## 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 1620 – University-Level Committees

### Administrative Procedures Manual [APM]
- □ Addition
- □ Revision*
- □ Deletion*
- □ Emergency

**Minor Amendment** □

**Chapter & Title:**

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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.”

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**Originator(s):**
(Please see FSH 1460 C)

**Telephone & Email:**

crowley@uidaho.edu 5-7808

**Policy Sponsor:** (If different than originator.)

**Telephone & Email:**

hrdlck@uidaho.edu

**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.

- Minor edits to update process.
- Enable committees to vote by email under specific conditions allowing committees to be more productive as more and more committees have requested the ability to do so given the electronic age.
- Ensure that committee business is not delayed due to staff and student groups who sometimes struggle in finding individuals early in the fall semester. This proposed language will not bypass the approval process, but will allow committee chairs to solicit and recommend names for approval by these groups for consideration.

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

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

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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.

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If not a minor amendment forward to: ________________________________________

Track # ____________

Date Rec.: ____________

Posted: t-sheet _________

h/c ____________

web _________

Register: _______________

(Office Use Only)

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**Policy Coordinator**

Appr. & Date: ____________________________

[Office Use Only]

**FSH**

Appr. ______________

FC ______________

GFM ______________

Pres./Prov. ______________

[Office Use Only]

**APM**

F&A Appr.: ______________

[Office Use Only]

**F&A Appr.:** ______________

[Office Use Only]