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: ____________________________________________

Minor Amendment □
Chapter & Title: APM 40.10 UNIVERSITY SPACE

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

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

Originator(s):
(Please see FSH 1460 C)
Name Date
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Policy Sponsor: (If different than originator.)
Name Date
Dan Ewart 2/15/17
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Reviewed by General Counsel  __Yes __X__ No  Name & Date: ___________________________________
This policy has been reviewed and approved by VP Daniel Ewart and AVP Brian Johnson.

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.

These policy revisions started as an initiative to remove all references to the now-defunct Division of Finance and Administration. The existing University Space policy is outdated and has references to non-existent areas. We also took action to organize all of the policy content into the Policy section and remove non-policy, informational and process/procedures narrative. That information and process will reside within the Facilities department’s published websites – linked to the policy document. The policy also reflects the new name of the space committee and its responsibilities.

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

There should be no fiscal impact to these revisions. It may help decrease risk for the university, since it is now clearly stated, in the policy section, that departments cannot lease property or space without the proper approvals in place, where before it was buried in the procedures section.

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

There were a number of policy revisions submitted last year (2016) that were meant to clean up the outdated DFA references. That is the only relationship to this policy that we are aware of.

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.