his college’s bylaws, which had been rewritten and submitted to General Counsel. General Counsel has been short one staff member since last spring, but they have been recruiting and expect to be back to full staff soon. We apologize for the delay and General Counsel will follow-up immediately on these bylaws.

President Nellis concluded his remarks by emphasizing how very proud he is to be University of Idaho’s President and that he appreciates the honors of working in a shared governance setting and his very good relations with faculty and staff throughout the university. President Nellis also reiterated his appreciation for the support he receives from U-Idaho faculty and staff, which enables him to be more effective in his communications with the legislature and citizens of the state. He thanked all for their contributions in making the University of Idaho so very productive and looks forward to the continuing support of faculty and staff as we continue to strengthen the university.

Meeting adjourned at 3:46pm.

Respectfully submitted,

Gail Z. Eckwright, Faculty Secretary
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Originator(s): Ivar and Will Gunderson  March 18, 2013
(Please see FSH 1460 C) Name Date
Telephone & Email: 253-347-8824
gund0866@vandals.uidaho.edu

Policy Sponsor: (If different than originator.) Name Date
Telephone & Email: 208-885-2160 jhasko@uidaho.edu

Reviewed by General Counsel  ❌ Yes ❌ No  Name & Date: __________

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

As the Faculty Senate has evolved into a group advocating shared governance, it has increased its membership to include staff, the GPSA, and ASUI. The Student Bar Association represents a group of students not included in either of these student associations, and constitutes the only members of the University Community without voting membership on the Faculty Senate. The SBA of the College of Law seeks to become a more active participant in matters and affairs that affect all members of the University. The revisions to titles 1520 and 1580 of Chapter 1 would allow the SBA to elect a law student voting member to the Faculty Senate. The SBA members’ close association and familiarity with issues are qualities that would contribute to Senate discussions regarding important policies affecting both law students and the University community.

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

None

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
The SBA is a member of the University Budget and Finance Committee (title 1640.20) and has a say in the important matters that come before that committee. Revisions to titles 1520 and 1580 would parallel the existing membership of the University Budget and Finance Committee, where ASUI, GPSA, and SBA are each represented by their own student voting member. Both the GPSA and ASUI support Faculty Senate voting membership for the SBA.

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

If not a minor amendment forward to:

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

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

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

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(Office Use Only)
FAQs on the Student Bar Association (SBA) Request for Voting Membership on the Faculty Senate

1. What is the justification for this request?

As the Faculty Council evolved into the Faculty Senate, it embraced the concept of shared governance, providing membership for staff, the Associated Students of the University of Idaho (ASUI), and most recently, the Graduate and Professional Students Association (GPSA). At present, all discrete groups of the University community have the ability to vote on the Faculty Senate, with the exception of the SBA. While the Faculty Senate makes decisions that affect SBA members, that group has no say in these decisions. Examples of such decisions are those affecting the student email system, campus safety, parking, and technology in the classrooms. The SBA would like to be able to participate in this shared governance by having a vote on the Faculty Senate.

2. Why doesn’t the SBA partner with the GPSA for Faculty Senate representation?

The SBA and GPSA each represent students with different interests. The application processes for admission, grading systems, degree requirements, and funding arrangements for each group of students result in each group having its own unique agenda and concerns.

3. Is there any precedent for separate representation on the Faculty Senate for the SBA?

The University Budget and Finance Committee recognizes the SBA as a voting member, separate from the ASUI and the GPSA.

4. What is the feeling of the ASUI and the GPSA regarding separate voting membership for the SBA on the Faculty Senate?

Both the ASUI and the GPSA are very positively supportive of Faculty Senate voting membership for the SBA.
NOTE: When the university was young, the faculty’s business could be transacted quite satisfactorily in general meetings and through presidential committees. After the mid-20th century, however, the need for a representative form of government became obvious. Shortly after assuming the presidency in 1965, Ernest W. Hartung expressed great confidence in the faculty and urged it to assume the responsibilities entrusted to it by the territorial legislature and the state constitution [see 1120 A-3]. Accordingly, the Interim Committee of the Faculty, a body that performed limited academic functions for a time, recommended the establishment of a council having responsibilities and authority essentially as set forth in this constitution. The university faculty adopted the Interim Committee’s recommendation on October 20, 1966, the regents approved it on November 18, 1966, and elections were held in the several colleges. The first Faculty Council assembled on February 23, 1967, with Professor Thomas R. Walenta (law) as chair; during the ensuing year, the council developed a proposed constitution of the university faculty. The document was amended and approved by the university faculty on March 20, 1968, and, with President Hartung’s support, was ratified with minor amendments by the regents on September 5, 1968. The last major revision took place in 1986. In 2009 the Faculty Council changed its name to Faculty Senate a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d’Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A). In 2011 Clinical faculty rank was added and language with respect to associated faculty voting was clarified. In 2012 Faculty Senate Center Senator’s role/responsibility was clarified, staff membership increased to two and the required annual venue determination was removed. The text printed here includes all amendments to date (see also 1420 A-1-c). Unless otherwise noted, the text is of 1996. For more information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-09, 7-11, 7-12]
senator from the college. [ed. 7-09]

(2) University Centers. The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific. [add. 7-09, rev. 7-12]

(3) Faculty-at-Large. Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for college faculties. [See 1566.] [ed. & ren. 7-09]

(4) Dean. The academic deans elect one of their number to serve with vote in the senate. [ed. & ren. 7-09]

(5) Staff. The representative body (Staff Affairs) of the university staff elects two employees who do not have faculty status to serve with vote in the senate. [ed. & ren. 7-09, rev. 7-12]

(6) Students. Two undergraduate students, and one graduate student, and one law student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.] [ed. & ren. 7-09]

Clause B. Members Ex Officiis. The president or the president’s designated representative and the secretary of the faculty are members ex officiis of the senate, with voice but without vote. [ed. 7-09]

Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate. [ed. 7-09]

Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. No elected faculty member of the senate may serve an immediately ensuing term [but see 1580 III-3]. [ed. 7-09, rev. 7-12]

Section 5. Eligibility. Every member of the university faculty is eligible to vote for members of the senate representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate. [ed. 7-09]

Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit. [ed. 7-09]
Section 7. Vacancies.

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.] [ed. 7-09]

Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned. [ed. 7-09]

Section 8. Recall. and ARTICLE VI-VII – unchanged.
BYLAWS OF FACULTY SENATE

PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution (1520). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In January 2010 the Faculty Council changed its name to Faculty Senate. In 2011 the requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university. In July 2012 the election process for the graduate student representative on Senate was clarified. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-10, 7-11, 7-12]

CONTENTS:

Article I. Function and Membership
Article II. Duties of Officers
Article III. Terms of Office
Article IV. Election of Officers
Article V. Meetings
Article VI. Student Members
Article VII. Executive Committee
Article VIII. Other Committees

ARTICLE I—V are unchanged.

ARTICLE VI—STUDENT MEMBERS.

Section 1. Qualifications. The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

Section 2. Terms of Office. Student members are elected for one-year terms and are eligible for reelection for a second term.

