# POLICY COVER SHEET

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

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title: FSH 1540 – Standing Rules of the University Faculty</td>
<td></td>
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</table>

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively. *Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

**Originator(s):** Brenda Helbling, President’s Office  2016  
(Please see FSH 1460 C)  
Name Date:

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

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

**Reviewed by General Counsel**

Yes No  
Name & Date: 

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

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

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

**III. Related Policies/Procedures:** None

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

If not a minor amendment forward to:________________________

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**Policy Coordinator**

Appr. & Date:

[Office Use Only]

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**FSH**

Appr. __________

FS __________

GFM __________

Pres./Prov. __________

[Office Use Only]

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Track # __________

Date Rec.: __________

Posted: t-sheet __________

h/c __________

web __________

Register: __________

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