Call to Order.
In Memoriam.
Minutes. Meeting #1, September 14, 2011
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 the Faculty-Staff Handbook (FSH)

Group 1:
- FS-12-001: FSH 3460 – Overtime Work, Compensatory Time, and Holidays
- FS-12-007: FSH 3860 – Grievance Procedures for Classified Employees
  - FS-12-006: APM 5.08 – Vehicle Coverage and Use (FYI - supplemental to 3860 above)
- FS-12-017: FSH 1520 – Constitution of the University Faculty (requires quorum)
- FS-12-018: FSH 1540 – Standing Rules of the University Faculty

Group 2:
- FS-12-009: FSH 3205 – Consensual Romantic or Sexual Relationships

II. Proposed Changes to the University of Idaho Catalog

Group 1:
- FS-12-015: (UCC-12-034) Natural Resources: Forest Products to Renewable Resources
- FS-12-019: (UCC-12-043) Engineering: Change name Technology Training and Development to Industrial Technology and discontinue option

Group 2:
- FS-12-014: (UCC-12-029) Regulation J – 120-credit requirement
- FS-12-016: (UCC-12-039) Regulations B and C

President’s Remarks.
Adjournment.

President M. Duane Nellis invites faculty and staff to a Holiday Reception at the Student Union Building (SUB) Ballroom on Tuesday, December 13, 2011 from 5:00-7:00 p.m. following the meeting. RSVP to uipresrsvp@uidaho.edu by Friday, December 9th.

Gail Z. Eckwright, Secretary of the Faculty
http://www.webs.uidaho.edu/facultycouncil, (885-6151)

NOTE: 112 faculty members (all campuses state-wide) constitute a quorum. Recently approved quorum and voting regulations can be viewed at FSH 1520 Article III with the goal to actively include off-campus faculty participation in faculty meeting. 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 campus 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  
2011-12 Meeting #1, Wednesday, September 14, 2011

President M. Duane Nellis presiding

The University Faculty Meeting was preceded by the President’s Fall Address. This atypical juxtaposition was necessitated by unfortunate and sad circumstances early in the semester resulting in the cancellation of the University Convocation. [Video available at: http://www.webs.uidaho.edu/facultycouncil/General_Faculty_Meetings/FlashVideos/flashvideo9_14_11.htm]

Agenda

Call to Order: President M. Duane Nellis called the meeting to order at 4:23 p.m. (Pacific) and welcomed all faculty in Moscow and across the State. There being only 103 faculty members present, a quorum was not achieved. The minutes of the May 5, 2011 meeting will stand approved as submitted by the Faculty Secretary.

In Memoriam: Provost Baker read the names of faculty members who had died since March 30, 2011 and asked for a moment of silent reflection in their memory.

Larry Eugene Bobisud  
Professor Emeritus of Mathematics  
-- June 2011 –

Marlene M. Bunderson  
Professor Emerita of Home Economics  
-- March 2011 –

Bert Crozier Cross  
Professor Emeritus of Journalism & Department Chair Emeritus  
--July 2011—

John (Jack) H. Sullivan  
Professor Emeritus of Foreign Languages and Literatures  
-- May 2011—

Alvin Carl Wiese  
Professor Emeritus of Bacteriology/Biochemistry  
-- June 2011--
Provost Baker recognized and welcomed the very impressive group of new faculty and administrators hired during the past twelve months. He introduced:

- New administrators to the University of Idaho.
- Internal changes in departmental administrators.
- Deans from the colleges and library; and the Vice-Provost for Academic Affairs.
  - The Deans and Vice-Provost introduced new faculty in the colleges, the library and among the Faculty-At-Large.

A complete listing of those new members of the administration and faculty is available in the Office of the Provost & Executive Vice President.

President Nellis returned to the podium and particularly welcomed all new faculty. He noted that he and Ruthie had invited the new faculty to dinner and that it was very impressive to meet and get to know them.

President Nellis next addressed a new and very special rank, the University Distinguished Professor. The president had worked with senate leadership to create this rank which recognizes “sustained excellence, as judged by peers, in scholarly, creative, and artistic achievement; breadth and depth of teaching in their discipline; and university service as well as service involving the application of scholarship, creative, or artistic activities that address the needs of one or more external publics.” President Nellis presented the inaugural recipients with a specially cast medallion as Provost Baker read the names of the three recipients: Dan Bukvich, Distinguished Professor of Music; Mike Scott, Emeritus Distinguished Professor of Fish and Wildlife; and Jean’ne Shreeve, Distinguished Professor of Chemistry. Professor Shreeve was in Washington, D.C. and unable to attend the presentation but will receive her medallion at a later time. The recipients were recognized for their many achievements with a very warm round of applause.

President Nellis indicated that early in this academic year he will solicit nominations for the next selection of University Distinguished Professor.

There being no other items of business, President Nellis adjourned the meeting at 4:46PM.

Respectfully submitted,

Gail Z. Eckwright
Faculty Secretary

Quote of the meeting: “Go Vandals!”
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 □ XX Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: Chapter Three - Employment Info Concerning Faculty and Staff
Section 3460 – Overtime Work, Compensatory Time and Holidays

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): (Please see FSH 1460 C)

General Counsel Feb 11, 2011
Name Charles Graham Date 5-6125

Policy Sponsor: (If different than originator.)

Division of Finance & Admin Feb 11, 2011
Name Susan Clark (5-3865) and Cami McClure (5-9961) Date

Reviewed by General Counsel X Yes No Name & Date: Charles Graham 11/16/2010 (see email)

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 policy revises the way we compensate classified employees who utilize leave and are also called in outside of their normal work hours during the same pay period. This change is being made to bring the policy in line with federal regulations.

SEE ATTACHED NOTE:

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

The fiscal impact of this change is expected to be minor as it will only have effects on those units that routinely call in classified employees outside of their normal working hours. As vacation leave accrual is paid out upon an employee’s departure from the university, a department would only incur ‘additional’ costs when an employee utilizes sick leave in a work week and is also called in outside of normal work hours.

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:  ______________

Policy Coordinator Appr. & Date: __________________________________________________

APM

F&A Appr.: ____________________________

[Office Use Only]

FSH

Appr. ____________________________

FC ____________________________

GFM ____________________________

Pres./Prov. ____________________________

[Office Use Only]

Track # _______________ Date Rec.: _____________

Posted: t-sheet ________ h/c ___________

web___________

Register:  ______________

(Office Use Only)
Issue #1: Use of leave resulting in more than 40 regular hours reported for a work week

Effective August 21, 2011 (Pending)

Current UI practice does not allow the use of leave (sick/vacation/medical/etc.) when the use of the leave will cause the classified employee to exceed 40 regular hours of pay for the week. Some employees have been put into a position where leave taken by an employee is returned to that employee’s account only to be lost due to the employee bumping up against the annual leave cap. The reviewing committee determined the policy may serve as a disincentive for classified staff in critical positions (electricians, plumbers, steam plant operators, ag workers, etc.) to come in to work after normal working hours to address emergency issues when they have already taken leave during the week.