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association. [ed. 7-10, rev. 7-12]

Comment [IG1]: This revision reflects the changes requested in policy 1520.

Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate. [rev. 7-12]

ARTICLE VII—X are unchanged.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website:
www.webs.uidaho.edu/uipolicy)

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<td>885-6689</td>
<td><a href="mailto:jmciver@uidaho.edu">jmciver@uidaho.edu</a></td>
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| Reviewed by General Counsel | _X_ Yes ____No | Name & Date: __Kent Nelson 9/7/12__________ |

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

To better define what constitutes a Graduate Student Research Assistantship, and to clearly differentiate the work of an RA from a Teaching Assistantship (TA).

This policy change has been review and approved by the Research Council.

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

None expected

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

None

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

January 1, 2013

If not a minor amendment forward to:
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website:
www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition X Revision* □ Deletion* □
Emergency
Minor Amendment □
Chapter & Title: FSH 1565 H-2

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

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

Originator(s): Jie Chen 3-1-12
(Please see FSH 1460 C)
Name Date
Telephone & Email:

Policy Sponsor: Jerry McMurtry 3-1-12
(If different than originator.) Name Date
Telephone & Email:

Reviewed by General Counsel _X_ Yes ___No Name & Date: ___Debra Ellers 2/7/13

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

The proposed definitions will clearly define the scope of responsibilities for TA’s and RA’s. With the restructuring of TA and RA budget processes clear definitions are necessary to efficiently identify the effort associated with each graduate student appointed to a TA or RA position. The definitions have been vetted through general counsel for adherence to IRS and other agency rules which provide guidance on taxability of certain types of income and tuition reduction.

FSH 1565 H-2 has four titles associated with the appointment of graduate students. HR has a single graduate student category with two titles; RA and TA. Two of the titles are not able to be used and we are recommending dropping them from the FSH. Graduate assistant as a title in the current policy, allows for grading papers, which will be allowed under the proposed TA definition. A graduate student engaged in other non-teaching or research should be hired as a temporary help (see FSH 3090). Research Fellow as currently defined is hired based on funds from a sponsor, the new RA definition would include these students. For example, we have a number of NSF Graduate Research Fellows. They qualify for, and are, appointed as an RA. We currently don’t have any graduate students appointed as “graduate assistants” or “research fellows” as those titles don’t exist.

Note: The RA definition currently highlighted in yellow has already been reviewed and approved by Senate.

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

Fiscal impact should be minimal. The following situation might demonstrate where a fiscal impact could happen. Students who were classified as “graders” were under the previous RA definition. If those students are re-classified as TA’s then the OST award will be charged against the TA budget and not the RA budget.
With respect to the taxation of tuition reductions which are often associated with a TA or RA position, IRS publication 970 allows tuition reductions to be tax free if the student is involved in either teaching or research. If a student were to receive a tuition reduction (out of state tuition waiver) and they were not engaged in either teaching or research the value of the waiver would be taxable income. The restructured definitions will assist departments in determining if the effort is appropriate for a TA or RA position.

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

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

July 1, 2012.

If not a minor amendment forward to:

______________________________
FSH 1565 H-2. GRADUATE STUDENT APPOINTEES: All graduate student appointees must be academically qualified and registered.

a. **Teaching Assistant:** Teaching assistants perform duties related to the instructional efforts of the unit in which they are employed under the active supervision of a member of the university faculty, associated faculty, or temporary faculty (see FSH 1565 D, F, and G). These duties, which must be associated with academic credit instruction and constitute at least 50 percent of a teaching assistant’s effort, may include, but not be limited to: primary teaching responsibilities; grading assignments; assisting with the delivery of instruction through technology; and providing other assistance related to instruction. Conduct classroom or laboratory instruction under the supervision of a full-time member of the faculty.

b. **Research Assistant:** Research assistants provide research service, grade papers, and perform other nonteaching duties. Research assistants develop competence in performing professional-level work in support of research, scholarship, or creative activity. These positions can only have duties within the scope of work permitted by the funding source.

Graduate Assistant: Graduate assistants perform paper-grading and other nonteaching duties.

c. **Research Fellow:** This title is appropriate for registered graduate students engaged in research or scholarly activities sponsored by funds designated for fellowships.

*Comment [a1]:* Both c & d are being deleted as they are no longer categories used by HR. Students that fall under these categories should be hired as Temporary Help (TH).
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Chapter & Title:  FSH 3720: Sabbatical Leave

Administrative Procedures Manual [APM]  □ Addition  □ Revision*  □ Deletion*
□ Emergency
Minor Amendment □

Chapter & Title:  

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Originator(s):  Nancy Sprague
Feb. 11, 2013

(Please see FSH 1460 C)

Telephone & Email:  208-885-6248
nsprague@uidaho.edu

Policy Sponsor: (If different than originator.)

Reviewed by General Counsel  ____Yes  □ No  Name & Date:  _____________

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

The purpose is to update the sabbatical leave reporting process by having faculty submit their reports electronically as a PDF instead of as 10 paper copies, upon returning from sabbatical leave.

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

This will have a positive impact by saving on printing costs and time.

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

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

If not a minor amendment forward to: ______________________________________
SABBATICAL LEAVE

PREAMBLE: This section describes the terms of eligibility for sabbatical leave for UI faculty. The policy is derived from, and incorporates all of, the State Board of Education, Governing Policies and Procedures, II-G. 3 b. This section was an original part of the 1979 Handbook and has been changed in only editorial ways since. Except where explicitly noted, the text is as of July 1996. Further information is available from the current chair of the Sabbatical Leave Evaluation Committee. [ed. 6-09]

CONTENTS:
A. General Policy
B. Purpose
C. Period of Leave and Salary
D. Restrictions on Service and Salary
E. Annual Job Description
F. Changes in Sabbatical
G. Return
H. Application for Leave
I. Rating System
J. Procedure for Rating
K. Criteria Used in Evaluating Proposals

A. GENERAL POLICY. Members of the UI faculty [see 1520 II-1] with tenure at the time of sabbatical leave, and the rank of senior instructor or above, or the equivalent of such rank, may be granted sabbatical leave after six full academic years of service at UI or after six full academic years have elapsed since the faculty member’s most recent sabbatical leave at UI. Sabbatical leave is granted on the basis of application by the faculty member and recommendation by the Sabbatical Leave Evaluation Committee (SLEC) [see 1640.74] and upon approval by the Faculty Senate and the president or designee. Sabbatical leave applications by faculty members in the Cooperative Extension System (CES) are handled separately: conditions of leave for these faculty members are established and funding is provided by the CES and their applications are evaluated by a committee of the CES. [ed. 7-01, 7-02, 6-09]

B. through F unchanged.

G. RETURN. The faculty member is expected either to return to the active service of UI for at least one academic year after completion of the leave or to repay the money received from UI while on leave, unless the president approves a waiver of this requirement. Within six weeks after returning, the faculty member must submit to the SLEC chair a complete report in PDF format ten copies of a complete report of his or her activities while on leave. These copies are distributed by the SLEC chair to members of the SLEC, the provost, the faculty secretary, and the faculty member’s dean and unit administrator. [rev. 7-97, 7-02, ed. 8-11]

H. through K remains the same.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

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

Minor Amendment ☑

Chapter & Title: FSH 3520 G-5d – Tenure Committees


Minor Amendment ☐

Chapter & Title: __________________________

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

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

Originator(s): Gail Eckwright, Faculty Secretary
11/14/12
(Please see FSH 1460 C)

Telephone & Email: gze@uidaho.edu

Policy Sponsor: (If different than originator.) Faculty Affairs

Telephone & Email: rperret@uidaho.edu

Reviewed by General Counsel ☐ Yes ☐ No Name & __________________________

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

1. Student membership: Regents policy no longer requires student participation on tenure committees, Faculty Affairs (FAC) felt it important that students continue to be involved but that each unit should decide student participation.

