POLICY COVER SHEET

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

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 1590 – Unit Bylaws</td>
</tr>
</tbody>
</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): Faculty Secretary, July 20, 2018

Telephone & Email: Liz Brandt, 885-7808 ebrandt@uidaho.edu

Policy Sponsor: (If different than originator.) same

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.

1. Address the change to FSH 3050 passed in the spring of 2018 (FS-18-050/UP-18-029) at April 10, Senate meeting and April 25, UFM, approved by President Staben June 25th, eliminating the annual process for doing PDs. The PD will be initially created by the unit administrator(s) when a faculty member is hired (or once policy goes into effect for current faculty) and modified only if substantial changes occur.

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: __________________________________________

Track # ___________
Date Rec.: ___________
Posted: t-sheet ___________
h/c ___________
web ___________
Register: ___________
(Office Use Only)