Resolution:
The recommended changes will bring UI into conformity with Fair Labor Standards Act regulations that allow employees to be compensated for more than 40 regular hours per week without incurring overtime. This application complies with the FLSA as long as no more than 40 hours are worked during the regular work week. Below is the language, intended to clarify current policy, which has been reviewed by the Staff Affairs Policy Committee, Faculty Senate and Faculty Affairs leadership, and General Counsel. Pending approval of the proposed change to the language of FSH 3460, the university will implement the practices described below.

COMPENSABLE HOURS

With the exception of holiday leave or when an employee (B-4 and B-5 above) is specifically requested to work outside of regular working hours, no leave may be reported if it results in pay in excess of the employee’s regular scheduled 40 hour work week. Written approval of both of the employee’s supervisor and unit head is required prior to submitting a time card that exceeds 40 hours with the use of leave. (Note: B-4 refers to classified employees and B-5 refers to temporary employees.)

Example:

An employee who works Monday – Friday calls in sick on Monday and then works the rest of his/her normally scheduled hours for the week. She/he is then called in to work on Saturday.

- 8 Sick/Vacation/Medical Hours
- 40 REG Hours

Current: UI practice has been to only pay for 40 hours per week, so Payroll runs a process to decrease sick leave hours and employee receives 40 hours of pay

Proposed: Employee will receive 40 hours of REG pay plus 8 hours of SIC leave pay for a total of 48 hours of pay for the week

Cami McClure
DFA Administrative Operations
208-885-9961
OVER TIME WORK, COMPENSATORY TIME, AND HOLIDAYS

PREAMBLE: This section outlines the policies and procedures for overtime work and compensatory time. It appeared in the 1979 Handbook and has been rather frequently revised for clarification and so as to reflect changes in federal and state rules and practices. It was substantially revised in July 2005. In 2008 the policy was revised to remove reference to classified exempt no longer used at the university. Unless otherwise noted, the text is of July 1996. Further information is available from Human Resources (208-885-3889). [ed. 7-97, 7-00, 9-06, rev. 7-05, 7-08]

CONTENTS:
A. Definitions
B. Time and Leave Reporting
C. Overtime Work
D. Compensation for Overtime Work
E. Compensatory Time
F. Holidays

A. DEFINITIONS.

A-1. “Overtime work” is time worked on holidays and time worked in excess of 40 hours in a period of 168 consecutive hours (defined for UI employees as the seven consecutive 24-hour days beginning at 6 a.m. each Sunday). Overtime must be approved in advance in writing by the employee’s supervisor. [rev. 7-02, 7-05]

A-2. “Compensatory time” is pre-approved time off from duty provided in compensation for overtime hours worked, holidays worked, or other time worked as approved by the president or designee.

A-3. “Exempt employee” (also known as “non-classified employee”) is used to describe UI employees who are not classified employees, includes officers, members of the faculty, and members of the non-faculty staff whose positions are exempted from the provisions governing UI’s classified personnel system. [See also 3080.] These positions also are not covered by federal minimum wage and overtime requirements as discussed below in A-5. [rev. 7-05, ed. 7-08]

A-4. “Classified employees” are those holding positions which are subject to merit examination, selection, retention, promotion, and dismissal provisions, and whose compensation rates are determined by the position classification system of the University of Idaho. [ed. 7-02]

A-5. Certain positions, including exempt and faculty, are not covered by the overtime compensation requirements of the Fair Labor Standards Act [29 U.S.C. § 201-263 (“FLSA”), and Department of Labor (“DOL”) Regulations, 29 C.F.R. Parts 500-794]. These positions are defined by law and fall into the following categories of exemptions: administrative, professional, computer, executive, outside sales, or creative professional. In all cases, the determination of whether a position is exempt from the FLSA will be made by Human Resources, in consultation with the Office of General Counsel. [rev. 7-05, ed. 7-08]

B. TIME AND LEAVE REPORTING.

B-1. General Information. Employees are required to report time worked and leave taken. Hourly employees must record the hours worked each day as agreed upon by their supervisor. The expectation for full-time, salaried employees is that they will work 40 hours per week or more to meet the needs and expectations of their position. Flexibility of the scheduled workweek is at the discretion of the supervisor, in accordance with the University’s flextime policy [FSH 3250]. Hours worked in excess of 40 do not carry over from one week to the next. Use of annual leave, sick leave, jury leave, medical leave, and other leave must be recorded by the department [see FSH 3710, A]. Supervisors should treat all employees consistently within their unit. See FSH
To review leave eligibility criteria. The university-approved time report may be used for recording any leave. [rev. 7-05, ed. 7-08]

B-2. Faculty are salaried employees. All benefits-eligible faculty must report leave taken (annual, sick, jury, medical, etc.) of 4 or more consecutive hours via written, signed form to their department chair for signature. The data is recorded and the form kept on file by the unit for three years [see also FSH 3710]. [ed. 7-05, rev. 7-08]

B-3. Exempt employees and administrators (non-classified employees) are salaried employees. All benefits eligible non-faculty employees and administrators must report leave taken (annual, sick, jury, medical, etc) of 4 or more consecutive hours via written, signed form to their supervisor for his/her signature. The data is recorded and the form kept on file by the unit for three years [see also FSH 3710]. [rev. 7-05, 7-08]

B-4. Classified employees are hourly employees. The Fair Labor Standards Act and UI policy requires reporting the time arrived for work, the time lunch was taken, the time left for the day, and any leave (annual, sick, jury, medical, etc.) that was used. The employee may use any university-approved form to record these hours consistent with department guidelines. The employee and supervisor must sign the form and keep it on file in the unit for three years [see also FSH 3710]. [rev. 7-05, 7-08]

B-5. Temporary Help employees (Irregular Help and student employees) are hourly employees. The Fair Labor Standards Act requires reporting the time arrived for work, the time lunch was taken, the time left for the day, and any leave (annual or sick for those contributing to PERSI) that was used. The employee and supervisor must sign the form and keep it on file in the unit for three years [see also FSH 3710]. [ed. 7-05]

B-6. With the exception of holiday leave or when an employee (B-4 and B-5 above) is specifically requested to work outside of regular working hours, no leave may be reported if it results in pay in excess of the employee’s regular scheduled 40 hour work week. Written approval of both of the employee’s supervisor and unit head is required prior to submitting a time card that exceeds 40 hours with the use of leave.

References. For more information on procedures for these policies see APM 50.06, 50.38 and FSH 3710 and 3090 and Human Resources website at www.hr.uidaho.edu [ed. 7-05]

C. OVERTIME WORK.

C-1. Overtime work should be permitted only in emergency or extremely unusual circumstances and requires prior written supervisor approval. The calendar period for determination of eligibility for overtime compensation is the seven-day period beginning on Sunday at 6 a.m. Whenever possible, employees who regularly work four 10-hour days are to receive the same 8-hour holiday compensation. When UI is closed for a holiday, the employee is rescheduled to work four 8-hour days during the week the holiday occurs (taking off only 8 hours for the holiday) or he or she makes other arrangements with his or her department to ensure he or she only works a total of 32 hours during the week that the holiday occurs. [See APM 50.05].