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

None

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

None

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

If not a minor amendment forward to: __________________________
FACULTY TENURE

PREAMBLE: This section defines tenure and sets out the procedure by which a faculty member is evaluated, at the department, college, and university level, for a possible award of tenure. In general, the material gathered here was all an original part of the 1979 Handbook. The material that provides the first sentence of what is now subsection F, H-1, I-1 through I-3 was added in July 1987. At that time what is now subsection D (criteria for tenure) and subsections I-4 and J-1 (specifying review at the university level) were added and what is now H-4 (concerning the formal tenure-review process) greatly enlarged. Substantial revisions to D, H-3, H-4, H-5, and I-4 were made in July 1998. The tenurability of lecturers and senior instructors was clarified (Section E) in July 2001. Subsections F, G, and H were revised and J-3 added in July 2002, G-1 and H-3 were substantially revised July 2005. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. Minor rearrangements and clarifications were made January 2008. In January 2010 this section was again revised to reflect changes in the faculty position description and evaluation forms intended to simplify the forms while better integrating faculty interdisciplinary activities into the evaluation process. In July 2011 changes to F-9 were made to make automatic the one year extension for childbirth/adoption. In July 2012 the percentage requirement for student membership on tenure committees was removed to better align this policy with Regent’s policy which states only that students be included. Except where specifically noted, the rest of the text was written in July 1996. More information may be obtained from the Provost’s Office (208-885-6448). [ed. 7-97, 7-02, rev. 7-98, 7-01, 7-02, 7-05, 7-07, 1-08, 1-10, 7-11, 7-12]

A. through G-4 unchanged.

G-5. Formal Tenure Review.

a. The formal evaluation for tenure requires assessing the faculty member’s performance in meeting the criteria for tenure. To initiate the formal evaluation for the granting of tenure to a faculty member, the unit administrator (or college dean if the unit administrator is under consideration for tenure) obtains the position descriptions and annual evaluations (including all narratives) for the relevant period, the third-year review (all maintained in the unit office), the professional portfolio (from the faculty member, see FSH 3570), summary scores of student evaluations from all classes taught (Institutional Research and Assessment), and the curriculum vitae and reviews all of the previous listed documentation for its completeness and accuracy with the candidate. [rev. 7-98, 7-02, 1-08, 1-10]

b. The unit administrator will request an evaluation of the candidate’s performance from three to five appropriate external reviewers, who should include tenured faculty at peer institutions. Persons asked to write peer reviews should be at, or above, the rank the candidate is seeking. The names of at least two of these reviewers will be selected from a list suggested by the candidate. See also External Peer Review Guidelines on the Provost website at http://www.uidaho.edu/provost/policyguidelines/tenure.) Final selection of external reviewers should take place at the unit level, in accordance with college policy. The letter of request will include the candidate’s curriculum vitae, position descriptions (including narratives) for the relevant period, the professional portfolio, and up to four examples of the candidate’s scholarly work. In addition, the letter of request shall include instructions that the candidate be evaluated in relation to the candidate’s personal context statement and unit and college criteria. When all deliberations within the university have been completed, the external reviewers’ evaluations will be shown to the faculty member after every effort has been made to ensure the reviewer’s anonymity. [add. 7-98, rev. 7-02, 1-08, 1-10]
c. Copies of position descriptions, unit tenure criteria, annual evaluations including all narratives, the third-year review (if applicable), the professional portfolio, summary scores of the student evaluations, the curriculum vitae, and external peer review letters are forwarded to each person participating in the review at the unit and higher levels. Supplementary material, if any, shall be available for review in the unit office. The results of the student evaluations of teaching must be carefully weighed and used as a factor in assessing the teaching component in tenure determinations. The unit administrator making the recommendation concerning tenure will solicit, and address in his/her summary, the evaluative comments regarding the candidate from all tenured faculty members of the unit, and from interdisciplinary program directors and center administrators (if applicable), and from the unit tenure-recommending committee (see G-5-d). The unit administrator’s summary should assess the candidate’s record in light of the criteria established at the unit, college and university level. Any person having a familial or other similar significant relationship with the candidate is not permitted to serve in any capacity in the review process. Each unit is responsible for developing procedures in its bylaws that meet the requirements of this subsection (unit bylaws are subject to review and approval by the provost, see FSH 1590). A copy of the form to be used in transmitting the recommendations made at each stage of evaluation for tenure appears as the last two pages of this section. [See also FSH 3380 D.]

d. The unit tenure-recommending committee includes the following, each with full vote: one or more tenured faculty members, one or more nontenured faculty members, and one or more persons from outside the unit. In cases involving the evaluation or review of members of the instructional faculty, inclusion of students shall be determined by the unit’s by-laws. Student members may include one or more students sufficient to ensure equity of representation and who have had experience in the unit with which the faculty member being evaluated is associated. Each member of the tenure review committee has an equal vote. If a unit decides not to include a student member(s), the unit by-laws will address how sufficient student input will be accomplished, e.g. formal teaching evaluations, student testimonials, open forums for comment. In cases involving the evaluation of individuals involved significantly in interdisciplinary activities, one or more members of the appropriate interdisciplinary program(s) faculty shall be included on the committee. No faculty member serves on the unit tenure-recommending committee when it is considering his or her own case. The dean is excluded from the unit committee’s process. Each unit is responsible for developing procedures, including protocols for voting, in its bylaws that meet the requirements of this subsection (unit bylaws are subject to review and approval by the provost, see FSH 1590).

G-6 through I and forms unchanged.
I. **Policy/Procedure Statement:** Briefly explain the purpose/raison of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Revision of the By Laws of the Faculty of the College of Graduate Studies. Last revision was in 1995.

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

None

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

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

If not a minor amendment forward to:
PREAMBLE: This section contains the bylaws of the faculty of the College of Graduate Studies, including the criteria and application process for membership in the graduate faculty. This current version of the bylaws of the College of Graduate Studies was adopted by the graduate faculty as of July, 1995 (replacing a version that had remained substantially unchanged from the 1979 Handbook). Further information may be obtained from the College of Graduate Studies (208-885-6243).

CONTENTS:

Article I. Name, Object, and Authority
Article II. Membership
Article III. Officers Membership Review
Article IV. Meetings Officers
Article V. Graduate Council Meetings of the Graduate Faculty
Article VI. Committees Graduate Council
Article VII. Rules of Order Committees
Article VIII. Amendments Rules of Order
Article IX. Amendments

ARTICLE I--NAME, OBJECT, AND AUTHORITY.

Section 1. Name. The faculty of the College of Graduate Studies, a constituent faculty, is designated hereinafter as the "graduate faculty."

Section 2. Object and Function. The object of the graduate faculty is to give emphasis to graduate instruction and related research and to function as follows: to maintain an overview of the program and procedures of graduate instruction and of the environment created by the university for research, to establish academic regulations for graduate study, and to review proposed graduate curricula.

Section 3. Authority. As provided in the constitution of the university faculty [see 1520 I-4-A], this constituent faculty is authorized to establish and effect its educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

ARTICLE II--MEMBERSHIP.

Section 1. Graduate Faculty. The graduate faculty is constituted of those professorial rank members of the university faculty who meet the criteria for graduate faculty membership approved by the Graduate Council based on criteria listed in Sections 3 and 5. To be eligible for membership on the graduate faculty, a UI faculty member must 1) hold a terminal degree, or commensurate professional experience, in the field of his/her research.
specially; 2) have the recommendation of the administrator of the unit in which the faculty member has his/her primary appointment; and 3) be approved by the dean of the College of Graduate Studies. Eligible faculty must hold one of the following academic ranks as defined in the Faculty-Staff Handbook, Section 1565 D-2, Faculty, D-3, Research Faculty, D-4, Extension Faculty, D-8 Distinguished Professor, and D-9 Clinical Faculty. The rank of D-5, Librarian, D-6, Psychologists or Licensed Psychologists, and D-7, Officer Education, are not eligible for Graduate Faculty Membership but may be eligible to serve on a graduate committee. Instructors and Senior Instructors, D-1, are not eligible for graduate faculty or to serve on a graduate student committee. These criteria may be waived at the discretion of the dean of College of Graduate Studies.

Section 2. Member Privileges of Full Members. A member of the graduate faculty has the privileges of: serving as a representative to Graduate Council, participating in the election of a representative from his or her college graduate faculty to serve on the Graduate Council (according to each college’s bylaws), voting on matters concerning the programs and regulations of the College of Graduate Studies, and serving as major professor of a graduate committee, at any level. A graduate faculty member who has never chaired a graduate program committee (at UI or elsewhere) is required to enlist the assistance of a co-chair for his or her first graduate program committee. This requirement may be waived at the discretion of the vice president for research and graduate studies. No graduate faculty member shall chair a graduate program committee for a degree higher than the earned degree held by that faculty member.

ARTICLE III. MEMBERSHIP REVIEW.

Section 1. To maintain membership on the graduate faculty, a member must continue to meet the membership criteria. The Graduate Council will determine continued membership of a faculty member who does not meet the expectations described in his/her position description for three consecutive years (overall evaluation score of 2 or lower) or if there is other evidence that a member is not meeting the membership criteria, or if a member has been found to have committed an ethical violation or research misconduct (see Section 2 below). A review may be initiated by the administrator of the member’s unit, by the college dean of the college in which the primary appointment is held, by the dean of the College of Graduate Studies, or by the Graduate Council.

Section 2. Any violation of professional ethics or finding of research misconduct, as defined by the Faculty-Staff Handbook, will be cause for review or may be cause for revocation of graduate faculty membership, as the Graduate Council may determine.

Section 3. When reviewing graduate faculty membership, the Graduate Council should consider the faculty member’s position description and the following: 1) publication of a scholarly book published by a refereed press, or a quality refereed (juried) scholarly work; 2) successful direction of graduate students to completion of their degrees; 3) contribution to or invitation to make presentations at international/national/regional/professional conferences; 4) teaching of formal graduate courses, exclusive of independent study/research; 5) receipt of research funding; and 6) other
scholarly, creative, or community contribution activities verified by the administrator of the unit to be of equal standing to any of the above.

Section 4. Any appeal of a Graduate Council decision regarding graduate faculty membership will be forwarded to the Faculty Appeals Hearing Board (FSH 1640.43).

Section 2. Application Process.

Clause A. Incoming faculty who hold the terminal degree in the area of specialty or current faculty as of Spring 1994 who are not members of the graduate faculty but who hold the terminal degree in the area of specialty must apply for membership and receive support from the department administrator. Under these circumstances, they will be automatically approved.

Clause B. Incoming faculty who do not hold the terminal degree in the area of specialty or current faculty who are not members of the graduate faculty and who do not hold the terminal degree in the area of specialty must apply for membership, receive support from the department administrator, and have the request reviewed and approved by the Graduate Council committee, based on criteria below.

1. Receive strong support from the department administrator; and

2. Produce, during the past five years, a scholarly book published by a refereed press or at least two pieces of quality refereed (juried) scholarly work: for example, publication in quality refereed journals, refereed (juried) exhibits; refereed (juried) performances.

3. Satisfy over the past five years at least three of the following items:
   a. Successful direction of graduate students to completion of their degrees (one Ph.D. and/or two Master’s).
   b. Five contributed or invited presentations at international/national/ regional professional conferences (must include at least one international or national meeting).
   c. Teaching three semesters of formal graduate courses, exclusive of independent study/research.
   d. Receive research funding.
   e. Publish one quality scholarly work.
   f. Other scholarly activities certified by the department chair or administrator responsible for the competency review to be of equivalent standing to any of the above.

Section 4. Members as of Spring 1994 Retain Membership. All full and associate members of the graduate faculty as of Spring 1994 will retain their membership in the newly defined graduate faculty.

Section 5. Term of Membership.

Clause A. The appointment of all graduate faculty will be reviewed on a schedule coincident with the 5-year post-tenure review for
article IV—OFFICERS. The dean of the College of Graduate Studies serves as the chair of the graduate faculty and of the Graduate Council; the assistant or associate dean serves as vice chair of these bodies. The secretary is appointed by the dean with the concurrence of the Graduate Council.

ARTICLE IV—MEETINGS OF THE GRADUATE FACULTY.

Section 1. Call of Meetings. A meeting of the graduate faculty may be called at the discretion of the dean or, in his or her absence, by the assistant or associate dean. Meetings must be called at the earliest convenient time on the request of the Graduate Council or on the written petition of 10 members of the graduate faculty.

Section 2. Quorum. Those members of the graduate faculty present at a meeting properly called in accordance with this article constitute a quorum.

Section 3. Agenda. The dean is responsible for the agenda and causes it to be issued at least one week before each meeting of the graduate faculty. The agenda lists all subjects, other than routine matters, to be voted on by the graduate faculty.

ARTICLE VI—GRADUATE COUNCIL.

Section 1. Function. The Graduate Council is the representative body of and is empowered to act for the graduate faculty, to which the constitution of the university faculty delegates those responsibilities stated in these bylaws, article I, section 3, as a constituent faculty of the university. The council is responsible to and reports to the graduate faculty, which retains the authority to review actions of the council. The Graduate Council and faculties of other colleges of the university have the authority to originate actions affecting the College of Graduate Studies. Actions affecting that college originating outside the college are considered and acted on by the council when they are forwarded to it by the appropriate college faculties. Policy actions concerning standards for admission, academic standards, courses of instruction, curricula, graduation requirements, and graduate degrees to be granted require routine approval by the university faculty.