C-2. When the need for an employee to perform overtime work can be foreseen, prior approval by the dean or director is required. If overtime work is necessitated by a University-wide emergency, the department administrator should immediately request approval via the dean or equivalent administrator. [ed. 7-05]

C-3. When the department administrator determines that it is in the interest of UI to pay classified employees for overtime work in cash, the appropriate procedure outlined in the APM is to be followed. [rev. 7-02]

D. COMPENSATION FOR OVERTIME WORK
D-1. Eligibility and manner of compensation for overtime work differ for the various categories of employees defined in section A. Overtime work must be recorded on an approved University of Idaho Time Report form, approved by the supervisor and recorded.

D-2. Faculty and exempt employees are not eligible for payment of overtime work. However, they may be eligible for equal compensatory time off if they work on official holidays or other times specifically authorized by the president (such as a general state of emergency). [See FSH 3470 and section F-2 of this policy for official UI holidays]. [rev. 7-02, 7-05, ed. 7-08]

D-3. Classified employees are eligible to receive payment for overtime work. Overtime payment may be paid in cash at 1.5 times their regular rates of pay at the discretion of the department administrator. In lieu of payment, classified employees will receive compensatory time off at the rate of 1.5 hours off for each hour of overtime worked. Per Federal Law, the maximum compensatory time accrual is 240 hours. [ren. 7-08]

D-4. Temporary Help (Irregular Help) employees are eligible to receive payment for overtime work. Temporary Help employees are paid hourly and qualify for overtime pay at the rate of 1.5. Temporary Help employees cannot accrue or use compensatory time [rev 7-02]. They are to be compensated in cash for any overtime worked in their next paycheck. If an employee has a less than full-time classified position, and at the same time has a temporary position, any overtime worked must be paid to the employee in their next paycheck. Compensation for overtime hours worked by work-study students needs to be processed following guidelines by the Financial Aid Office. [rev. 7-02, ren. 7-08].

E. COMPENSATORY TIME

E-1. Classified employees are the only employees eligible to earn or accrue compensatory time. An employee may not have a compensatory time balance of more than 240 hours pursuant to the Fair Labor Standards Act. [ed. 7-08]

E-2. Classified employees are paid for unused compensatory time under the following circumstances:

   a. If a classified employee has a compensatory time balance over the 240-hour limit, he/she automatically will be paid for the hours over 240. Departments are expected to monitor closely the accrual of compensatory time and not allow it to accrue for longer than a year.

   b. Upon termination of UI employment, classified employees will be paid for the compensatory time balance at the employee’s current hourly rate or at the average of the hourly rate paid the employee during the final three years of employment, whichever is higher. [rev. 7-02].

   c. If there is a change in the employee’s classification to a non-classified position, or if the classified employee transfers between UI departments in the same classification, or if he/she is reassigned to another UI classified position, the classified employee will be paid for the compensatory time balance or be asked to take time off prior to beginning the new role.

F. HOLIDAYS.

F-1. Compensation for holidays.

   a. On an official UI holiday, full-time benefited UI employees will be paid for the number of hours they would normally work, up to 8 hours, even though they do not work on that day. Temporary and part-time employees (excluding employees in the College Work-Study Program) receive the benefit of the paid holiday provided that they are contributing to the state retirement system. They are credited with a fraction of eight hours equal to the fraction of 32 hours that they actually do work during the week in which the holiday occurs. [ed. 7-05]
b. If an employee works or is on paid sick leave, annual leave or compensatory time the day before or the day after the holiday, the employee is eligible for holiday pay. If an employee is on leave without pay on both the day before and the day after the holiday, the employee is not eligible for holiday pay. If an employee is on a fiscal-year appointment and works in a department or unit that closes down, thus precluding the employee’s working on the day before and/or after the holiday, the employee is still eligible for holiday pay. See APM 50.05. [renum. 7-05]

c. Employees who work on an official UI holiday and who are eligible for overtime payments must be paid at 1.5 times their regular rates of pay or be given compensatory time off at the rate of 1.5 hours for each hour worked. Fiscal year faculty and other exempt employees who work on a holiday may be given equal compensatory time off if authorized by the president [see D-2]. [renum. 7-05, rev. 7-08]

d. A new employee whose date of hire normally would fall on a Monday holiday is to be appointed effective on Tuesday. An employee whose employment terminates for any reason is entitled to pay for any holiday observed after his/her last day worked, when the holiday is observed on the last day of the workweek and the employee works the first four days of the workweek or equivalent. [renum. 7-05]

F-2. Official UI Holidays. The following are the official University of Idaho holidays; New Years Day (January 1), Martin Luther King Jr.—Idaho Human Rights Day (third Monday in January), President’s Day (third Monday in February), Memorial Day (last Monday in May), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), the day after Thanksgiving, the day before Christmas (December 24), Christmas Day (December 25) and New Year’s Eve Day (December 31). In the event that a holiday falls on a Saturday, the preceding Friday is recognized as a holiday; in the event that a holiday falls on a Sunday, the following Monday is recognized as a holiday. The holiday schedule continues from year to year unless the President of the University notifies otherwise.

F-3. Office Closure Around Holidays. The President of the University or official designee has the authority to announce the closure of offices and/or the early dismissal of staff around the holiday seasons. Unless otherwise notified by the president or official designee, regular office hours should be held and staff should not be dismissed early. Staff who must leave early should request the appropriate leave and keep record of this time. For more information on university closures please see APM 05.21. [rev. 7-05]
# 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))

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>Addition</th>
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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 Spink  June 2, 2011  
(Please see FSH 1460 C)  
Telephone & Email: 885-6177 nspink@uidaho.edu

**Policy Sponsor:** (If different than originator.)  
Nancy Spink  Sep 1, 2011  
Telephone & Email:  

**Reviewed by General Counsel**  
Yes  No  
Name & Date: Hoey Graham  June 2, 2011

## 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 provide for due process review of decisions to suspend or revoke driving privileges.

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

The addition will require the time and expense related to hearing grievances and appeals of decisions to suspend or revoke driving privileges.

## 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.: _____________

Register:  ______________  
(Office Use Only)
PREAMBLE: This section outlines the policy and procedures for staff grievances. A previous avatar formed a part of the 1979 Handbook, but the whole of the section was thoroughly revised in July of 2002 and in 2007 A-4 was revised to add a process for addressing retaliation complaints. For further information, contact Human Resources (208-885-3638).

CONTENTS:

A. Policy.
B. Problem-Solving Procedure.
C. Due Process Procedure.
D. Appeals.

A. POLICY.

A-1. Purpose. The purpose of this policy is to provide clear processes through which UI classified employees may present grievances. As used in this policy “UI classified employees” includes UI classified employees and UI exempt classified employees. This policy aims to assist in maintaining a productive work environment and preventing minor complaints or problems from becoming major concerns. Unresolved grievances can result in a strained working environment, low morale, absenteeism, and diminished productivity.