Section 2. Membership. The council consists of one member elected by and from the constituent graduate faculty of each college that offers programs leading to graduate degrees (except the J.D. degree), four at-large members of the graduate faculty recommended by the dean of the College of Graduate Studies and appointed by the president, provost of the university, one member representing university-wide academic
programs, two graduate students, and the dean and assistant or associate dean of the College of Graduate Studies.

a. College Representatives to Graduate Council. The constituent graduate faculty of each college that offers programs leading to graduate degrees (except the J.D. degree) establishes procedures in the unit’s by-laws for electing its representative to the council.

b. University Wide Academic Program Representative to Graduate Council. The university-wide academic programs will select one representative for the Graduate Council.

c. At-Large Members of Graduate Council. In appointing the at-large faculty members to serve on the council, the provost of the university considers the number of members of the graduate faculty in each college and also considers the need for breadth of representation of disciplines. Representation of the non-Moscow campuses should also be considered.

d. Graduate Student Representatives to Graduate Council. The appointment of the graduate student members is on recommendation from the Graduate and Professional Student Association.

Section 3. Terms of Office. The regularly elected and appointed college, university-wide academic programs, and at-large members of the council serve for three years, taking office on the first day of the fall semester of the year for which they are elected or appointed. The student members serve for one year. Except for the dean and assistant or associate dean, no member of the council may serve more than two consecutive terms. A faculty member who has served two consecutive terms may again serve after a lapse of three years.

Section 4. Eligibility. Every voting member of the graduate faculty is eligible to serve on the council.

Section 5. Elections. Regular elections for college representatives on the council are held before the end of the spring semester in each year in which the college is to hold an election. The constituent graduate faculty of each college that offers programs leading to graduate degrees (except the J.D. degree) establishes procedures for nominating its representatives on the council and submits to the council’s Election Committee the names of two nominees. On receipt of these names from each college, the Election Committee prepares ballots and distributes them (with instructions to vote for one candidate from that college) to voting members of the graduate faculty of the college concerned. The deadline for the return of the ballots is stated on the ballots and it may not be less than one week after the date of mailing the ballots to the voting members of the college graduate faculty. The Election Committee canvasses the ballots and election is by majority vote.

Section 6. Appointments. In appointing faculty members to serve on the council, the president of the university considers the number of members of the graduate faculty in each college and also considers the need for breadth of representation of disciplines. The appointment of the graduate student members is on recommendation from ASUI.
Section 57. Vacancies. If an elected a college or university wide academic program member representative of the council is unable to complete his or her term, the constituency they represent will elect a graduate faculty member to complete the term. The position is filled until the next regular election in his or her college by the candidate who was nominated with the elected member in the most recent election. If any of the at-large members is are unable to complete their his or her term, the president provost of the university will appoints another member to complete the term.

Section 68. Quorum. A quorum consists of a majority of the members of the council, excluding the dean and associate or assistant dean of the College of Graduate Studies.

ARTICLE VII--COMMITTEES. Standing committees of the graduate faculty or of the Graduate Council are appointed by the Graduate Council. Special or ad hoc committees are appointed by the dean in consultation with the Graduate Council.

ARTICLE VIII--RULES OF ORDER. [See 1520 VI.]

ARTICLE VIII--AMENDMENTS. These bylaws may be amended by a two-thirds vote of the voting members of the graduate faculty, as defined in article II, section 1, above, in attendance at a properly called meeting. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the graduate faculty or presented in writing at the meeting previous to the one in which the vote is to be taken. No provision of this article may be suspended.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Chapter & Title: FSH 4220 Academic Co-operation between UI and Institutions...

Minor Amendment □

Chapter & Title:

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

Originator(s): Nancy Krogh, Registrar 3/20/12
(If different than originator.)

Policy Sponsor: Name Date

Reviewed by General Counsel □ Yes □ No Name & Date: Guilherme Costa 04/11/2013

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. The current cooperative course procedures with WSU are being re-implemented to update processes and to create a more effective way to manage, organize, and report cooperative course data. FSH 4220 is being brought in line to match accordingly.

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

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

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

If not a minor amendment forward to:
ACADEMIC CO-OPERATION BETWEEN UI AND NEIGHBORING OTHER INSTITUTIONS OF HIGHER EDUCATION

PREAMBLE: This section outlines academic co-operation between UI and neighboring institutions of higher education: Washington State University and Lewis-Clark State College. Pertaining first only to Washington State, it was added to the Handbook in May of 1984 and in June of 1985 section D was added. The original agreement to allow cooperatively offered courses between the University of Idaho and Washington State University appear in the minutes of the Idaho State Board of Education meeting on April 20-21, 1962, with an addendum in the minutes of the July 18-21, 1962 meeting. In July 2002 the policy was generalized so as to include Lewis-Clark State College as well. For further information, contact the Provost’s Office (208-885-6448) or the Registrar’s Office (208-885-6731). [ed. 7-00, rev. 7-02]

CONTENTS:

A. General Policy
B. Procedures
C. Catalog Designation of Co-operative Courses
D. Co-operative Offering of Standard Numbered Courses

A. GENERAL POLICY. The establishment of cooperative programs requires approval of the faculty through the university curriculum review process and an agreement of understanding with the cooperating institution signed by the Provost. Cooperative academic offerings foster partnerships and strengthen academic programs. Departments are encouraged to establish and maintain cooperative academic efforts with comparable units at neighboring institutions of higher education: Washington State University (WSU) and Lewis-Clark State College (LCSC). These cooperative efforts may include, but are not limited to, the cooperative cross-listing of regularly offered courses in the catalogs of the two institutions universities, the inclusion of cross-listed courses in degree programs, and the exchange of faculty members on a semester basis. Administrative support services should also be considered when developing cooperative programs.

B. PROCEDURES.

B-1. Catalog Listing of Cooperative Courses.

a. Consult the appropriate faculty member or departmental administrator at WSU or LCSC.

b. Obtain approval for the cross-listing from the UI and WSU/LCSC departmental faculties concerned.

c. Send information on the course to be cross-listed to the UI associate registrar/catalog editor, who will submit it to the provost and, if appropriate, the vice provost for research and graduate studies for approval. Once approved, information on the course will be circulated to the UI faculty in a general curriculum policy report and the cross-listing will be posted for inclusion in the next catalog.

d. Follow up as necessary to make sure that the request for cross-listing has been processed at WSU or LCSC in accordance with their regular procedures.

B-2. Including a WSU or LCSC Course in a UI Curriculum.
a. Get the cross-listing of the course approved as outlined in B-1.

b. Process the proposed curriculum change through the usual departmental, college, and university channels.

C. CATALOG DESIGNATION OF COOPERATIVE COURSES. Cross-listed courses are designated in UI catalogs by the following prefixes to the course numbers:

**ID**—cooperative course with WSU or LCSC offered at UI and available to WSU or LCSC students; e.g., CE ID562, Advanced Foundation Engineering, NezP ID 101, Elementary Nez Perce I.