A-2. Resolution at Lowest Level Possible.

a. Employees, supervisors, upper-level managers and administrators are encouraged to resolve job-related disputes at the lowest management level possible within UI. Before using the processes described below, an employee should make a reasonable attempt to meet with and resolve the matter(s) with his or her immediate supervisor. Advisors, except attorneys, are permitted at the informal meeting with the immediate supervisor. Employees and supervisors are strongly encouraged to engage in this informal meeting in order to identify the precise matter(s) at issue, discuss ways to resolve them and to resolve matters at the lowest level possible.

b. If an employee believes that meeting with his or her immediate supervisor would be futile, or if an issue is not adequately resolved, the employee is encouraged to contact the next higher administrator, Human Resources (HR) or the Ombuds Office.

c. The Ombuds office [FSH 3820] provides a confidential, informal mechanism to facilitate voluntary communications between individuals in dispute, to help clarify issues involved, and to suggest avenues for dispute resolution. An employee who wishes to use the services of the ombuds should do so before using the procedures discussed below.

A-3. Financial Exigency. This policy does not apply under the circumstances described in FSH 3970, except as set forth therein.

A-4. Sexual Harassment, Illegal Discrimination or Retaliation. The processes in this policy should not be used when alleging sexual harassment or illegal discrimination. An employee alleging sexual harassment or discrimination based on race, color, sex, national origin, religion, age, sexual orientation, gender identity/expression or disability may file a complaint with the Director of Human Rights, Access and Inclusion. That Office investigates such complaints, and handles their resolution with appropriate regard for confidentiality. An employee alleging retaliation is required to follow the process set forth in FSH 3810 before proceeding under this policy. The time period for appeal will begin to run upon completion of the process set forth in 3810. [FSH 3210, FSH 3215, FSH 3220]
B. PROBLEM-SOLVING PROCEDURE.

B-1. Eligibility to Use the Problem-Solving Procedure. Any UI classified employee, including those with provisional or entrance probationary status, may file a grievance under the problem-solving procedure. The problem-solving procedure deals with all job-related matters except dismissals for cause, suspensions without pay, demotions, suspension or revocation of driving privileges, and involuntary transfers. Further, the problem-solving procedure shall not apply to unsatisfactory performance during entrance probation or to compensation except alleged inequities in compensation within UI or a department unit. Upon mutual agreement of UI and the employee, time requirements or any intermediate step of the problem-solving procedure may be waived.

B-2. Elements of the Problem-Solving Procedure.

a. To begin the Problem-Solving Procedure employees are required to file the Problem-Solving Request Form (see the end of this policy) no later than ten (10) working days after becoming aware of any matter which may be handled through this Problem-Solving Procedure or after ending informal processes with the Ombuds Office without resolution, whichever date is later. The time limit for filing shall be extended due to the employee’s illness or other approved leave up to five (5) working days after returning to the job. UI may, but is not required to, accept a filing that is or appears to be filed late. Filing is made by hand delivering or mailing by first class mail, postage prepaid, to the executive director for human resources or designee, University of Idaho, Moscow, Idaho 83844-4332. Filing shall be deemed received on the date of hand-delivery or postmark.

b. An employee is entitled to be represented by an advisor, who may be an attorney, in the problem-solving process. Two or more employees may join together to use the problem-solving procedure. Retaliation for using the problem-solving procedure or for participating as a witness or representative is expressly prohibited. An employee who believes that he or she is being retaliated against should review the University’s retaliation policy, FSH 3810, and notify HR.

c. HR will arrange for the employee to meet with representatives of the unit or college who are best able to resolve the problem through a meeting with the employee. Because the goal of this procedure is to resolve problems at the lowest level possible, this meeting may involve the immediate supervisor and any additional people who may be helpful in resolving the issue(s) as determined by HR. The unit administrator, department head, director, or equivalent may consult with the employee, immediate supervisor, college administration, others who participated in the problem-solving procedure and any other resources or persons in order to determine how best to resolve the issue.

d. The employee will receive a written response to the issues raised from the unit administrator, department head, director, or equivalent no later than five (5) working days after the meeting.

e. Optional Mediation Step. At any time during the Problem-Solving Procedure, UI and the employee may mutually agree to engage in mediation. If both UI and the employee agree to engage in mediation, the other steps and time limitations (except for the initial filing deadline) of the Problem-Solving Procedure will be put on hold pending mediation. UI will pay for the costs of mediation. UI and the employee must also agree upon a mediator. The mediator cannot be a current or former employee of UI. The outcome of the mediation may include, at the mediator’s discretion, a written document of the resolution.

C. DUE PROCESS PROCEDURE

C-1. Subject Matter; Eligibility; Basic Elements. The due process procedure deals with dismissals for cause, suspensions without pay, demotions, suspension or revocation of driving privileges, and involuntary transfers. UI Classified employees, except those with provisional or entrance probationary status are entitled to due process before UI makes any decision to dismiss for cause, suspend without pay, demote, or involuntarily transfer. Due process requires that the employee receive notice and an opportunity to be heard before a decision is made.
C-2. Elements of the Due Process Procedure.

a. Notice. Before taking action to dismiss, suspend without pay, demote, suspend or revoke driving privileges, or involuntarily transfer an employee covered by this policy, UI will provide a Notice of Contemplated Action containing the following information:

(1) Notice of the Contemplated Action. UI will provide the employee with written notice of the contemplated action(s). For example, the notice may state that dismissal is the contemplated action. It may also set forth alternative forms of discipline, such as demotion or suspension.

(2) Notice of the Basis for the Contemplated Action. UI will provide the basis or reason for the contemplated action. The “basis” of the contemplated action is the for-cause reason and should include corresponding citation to applicable policy or law that supports disciplinary action against an employee.

(3) Explanation of the Evidence. UI will provide a written explanation of the information or evidence pertinent to the contemplated action. This could include an explanation of statements made by other employees, an explanation of documents, and/or an explanation of events leading to the notice. All supporting documentation relied on by UI in considering the contemplated action will be provided to the employee.

(4) Opportunity to Respond. The notice will inform the employee that he or she has the opportunity to respond and will provide a deadline for that response (see “Opportunity to Respond,” below).

(5) Mailing or Delivery. The Notice of Contemplated Action shall be hand-delivered to the employee or mailed by first class mail, postage prepaid, to the employee’s last known address on file with HR. A Notice of Contemplated Action is deemed received by the employee on the day it is delivered or three (3) working days after it is mailed.

b. Opportunity to Respond.

(1) An employee who receives a Notice of Contemplated Action is entitled to an opportunity to respond in person or in writing. It shall be the employee’s decision whether to respond in person or in writing. This is the employee’s opportunity to present his or her reason(s) why the contemplated action should not be taken. The employee may accept the opportunity and respond within the time period stated in the Notice of Contemplated Action, may waive the opportunity by failing to respond within that time period, or may waive the opportunity in writing.

(2) The Notice of Contemplated Action will contain a time period within which an employee may respond. This time period shall be no shorter than five (5) and no longer than ten (10) working days after the employee has received notice unless both UI and the employee agree in writing. UI will make the final decision on the contemplated action after the employee has responded, failed to respond, or otherwise waived in writing the opportunity to respond.