**WSU**—cooperative course with WSU offered at WSU and available to UI students; e.g., CE WS567, Soil and Site Improvement. For complete descriptions of these courses, consult the WSU catalog.

**LCSC**—cooperative course with LCSC offered at LCSC and available to UI students; e.g., NezP LC 101, Elementary Nez Perce I. For complete descriptions of these courses, consult the LCSC catalog.

**ID&WS**—cooperative course with WSU offered on either campus; e.g., CE ID&WS531, Environmental Engineering Unit Operations.

**ID&LC**—cooperative course with LCSC offered on either campus; e.g., NezP ID&LC 101, Elementary Nez Perce I.

D. COOPERATIVE OFFERING OF STANDARD-NUMBERED COURSES. Any course in the seminar, workshop, or special topics categories (e.g., 400, 403, 404, 501, 503, 504) may be offered for a single term as a cooperative course with WSU or LCSC without specific approval. Moreover, a particular section of such a course may be offered cooperatively while other sections are not. (Each “section” of these courses is individually subtitled, i.e., is equivalent to a “subcourse.”) The department offering the cooperative course or section notifies the registrar who will then have it appropriately identified in the Time Schedule.
PolCovSheet: POLICY COVER SHEET

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

[3/09]

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

Administrative Procedures Manual [APM] □ Addition X Revision* □ Deletion* □
Emergency
Minor Amendment □
Chapter & Title: APM 45.22

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

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

Originator(s):
John K. McIver 10.20.2012
(Please see FSH 1460 C)
Name Date
Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email:

Reviewed by General Counsel X Yes _No Name & Date: Casey Inge 11.26.2012

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed
addition, revision, and/or deletion to the Faculty/Staff Handbook or the
Administrative Procedures Manual.
Revised to expressly grant Vice President for Research and Economic Development
authority waiver requirements for certain individuals serving as Co-Principal
Investigators or Investigators.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are
related or similar to this proposed change.
Should have no immediate impact on other policies.

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

If not a minor amendment forward to:
A. General. This policy applies to all proposals for projects submitted to external sponsors seeking monetary or non-monetary support for a sponsored project which, if awarded to the University of Idaho (University), will be governed by a contract, grant, cooperative agreement, or other binding agreement, and to all projects, irrespective of the source of funding or other support, including activities that are subject to federal, non-financial compliance regulations and are overseen at the University by the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and/or Export Controls (EC) (see APM 45.19). This policy does not apply to consultant agreements or the procurement of goods or services from vendors.

B. Definitions:

B-1. Principal Investigator (PI) or Project Director (PD): A PI or PD is the primary individual responsible for the preparation, conduct, and administration of a sponsored project (see B-4, below) or a project which includes a regulated activity (see B-5, below) to ensure it is in compliance with applicable laws, regulations, and institutional policy governing such projects. More specifically, this individual is directly responsible and accountable to the University for the proper programmatic, scientific, technical and/or professional conduct of the project, and its financial and day-to-day management (see FSH 5100 H). The PI/PD retains the majority of the responsibility to meet the requirements of the sponsorship and/or aspects of a project which involve regulated activities. For the purposes of this policy, the term PI will be used to indicate both PIs and PDs.

B-2. Co-Principal Investigator/Co-Investigator (Co-PI/Co-I) or Co-Project Directors (Co-PD): Co-PIs/Co-Is or Co-PDs are key personnel who have responsibilities similar to that of a PI. While the PI has ultimate responsibility for the project, the Co-PI/Co-I/Co-PD(s) are also obligated to ensure the project is conducted in compliance with applicable laws, regulations, and institutional policy governing the conduct of sponsored projects or other regulated activities. Specific responsibilities assigned to each Co-PI/Co-I/Co-PD(s) are defined within the Electronic Internal Proposal Routing System (EIPRS). For the purposes of this policy, the term Co-PI will be used to indicate Co-PIs, Co-Is and Co-PDs.

B-3. Faculty or Staff Participant: University faculty and staff may be involved in projects as key personnel without the same responsibilities of a PI or Co-PI. However, any faculty and staff member who is involved in a regulated activity (see B-5, below) is responsible for the appropriate conduct/performance of that activity, irrespective of whether he/she is a PI or Co-PI. Faculty and staff may participate in the activities of the sponsored project, may collect salary, and may have a role in project outputs (e.g., performer, instructor, author, patent holder). A faculty participant may also be referred to as a faculty investigator. Senior personnel and staff participants may also be referred to as professional staff or senior staff.

B-4. Sponsored Project: For the purpose of this policy, a sponsored project is any project or portion of a project, in which the University is engaged through its faculty, staff, or students that involves an interaction between the University and another party which may be an entity, unit, or individual inside or outside of the University. Normally, the agreement involves a transfer of funds, a non-monetary exchange, or payment for services and/or products. Sponsored projects include interactions such as awards, sub-awards, grants, research contracts, outreach contracts, instruction contracts, cooperative agreements, capacity building contracts, public service work, community service project agreements, class projects with communities, task orders, extension projects, etc. where the University is committed to deliver a service or product. All sponsored projects must be entered into EIPRS.
B-5. Regulated Activity: For the purpose of this policy, a regulated activity is any project or portion of a project, in which the University is engaged through its faculty, staff, or students that is subject to one or more federal, non-financial compliance regulations. Such regulations may include: human subject protection regulations (FSH 5200), animal care and use regulations (APM 45.01), biosafety and select agents regulations (APM 35.11), and export control regulations (APM 45.19). At the University, such activities are overseen by the IRB, IACUC, IBC, (FSH 1640.54, 1640.12, 1640.14) or EC. Any project involving a regulated activity must be entered into EIPRS.

C. Purpose. The purpose of this policy is to:

- Position the University, PIs, and Co-PIs to reduce the institutional risk involved in accepting and carrying out a sponsored project, or in carrying out regulated activity within any project;
- Establish criteria permitting individuals to fulfill the role of PI or Co-PI on a sponsored project and/or project which includes a regulated activity; and
- Ensure that sponsored projects and/or regulated activities are conducted by those who have the requisite training, competencies, skills, commitment, and resources, as well as the appropriate relationship to the University.

As a condition of its acceptance of sponsored project awards from external sponsors, or its engagement in a project that involves a regulated activity, the University is obligated in its role as the recipient of the award and/or overseer of regulated activities to ensure that:

- Sponsored projects and/or other projects including regulated activities are adequately administered by the PI;
- Only individuals meeting the eligibility requirements of this policy are listed as PI or Co-PI(s), and that proposed projects are submitted through the University (see APM 45.02), following approved University procedures in place at the time of the submittal;
- All proposals and projects involving regulated activities are reviewed and approved by the unit administrator, dean and, if it is an external proposal, by an authorized individual in the Office of Sponsored Programs acting on behalf of the University; and
- All submitted proposals or projects involving regulated activities meet the requirements of the sponsor and/or the University. If sponsor requirements are less restrictive than University policies, University policy shall take precedence.

D. Administrative Requirements.

D-1. Because the PI is primarily responsible for meeting sponsor and/or regulatory requirements, he/she is expected to have a minimum two (2) percent of his/her effort assigned to and paid for by the sponsor (see APM 45.09). If the sponsor and program do not expressly allow the charging of faculty salary (e.g., grants for equipment, travel, dissertation support, conference support) this requirement will be waived. In most cases, a PI will have additional effort assigned to the project to complete other project-specific tasks.