(3) An employee may be represented by an attorney, or other person of the employee’s choosing.

c. UI’s Decision. UI will notify the employee of its decision no later than three (3) working days after the employee has responded, failed to respond, or otherwise waived in writing the opportunity to respond. This three (3) working day period may be extended by UI. UI’s decision will be mailed or hand-delivered to the employee, HR, and the Provost, Vice President, Executive Director, or other similar individual in charge of the employee’s unit. A decision to dismiss an employee is final and effective on the date set forth in the notice. A dismissed employee shall be provided two (2) weeks’ pay in lieu of two (2) weeks’ notice of dismissal. If a sanction is imposed, the employee may have the right to appeal UI’s decision under section D of this policy. [ed. 7-09]

d. Optional Mediation Step. At any time during the Due Process Procedure, UI and the employee may mutually agree to engage in mediation. If both UI and the employee agree to engage in mediation, the other steps and time
limitations of the Due Process Procedure will be put on hold pending mediation. UI will pay for the costs of mediation. UI and the employee must also agree upon a mediator. The mediator cannot be a current or former employee of UI. The outcome of the mediation may include, at the mediator’s discretion, a written document of the resolution.

e. Retaliation for responding or participating as a witness or representative in the Due Process Procedure is expressly prohibited. An employee who believes that he or she is being retaliated against should review the University’s retaliation policy, FSH 3810, and notify the Director of Human Rights, Access and Inclusion. [ed. 9-06, 7-09]

D. APPEALS.

D-1. These procedures apply to appeals from the Problem-Solving Procedure and the Due Process Procedure. After completing the problem-solving procedure, an employee may appeal only the UI’s failure to provide a right or benefit to which the employee is entitled by law. The filing of an appeal does not extend the effective date of the decision being appealed.

a. Filing of Appeal and Appearances. Appeals from decisions made under the Due Process Procedure are filed with the executive director for human resources or designee. Every appeal filed shall be written and shall state, at a minimum, the decision being appealed, the grounds for the appeal, the action requested, and the name, address, and telephone number of the employee’s attorney if the employee is represented. HR shall provide a copy of the appeal to the administrator whose decision is being appealed, the Provost, Vice President, Executive Director or other similar individual in charge of the employee’s unit, and the chair of the Staff Affairs. [ed. 9-06, 7-09]

b. Time Period for Filing an Appeal. An appeal from a decision made under the Due Process Procedure must be received or postmarked within ten (10) working days after receipt of the written notice of final decision being appealed. The notice of final decision is deemed received on the date personally delivered, or three (3) working days after deposited in the United States mail, postage prepaid.

c. Upon receiving an appeal, the chair of Staff Affairs shall appoint three current or former members of Staff Affairs to serve as the Staff Affairs Hearing Board (SAHB). The Staff Affairs chair will appoint one (1) member of the SAHB as its chair. Current or former members of the Staff Affairs who wish to be eligible to serve on the SAHB are required to participate in periodic training sessions conducted by the Office of General Counsel to ensure their understanding of due process requirements. Only those members of the Staff Affairs who attend training sessions are qualified to hear appeals. UI supervisors shall provide members of Staff Affairs paid time away from their jobs to attend these periodic training sessions and other meetings associated with handling a grievance under this policy. [ed. 6-09]

d. Once a grievance has been filed and an SAHB has been formed, the SAHB may meet as needed to prepare for the hearing and to handle other issues that arise related to the grievance.

e. Setting of Hearing. Within ten (10) working days after receiving the appeal from HR, the chair of the SAHB shall consult with the parties and thereafter shall set a mutually agreeable date for the hearing. The chair has discretion to change the date of the hearing. The SAHB shall also set the date by which UI’s response to the appeal shall be filed. [ed. 9-06]

f. Filing of Documents. Once an appeal is referred to the chair of the SAHB, all documents shall be filed directly with the chair of the SAHB during the pendency of the appeal. Copies of all documents submitted shall be provided to the staff member and the administrator who made the decision being appealed.

g. Recommendation of the SAHB. The SAHB shall issue a written recommendation to the President or his or her designee within ten (10) working days after the hearing is concluded. If the President has a conflict of interest, the recommendation shall be made to the Provost and if the Provost also has a conflict of interest the recommendation shall be made to the Vice President for Finance and Administration who shall complete the process as described below. The chair of the SAHB shall provide a copy of the recommendation to the employee,
the employee’s representative if any, the assistant vice president for human resources, and the administrator whose decision is being appealed.

h. The President or his or her designee shall issue a written decision to the employee within ten (10) working days after receipt of the recommendation. If the decision is materially different from the recommendation of the SAHB, the reason(s) for the difference(s) shall be set forth in the decision. A copy of the decision shall be provided to the employee, the employee’s representative if any, the SAHB, the executive director for human resources, and the administrator whose decision is being appealed. The decision of the President or his or her designee is final. [ed. 7-09]

D-2. Other Procedures. [ed. 1-11]

a. Hearings, generally, are held in Moscow. Employees who use the appeals process whose work locations are not in Moscow may request the chair of the SAHB to arrange for a video or telephone conference assisted hearing for the convenience of the employee appealing or, when feasible, to move the hearing to the location where the employee works.

b. Scope of SAHB’s Authority. The SAHB has no authority to declare a statute or regulation unconstitutional or to interpret a statute or regulation. In all appeals, the SAHB shall determine whether the employee has proven the matter at issue by a preponderance of the evidence.

c. Closed Hearing. Every hearing shall be closed and only those participating may attend, unless the parties agree otherwise in writing. A party may be represented by a person of his or her choice. The representative may be an attorney.

d. UI shall provide the employee with all records relied on in making the decision being appealed.

e. The chair of the SAHB, in consultation with the parties and except as provided in this policy, shall have the authority to set rules to govern the conduct of the appeal process and hearing. The hearing itself shall be conducted in an informal manner. The chair of the SAHB, with or without objection, may exclude evidence that is irrelevant, unduly repetitious, or protected by a privilege recognized in the courts of Idaho. All other evidence may be admitted if it is of a type commonly relied upon by prudent persons in the conduct of their affairs.

f. Settlement negotiations are confidential and shall not be disclosed, unless all participants in the negotiation agree to the contrary in writing. Facts disclosed, offers made, and all other aspects of settlement negotiations (including agreements reached) are not part of the file maintained by HR following a hearing. [ed. 9-06]

g. If the employee fails to appear at the hearing, the chair of the SAHB shall dismiss the employee’s appeal. Such dismissal may be rescinded only for good cause shown as determined by the chair of the SAHB.

h. The SAHB chair has responsibility for retrieving all documents used in the hearing process from all members of the SAHB and the UI. The chair shall deliver the documents used in and generated by the hearing process to HR. HR shall maintain a complete set of these documents for seven (7) years from the date of the decision of the President and thereafter shall destroy them. [ed. 9-06]

D-3. This policy shall be liberally construed to secure just, speedy and economical determination of all issues presented. The Idaho Rules of Civil Procedure and the Idaho Rules of Evidence do not apply to these proceedings. [ed. 1-11]

(Forms on next two pages.)
Problem Solving Request Form

This form should be filed within 10 working days after the events that the employee would like resolved.