D-2. This two (2) percent minimal direct charge effort requirement for project administration may be converted from direct charge effort to voluntary committed cost share (APM 45.08) B-2 if the following four criteria are met:

i. the annual sponsored project budget is less than $45,000; and
ii. at least 85% of the funding by the sponsor is to be used to pay for student stipends and/or tuition and fees remission; and
iii. the allowable F & A rate (APM 45.10) is charged; and
iv. the faculty member has state or other unrestricted salary available to cover the two (2) percent effort for the period in which the effort is devoted.

This policy is consistent with the Office of Management and Budget (OMB) Memorandum 01-06, Clarification of OMB A-21 Treatment of Voluntary...
Uncommitted Cost Sharing and Tuition Remission Costs, which states that most federally-funded research programs should have some level of committed faculty or senior researcher effort. (See also FSH 1565 C-4, b(2) and APM 45.08).

E. Eligibility Requirements:

E-1. In order to ensure that sponsored projects and/or projects which include a regulated activity are conducted by those who have the requisite training and competencies and who have the appropriate relationship to the University of Idaho, PIs and Co-PIs must generally be employed by the University in a faculty or staff status.

Persons holding the following positions may be designated as PI or Co-PI in applications for externally sponsored funding or for other projects which require carrying out a regulated activity. The positions listed in categories (i)-(v.) are defined in FSH 1565, Academic Ranks and Responsibilities. For each of these categories, the leaders of the appropriate unit(s), school(s), disciplinary or interdisciplinary program(s), and college(s) determine and approve the qualifications of the individual. Approval of eligibility and capacity is indicated by the electronic signature of the named unit leaders in EIPRS:

i. All tenured and tenure-track university faculty, including instructors and senior instructors; assistant, associate, and full professors; research faculty; extension faculty; librarian faculty; psychologist or licensed psychologist faculty; officer-education faculty; and university distinguished professors.

ii. All persons holding University-approved non-tenure track faculty appointments (temporary, full or part-time), including lecturers, visiting faculty, research faculty, outreach associates, and clinical faculty.

iii. All persons holding faculty emeritus status at the University of Idaho and not included under category ii. PIs in this category must work with a Co-PI from appointment types included in categories i and ii above and have the approval of the VP ORED.

iv. All persons holding associated faculty titles, such as adjuncts and affiliates. Individuals in this category may only serve as a Co-PI and the PI must be from appointment types included in categories i and ii above.

v. All postdoctoral fellows who have the approval of their appropriate unit leaders. Individuals in this category can serve as the PI, but the postdoctoral fellow’s faculty mentor must be listed as a Co-PI.

vi. All staff members, who are not also students, and who have the approval of their appropriate unit leaders. Individuals in this category may automatically serve as a Co-PI working with a PI from categories i and ii above, and with special approval from the VP ORED may serve as the PI.

vii. Neither undergraduate nor graduate students may be designated as PIs or Co-PIs. When a sponsor’s program guidelines require the student to be listed as PI on the proposal application, the student’s mentor/advisor shall be the PI of record in EIPRS and shall be responsible for the conduct and oversight of the project.

For all other members of the University of Idaho community, special approval from the Vice President for Research and Economic Development (VP ORED) is required. The VP ORED also retains the right to reject, suspend, or remove any proposed PI or Co-PI in applications for externally sponsored funding, based upon previous evidence of inadequate project or financial management. At his or her sole discretion, the VP ORED may waive for individuals who fall under categories (iii)-(v) the requirement that such individuals have another UI individual serve as Co-PI (see categories [iii.] and [v.], above) or the requirement that such individuals have another UI individual serve as PI (see category [iv.], above).

E.2. Special Eligibility Situations. No other changes from here on.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

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

Minor Amendment x

Chapter & Title: 1640.06 ADMINISTRATIVE HEARING BOARD (AdHB)

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

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

Originator(s): Hartzell, Patricia 18 March 2013
(Please see FSH 1460 C) Name Date

Telephone & Email:

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

Telephone & Email:

Reviewed by General Counsel ☑ Yes ____ No Name & Date: Guilherme Costa 04/11/2013

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

A-3 was added to provide a mechanism for AdHB reporting to Faculty Senate. The language was taken from the 1640.02, Academic Hearing Board A-2.

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

None

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

Academic Hearing Board also reports to Faculty Senate.

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

If not a minor amendment forward to:

___________________________________________
1640

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.

1640.06
ADMINISTRATIVE HEARING BOARD (AdHB)

A. FUNCTION.

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

- 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).

- 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 committee 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. 3-13]

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. 3-13]

A-5. This committee meets during the summer. [add. 7-10, ren. 3-13]

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. [rev. 7-06, 7-10].
TO: University Curriculum Committee  
FROM: University Committee for General Education  
RE: Additions to the General Education Course Lists - Regulation J  
DATE: January 28, 2012  

J-3. Subject Requirements (Core Curriculum). All students entering the University of Idaho with fewer than 14 transcripted credits from a regionally accredited institution First-year students (see Admissions Status) are to complete the University of Idaho core curriculum. A university education is a preparation both for living and for making a living. It offers an opportunity not only to lay the foundations of a career, but also to develop the mind to its highest potential, to cultivate the imagination as well as the power to reason, and to gain the intellectual curiosity that makes education a life-long enterprise. A central component of this preparation is the requirement that a student working toward a baccalaureate degree must complete the necessary course work in the four categories described below. This requirement is to be satisfied by earning the minimum number of credits specified for each category. (Transfer students have two options for fulfilling this requirement; these are described under "General Education Requirements for Transfer Students" in the Undergraduate Admission section of this catalog). Courses that fulfill requirements in each category are reviewed each year and the list is updated in the Spring. Students and advisors are encouraged to check the list when it is published in the Spring to be aware of any additional courses that have been added to meet specific requirements. Courses that are approved to satisfy a core requirement can be used to satisfy those requirements even if the course is completed prior to being approved as a core course.