Date ________________________ DepartmentUnit

Employee Seeking Problem Solving ________________________________________________

Employee’s Job Title ____________________________________________________________

1. I seek resolution of the following job-related matter(s): (Attach additional sheets if necessary)

2. My suggested solution(s) is/are: (Attach additional sheets if necessary)

3. I wish the following people to attend problem-solving meetings: (Please include name and telephone number)

Employee’s signature and date ________________________________

Signature ____________________________________________

Please file this form with the executive director for human resources by hand delivery or first class mail to HR, University of Idaho, Moscow, ID 83844-4332. [ed. 9-06, 7-09]
Employee Grievance and Appeal

This form may be used for appeals being filed pursuant FSH 3860 (classified employees) or FSH 3890 (exempt employees).

Date_________________________________

DepartmentUnit

Employee’s Name and Title__________________________________________________________________________

Please indicate whether you are a Classified or an Exempt employee: [ed. 7-09] ______________________________

Name and Title of Person (s) Grievance is being filed against________________________________________________

Brief Description of Employee’s duties (or attach HR position description): [ed. 9-06]

State the decision being appealed:

State grounds for appeal (use additional sheet if required):

When completing this section of the Staff Employee Grievance and Appeal of Due Process Final Decision form, please attach a copy of the applicable policy or regulation (Faculty-Staff Handbook). Also include any relevant documentation or references that support your grievance.

Requested Action:

Will you be represented in this proceeding Yes_________ No_________

If you will be represented provide person’s name and telephone number.

Unless the employee requests otherwise, the Staff Affairs / Staff Affairs Hearing Board will send all correspondence and notices regarding this matter to an employee’s representative. If you wish to have all correspondences and notices sent to you, the employee, rather than your representative please state so. [ed. 7-09]

Employee’s Signature and date:

________________________________

Staff Affairs Hearing Board Chair’s signature and date:

________________________________

Completed Staff Employee Grievance and Appeal of Due Process Final Decision forms must be submitted to Human Resources either in person or by mail. The HR mailing address is: PO Box 444332 Moscow, ID 83844-4332. An appeal from a decision made under the Due Process Procedure (FSH 3860) must be received or postmarked within 10 working days after receipt of the written notice of Final decision being appealed. The notice of final decision is deemed received on the date personally delivered or three working days after deposited in the United States mail, postage prepaid. [ed. 9-06]
05.08 – Vehicle coverage and use
July 13, 2010 (rewrite incorporating AP&M 5.09 and 5.10 )

Contents:
A. Definitions
B. Overview
C. University Vehicle Coverage
D. Privately-Owned Vehicle Insurance
E. Rental Car Coverage / Insurance
F. Motor Pools
G. Annual Renewal, Addition, or Deletion of State RMP Coverage
H. Passengers
I. Drivers
J. Claims
K. Contact Information
L. Forms and Examples

A. Definitions.


A-3. Collision Insurance. Collision insurance covers damage to the operator’s vehicle through impact with another object when the operator’s vehicle is in motion or is struck while parked, and (1) when the impact is the fault of the operator; (2) when the other driver is at fault, but is uninsured; or (3) as a result of a hit-and-run accident.

A-4. Comprehensive Insurance. Comprehensive insurance covers damage to the operator’s vehicle that occurs from causes other than a collision with another vehicle or a stationary object. Examples include fire and vandalism.

A-5. Driving Related Conduct. Actions of a driver while in control of a motor vehicle. Unsatisfactory driving related conduct is action or inaction that could cause harm to the driver, the passengers, the vehicle, or other vehicles and their passengers.

A-6. Liability Insurance. Liability insurance covers damages to the person or property of another through the fault of the operator of a vehicle.

A-7. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.

A-8. Medical Payments Coverage. Medical payments coverage covers the medical, hospital, and funeral expenses of an insured, others in the vehicles, and pedestrians struck by the insured. It provides a limited amount (usually $5,000) of first-dollar insurance for medical expenses for injuries to passengers. Payments are available regardless of fault. Medical payments coverage is not carried on university vehicles (see C-3).

A-9. Motor Pool. The College of Natural Resources has a number of university vehicles that are available on a rental basis.
A-10. **Passenger Vehicle.** A sedan, light truck, or sport utility vehicle.

A-11. **Privately-Owned Vehicle.** A vehicle licensed and titled to an individual, business, or organization other than the university.

A-12. **Rental Vehicle.** A passenger vehicle or pickup rented in the name of the university for official university purposes.

A-13. **Trucks and Moving Vans.** Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho (State).

A-14. **University Vehicle.** Any licensed vehicle owned, rented or leased by the university for official university purposes.

A-15. **University-Owned Vehicle.** A vehicle licensed and titled in the name of the university. All university-owned vehicles must be reported annually to the Office of Risk Management (Risk).

A-16. **Volunteer.** Authorized volunteers are persons who are not employees of the university but who have been asked to perform a specific function on a volunteer basis. Volunteers must be recruited and authorized by a university employee who has hiring authority (see APM 5.11).

**B. Overview.** University vehicles are provided to further the educational mission of the university, and may be used only for official university business. The use of university vehicles for personal or other non-official business is strictly prohibited. Operators of university vehicles are expected to be good stewards of this important asset. The title of a vehicle determines which party responds to auto losses. Vehicles titled to the university must be enrolled in liability coverage, and if five years old or newer, physical damage coverage. Coverage is through the State of Idaho Risk Management Program (State RMP). In order to ensure safe operation of university vehicles, drivers must qualify to use the vehicles. Before operating a university vehicle, a university employee must have on file with his/her unit: an Authorization to Travel form signed by the appropriate authority for the unit; verification of completed driver training; a satisfactory driver’s record check; and a signed Vehicle Use Agreement (VUA). If an accident occurs, drivers (see I) of university vehicles must report claims promptly.

Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of the State RMP coverage. For more information about the use of privately-owned vehicles (see D).

Units that own vehicles must: ensure that each vehicle has an accident claim kit; post cautionary, safe-use guideline signs provided by Environmental Health and Safety in conspicuous locations in all 8-12 passenger vans; immediately report all accidents to Risk; assist Risk in any accident investigation; maintain vehicles, including update maintenance records and inspect vehicles on a regular basis; have each vehicle inspected by a qualified inspector annually; and ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

The College of Natural Resources requirements for use of its vehicles may be more restrictive than university requirements, but may not be less restrictive. Information on procedures and charges for these vehicles can be obtained by calling the College of Natural Resources. If a unit wishes to rent vehicles to other university units, it must consult with Risk before the rental occurs.

The president and certain other university employees designated by the president (e.g., persons who are subject to emergency call) are authorized to drive university vehicles between the campus and their homes and to keep the vehicles at their residences. All vehicles, except as described above, are to be kept in assigned parking areas when not in use.
Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and notifying Risk annually thereafter. Units are responsible for putting an accident claim kit in university vehicles, owned or rented, and for making sure the forms are updated or replaced as needed.

The university does not allow the purchase or rental of any 15 passenger vans, whether new or used. Effective 7/1/2010, 15 passenger vans may not be purchased, rented, borrowed or used by any university units. For alternatives to 15 passenger vans, contact Risk (see K).