*Note: Remedial courses may not be used to satisfy any of this requirement. Degree-seeking students must be enrolled in Engl 090, 101, or 102 in their first semester in residence and in each subsequent semester until they have passed Engl 102. They must also be enrolled in Math 108 or in a course that meets the core requirement in mathematics, statistics, or computer science in their first year in residence and in each subsequent semester until the core requirement in mathematics, statistics, or computer science has been satisfied.*

Admission to the University  
Information about the undergraduate admission process and application forms are available from the Office of Admissions or online at www.uidaho.edu/admissions. Applicants for admission to the university must present satisfactory evidence of good character.  
**First-year Students** are degree seeking applicants applying directly from high school or with fewer than 14 semester credits of transferable college work earned after high school graduation.  
**Transfer Students** are degree seeking applicants who have been enrolled in other colleges or universities accredited by one of the regional accrediting agencies, such as the Northwest Commission on Colleges and Universities, and who have satisfactorily accumulated 14 or more transferable credits after high school graduation.  
Students who are pursuing a baccalaureate degree are classified as undergraduates: freshmen (fewer than 26 semester credits), sophomores (fewer than 58 semester credits), juniors (fewer than 90 semester credits), or seniors.
TO: University Curriculum Committee

FROM: Teaching and Advising Committee

RE: Regulation B-2

DATE: March 28, 2013

TO: Kenton Bird, Chair
Faculty Senate

FROM: Miranda Anderson, Chair
Teaching and Advising Committee

RE: Response to Items for consideration memo dated Feb. 7, 2013
DATE: Mar. 21, 2013

The Faculty Senate leadership (chair, vice chair, Faculty Secretary) requests the Teaching and Advising Committee to consider the following items before the end of spring semester 2013:

Note: The Teaching and Advising Committee discussed these items at our meeting on Monday, March 4th. Below is a summary of the committee’s comments following each topic, in blue italic text:

1. Catalog regulation B-2 – exceptions for parents and prospective students.

   **B-2. Admission to Classes.** Instructors do not admit anyone to class whose name does not appear on the class roster. UI professors are given the authority to grant or deny access to classes by visiting scholars/visitors.

   **TAC Comments:**
   The TAC discussed this and suggested a minor modification to this proposed revision. It was recommended that the last sentence should read, “UI professors are given the authority to grant or deny access to classes by visitors.” This just broadens the scope on the types of visitors. It gives the authority to professors to allow access to the parents or children of existing students or prospective students as they see fit. However, the committee felt it was also important to give the professors the right to deny visitors if they feel that in some cases it might be inappropriate.
March 28, 2013

To: Provost Baker
From: Tony Pickering
Re: B.S. Degree Name Change Request

Provost Baker:

My understanding (per Charles Tibbals) is that initiating a degree name change request is done via memo to you, which is then carried through UCC, Faculty Senate, General Faculty, the President, and then on to the Idaho SBOE as a notification.

The Department of Movement Sciences would like to change the name of the current “Bachelor of Science in Physical Education” degree name to “Bachelor of Science in Exercise Science and Health.” The rationale is simply that the revision will much better reflect the nature of the undergraduate curriculum and degree the students now earn.

This name change does not involve any new or revised curriculum, other than changes that have been implemented over the years. Our Exercise Science and Health curriculum is by far the most popular program that we currently offer. Changing the name of the degree to reflect the curriculum should enhance our ability to market the program even more effectively.

If you have any further questions, concerns or requirements please let me know.

Thank you for your consideration.

Tony Pickering
Chair, Department of Movement Sciences

Cc: Dean Cori Mantle-Bromley
# Idaho State Board of Education

Proposal for Other Academic Program Activity and Professional-Technical Education

<table>
<thead>
<tr>
<th>Date of Proposal Submission:</th>
<th>March 25, 2013</th>
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<tbody>
<tr>
<td>Institution Submitting Proposal:</td>
<td>University of Idaho</td>
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<tr>
<td>Name of College, School, or Division:</td>
<td>College of Engineering</td>
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<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Mechanical Engineering</td>
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### Program Identification for Proposed New, Modified, or Discontinued Program:

| Title: | Heating, Ventilation, and Air Conditioning (HVAC) Systems |
| Degree: | Certificate – Graduate level |
| Method of Delivery: | Live and Outreach/video |
| CIP code (consult IR /Registrar): | |
| Proposed Starting Date: | Summer 2014 |
| Indicate if the program is: | x Regional Responsibility | Statewide Responsibility |

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

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

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

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

   Request for the discontinuance of the HVAC Certificate program provided in the Mechanical Engineering Department. There have only been 5 students who have completed this certificate since its inception in 2000-2001. There is no plan for a teach-out because the last known students working on the certificate completed the certificate in 2008.

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

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

4. **List new courses that will be added to curriculum specific for this program.** Indicate number, title, and credit hour value for each course. Please include course descriptions for new and/or changes to courses. *Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. This question is not applicable to requests for discontinuance.*

5. **Please provide the program completion requirements and attach to this proposal as Appendix A.** *This question is not applicable to requests for discontinuance.*

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

6. **Identify similar programs offered within Idaho or in the region by other colleges/universities.** If the proposed request is similar to another state program, provide a rationale for the duplication. Institutions do not need to complete this section for PTE programs. This question is not applicable to requests for discontinuance.

   The University of Idaho is not aware of any other certificate programs similar to this regionally or within the state.

| Degrees/Certificates offered by school/college or program(s) within disciplinary area under review |
| Institution and Degree name | Level | Specializations within the discipline (to reflect a national) | Specializations offered within the degree at the institution |
7. Describe the methodology for determining enrollment projections. If a survey of student interest was conducted, attach a copy of the survey instrument with a summary of results as Appendix B. This question is not applicable to requests for discontinuance.

8. Enrollment and Graduates. Provide a realistic estimate of enrollment at the time of program implementation and over three year period based on availability of students meeting the criteria referenced above. Include part-time and full-time (i.e., number of majors or other relevant data) by institution for the proposed program, last three years beginning with the current year and the previous two years. Also, indicate the number of graduates and graduation rates.

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

As indicated in question 1, there have been no students working on this certificate since 2008, and only 5 graduates between 2001-2008.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
<th>Graduate Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Fall 2012</td>
<td>Year 1 Previous Fall 2011</td>
<td>Year 2 Previous Fall 2010</td>
</tr>
<tr>
<td>BSU</td>
<td></td>
<td></td>
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<tr>
<td>CSI</td>
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<td>CWI</td>
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<td>EITC</td>
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<td>ISU</td>
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<td>LCSC</td>
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<td>NIC</td>
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<tr>
<td>UI</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

9. Will this program reduce enrollments in other programs at your institution? If so, please explain.

No.

10. Provide verification of state workforce needs such as job titles requiring this degree. Include State and National Department of Labor research on employment potential. This question is not applicable to requests for discontinuance.
Using the chart below, indicate the total projected job openings (including growth and replacement demands in your regional area, the state, and nation. Job openings should represent positions which require graduation from a program such as the one proposed. Data should be derived from a source that can be validated and must be no more than two years old. *This question is not applicable to requests for discontinuance.*

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nation</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

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

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

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

12. **Describe how this request is consistent with the State Board of Education’s strategic plan and institution’s role and mission.** *This question is not applicable to requests for discontinuance.*

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

<table>
<thead>
<tr>
<th>Goals of Institution Strategic Mission</th>
<th>Proposed Program Plans to Achieve the Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. **Is the proposed program in your institution’s Five-Year plan? Indicate below.** *This question is not applicable to requests for discontinuance.*
Yes ___  No  X __

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

The College of Engineering is preparing for ABET reaccreditation. The college’s preparation of this process aligns also with intuitional policy for program review. The diligent review identified that there has not been strong demand as originally anticipated in the northern region as demonstrated by the enrollment data. It would not be prudent for the college to maintain the graduate level certificate or focus efforts on strong assessment or learning outcomes since there is no demand for the certificate.

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

No students have been working on this certificate program since 2008.

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

There is no fiscal impact, students who completed this certificate were usually also working on a graduate degree. No students working on the certificate since 2008.