C. Insurance Coverage for University Vehicles.

C-1. Liability Coverage for University Vehicles. Through the Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), State RMP is charged with management of auto liability and auto physical damage (comprehensive and collision) coverage. The university participates in the State RMP coverage, and all university vehicles (owned or rented) are covered. Units must notify Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and must notify Risk annually thereafter to maintain coverage (see G).

C-2. Physical Damage Coverage for University Vehicles. (Comprehensive and Collision Coverage). The university maintains physical damage coverage on its owned vehicles of the five most recent model years, as determined July 1 each year, and on specific other vehicles at the request of a unit, with a deductible of $500 per loss. Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of the vehicle age or value and notifying Risk annually thereafter to maintain coverage. Units must have physical damage coverage on vehicles that are five years old or newer. Physical damage coverage for vehicles older than five years is acquired by unit request (see G). Units are responsible for deductibles and damage not covered through the State RMP.

C-3. Medical-Payments Coverage for University Vehicles. Medical-payments coverage is not carried on university vehicles. For this reason, university policy restricts passengers (see H) in university vehicles.

D. Insurance for Privately-Owned Vehicles. When a university employee uses a privately-owned vehicle for official university business, the privately-owned vehicle’s insurance is primary. Up to the limit of the Idaho Tort Claims Act ($500,000), the university’s liability coverage is secondary, only on behalf of the university, not the employee. The university’s comprehensive-collision coverage will not extend to a private vehicle driven on university business by its owner or by another driver with the consent of the owner. The private vehicle’s comprehensive-collision insurance (if available) will provide the only coverage (see H for passengers). Employees should check with their personal insurance agent to determine coverage on their privately-owned vehicle when used for business purposes.

D-1. Student drivers of privately-owned vehicles must provide proof of liability insurance to the university and complete and provide a completed Registration of Personal Vehicle for Official University Travel form to Risk.

E. Rental Vehicles.

E-1. Rental vehicles are only to be used for official university business. The driver must have on file with his/her unit an Authorization to Travel form signed by the appropriate authority for the unit.

The driver must sign the rental agreement in his/her name, followed by the initials “UI”, to indicate to Risk and State RMP that the vehicle is being rented for official university business. The driver is responsible for ensuring that he/she has met the requirements of the university’s driver policies and any specific requirements of the rental agency or loaning organization (e.g., age
requirements, credit card, etc). When traveling, the driver must carry an accident claim kit, available by contacting Risk.

E-2. Purchasing Services has entered into contracts with rental agencies that will give UI employees special rental rates and/or benefits. Contact Purchasing Services at 885-6116 for details on contract specials or cost savings. Visit Accounts Payable’s website at http://www.uidaho.edu/controller/accountspay regarding reduction of the deductible and the benefits of using the UI Purchasing Card to pay for a rental. *ed. 11-10*

E-3. Inspect the vehicle before operating and immediately bring any damage to the attention of the rental agency. When returning the vehicle, inform the rental agency (before leaving the lot) of all obvious damage or defects.

E-4. Collision Damage Waiver and Liability Insurance from the rental agency. Within the United States, State RMP coverage (liability and physical damage) automatically extends to a vehicle rented by a university employee for official university business. **Only purchase rental car agency insurance (liability and physical damage), if:**

a. the unit is unwilling to pay the $500 comprehensive and collision deductibles charged by the State RMP;

b. the vehicle is rented outside the United States;

c. the rented vehicle is a truck or moving van. (State RMP does not provide coverage for truck rentals or moving vans. When an employee rents a truck for official university business, the employee must purchase the liability and physical damage insurance offered by the rental agency because the university cannot provide the coverage required in the agency’s rental agreement. Units are responsible for any deductible for the insurance.);

d. see section H for information regarding passengers.

F. Motor Pools. The College of Natural Resources has vehicles available for rent. Any unit wanting to rent vehicles to other university units must consult with Risk before the rental occurs and must ensure the following requirements are met before releasing a vehicle:

F-1. Obtain verification that a signed VUA form is on file in the driver’s unit;

F-2. Ensure that each vehicle has an accident claim kit. To request an accident claim kit, contact Risk (see K);

F-3. Post cautionary, safe-use guideline signs provided by EHS in conspicuous locations in all 8-12 passenger vans (see B for van details);

F-4. Immediately report all accidents to Risk, and when appropriate, assist Risk in any accident investigation or information gathering activity;

F-5. Maintain vehicles, update maintenance records, and inspect vehicles on a regular basis. All university vehicles must pass inspection by a qualified inspector annually. An Annual Vehicle Inspection Checklist must be used to document a university vehicle has passed an annual inspection in order for it to remain in service. It is recommended that checklists that are at least as comprehensive as those provided in the Idaho Office of Insurance Management’s Statewide Safety and Loss Control Program Model, are used to perform weekly, monthly and quarterly inspections; approved checklists may be found and downloaded from the EHS website at www.uiweb.uidaho.edu/safety.
F-6. Ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

G. Annual Renewal, Additions, or Deletions of State RMP Auto Coverage. In return for the low auto coverage premiums enjoyed by the university, it is necessary to provide timely and accurate information about university vehicles to State RMP. Procedures can be found on Risk’s website (see K).

G-1. Annual Renewal. Each spring, State RMP requires the university to verify that the list of vehicles reported to the State RMP is an accurate listing of all university vehicles. Units must verify the vehicle spreadsheet received from Risk for the annual renewal. Only changes to the spreadsheet should be reported to Risk using a Vehicle Coverage Worksheet. If there are no changes to report, Units must send an email to Risk stating no change needed. Units can optimally manage their annual renewal by ensuring they have put Risk on notice of any changes to the unit’s contact, and of newly acquired or divested vehicles.

Units are responsible for notifying Risk and Asset Accounting of newly acquired or divested vehicles, regardless of vehicle age or value. Units can make this notification by completing a Vehicle Coverage Worksheet.

G-2. Additions or Deletions of University Vehicles to Liability Coverage. Units that own vehicles are responsible for adding each new vehicle to liability coverage when it is acquired. There is no cost to the unit for liability coverage. Units can easily manage their schedule of vehicles by deleting a vehicle from coverage when sold or surplused. Units can make these changes by completing a Vehicle Coverage Add/Change/Delete Worksheet.

G-3. Additions or Deletions of University-Owned Vehicles to Comprehensive and Collision (Physical Damage) Coverage. Units that own vehicles are responsible for adding each new vehicle to comprehensive and collision coverage when the vehicle is acquired. Units must have comprehensive and collision coverage on vehicles that are five years old or newer, and can request coverage on older vehicles. The charges will be processed annually when the billings are received from the State RMP. Premiums are not prorated. Units can easily manage their schedule of vehicles by deleting vehicles from coverage when sold or surplused. Units can make these changes by completing a Vehicle Coverage Add/Change/Delete form.

H. Passengers. Medical-payments coverage is not carried on university vehicles. Only the following persons may ride in university vehicles: UI employees, persons cooperating in UI projects or programs, and students participating in authorized travel. In the event persons other than those listed above are to be carried in a rental vehicle for official university business, consultation with Risk is required before the trip. Purchase rental car agency insurance for liability and physical damage if any passenger is uninsured by student insurance or by worker’s compensation insurance. Non-employees in university vehicles used for official university business need to have a signed waiver (see K) that is specific to the activity.

Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, if available. There is no coverage through State RMP for passengers.

I. Drivers. Driving a university vehicle is a serious responsibility reserved for university employees and select others. Units assist the university to control risks by making sure that drivers demonstrate responsibility through satisfactory driving records and performance, completing driver training, and signing a VUA stating they will operate vehicles safely. If unsafe practices are observed, please report them to Risk.

I-1. ASUI Student Drivers. Students may be authorized to drive ASUI vehicles by procedures approved by the ASUI. Names of students authorized to drive
ASUI vehicles must be filed in writing, in advance, with Risk. Student drivers must meet the UI driver qualifications listed in section I-3.

I-2. Non-Employee Drivers. The president, or designee, provost, a vice president, dean or director may authorize a non employee to drive a university vehicle, excluding 8-12 passenger vans, if the purpose is for official university business and the individual holds a valid driver’s license. All such authorizations must be approved in writing in advance and signed by one of the above officials. A UI Authorization of Approved Driver of University-Owned Vehicle(s) form must be completed. Examples of situations that may be approved under this section include use of university vehicles by members of boards or councils performing services for the university. Persons authorized to drive vehicles under this section are considered to be authorized volunteers for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §§6-901 through 6-929.

I-3. Qualifications for Driving University-Owned Vehicles. A driver must meet the following qualifications before being permitted to drive a university vehicle on official university business or officially sanctioned student activity:

a. Satisfactory driving performance. Employee drivers must provide proof of a satisfactory driver’s record check and must maintain satisfactory driving related conduct. In addition to the conditions listed in I-3, a driver’s privileges may be suspended or revoked at the discretion of the Risk Management Officer based on reports of unsatisfactory driving related conduct.

   (i) Driver’s record check. Employee drivers are responsible for providing a three year driver’s record when first hired or before the employee’s initial use of a university vehicle. The record check must be repeated at least every three years. Drivers licensed in the State of Idaho may have the check made by designated unit personnel using the Idaho Department of Transportation’s website at no charge to the unit. For a list of unit personnel designated to obtain Idaho driver’s records, visit the Risk website (see K). Out-of-state or international license holders are responsible for providing a current copy of their three-year driver’s record and any legend, key or other documentation necessary to interpret the record.

   Unit personnel interested in gaining access to check an employee driver’s record from the Idaho Department of Transportation, please contact Risk.

   (ii) Disqualification.

Any of the following conditions listed on a driver’s record or disclosed by the driver will disqualify an employee from driving a university vehicle, including rental vehicles: (collectively “University Vehicle”):

a. (i) Accumulation on the employee’s Idaho driver’s license record of 6 or more points within the past 12 months; 9 or more points within the past 24 months; or 12 or more points within the past 36 months (see IDAPA §39.02.71); or

   (ii) Accumulation on the employee’s out-of-state or international driver’s license record of one-half
the point total that would trigger suspension or revocation of the driver’s license; or

b. (iii) Suspension or revocation of the employee’s driver’s license within the past 3 years for any driving-related conduct. This will result in prohibition from driving a university vehicle for 1 year from, whether or not involving a University Vehicle, subject to the most recent suspension/revocation date, or provisions of (iii)(b), below.

c. (iv) A conviction, plea of guilty, withheld judgment, or other determination of fault (“Conviction”) for an alcohol or drug-related offense while driving. The first offense will result in prohibition from driving for 2 years from the date of conviction, whether or not involving a University Vehicle.

A second offense Conviction will result in permanent prohibition from driving privileges.

The university’s ability to suspend or revoke an employee’s driving privileges for the reasons stated above shall not limit the university’s ability to dismiss the employee for cause under the provisions of FSH 3910, FSH 3920, and FSH 3930.

(iii) Reinstatement

a. An employee who accumulates excessive points on his/her record will be prohibited from driving a University Vehicle until he/she successfully completes an approved safe driving course, and the responsible Vice President, Director, or Dean, in his or her sole discretion, thereafter authorizes resumption of driving privileges;

a-b. An employee whose license has been suspended will be prohibited from driving a University Vehicle until the license is reinstated. The university may, however, suspend university vehicles driving privileges for a longer period, up to one year, for serious offenses, and may require driver training. In making this determination, the university will decide in its sole discretion whether the offense is serious enough to warrant a longer suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, level of impact on the employee, and past work performance, and may permit limited driving with restrictions. An employee’s driving privileges may be reinstated only by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer.
c. An employee who receives a Conviction for an alcohol or drug-related offense while driving will be prohibited from driving a University Vehicle until the Conviction is reviewed by the responsible Vice President, Director, or Dean in consultation with General Counsel and the Risk Management Officer. Driving privileges may be reinstated only if the following two conditions are met: 1) the employee successfully completes, at the employee's expense, an approved drug and alcohol awareness class; and 2) the employee is authorized to resume driving by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. In making this determination, the university will decide in its sole discretion the appropriate length of time of the suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, past work performance, and whether driving is a minimum qualification of the employee's position. The university may permit limited driving with restrictions.

The employee will be subject to random alcohol and drug testing at the direction of the university under the procedures set forth at APM 35.34 - C-2 for one year from the date of Conviction. Failure of an alcohol or drug test, or failure to submit to required testing by an employee whose job description requires him/her to drive, will be grounds for immediate dismissal from employment.

(iv) Grievances

An employee aggrieved by the suspension or revocation of driving privileges may file a timely grievance under the provisions of FSH 3840, 3860, 3880, or 3890.

b. Satisfactory driving-related conduct. To retain university driving privileges, all employees must to maintain a satisfactory driver’s record throughout their employment, and have satisfactory driving-related conduct.

(i) Employee drivers are expected to self-report driving occurrences that may cause disqualification under I-3.a.i., and to comply with all university driving policies. Employee drivers who become disqualified a second time will be subject to disciplinary action, up to and including dismissal. Supervisors are expected to report second disqualifications to Risk within 24 hours.

(ii) Employee drivers must: report all accidents to their supervisor and to the unit to which the vehicle is permanently assigned; obtain a police report, as necessary; file an accident report with Risk; and when appropriate, assist Risk in any accident investigation or information gathering activity. The driver must also make required reports to law enforcement agencies.

(iii) At the discretion of Risk, or if any university employee is found at fault for an accident while driving a university vehicle, the
c. **Drivers Training.** All employees and authorized volunteers who wish to drive a university vehicle (owned or rented) must successfully complete an approved defensive driving course upon initial employment, unless they already possess a valid Commercial Drivers License (CDL). Defensive driving courses are offered and/or approved by the Environmental Health and Safety Office (EHS). Unit supervisors must ensure that employees have completed required training before they are allowed to drive a university vehicle.

(i) **Departmental responsibility for monitoring driver training.**
Units must ensure that their employees, authorized volunteers, or approved ASUI student drivers complete the appropriate training before driving a university vehicle for official university business or officially sanctioned student activity.

d. **Grievances.** Revocations or suspension of driving privileges that constitutes an adverse employment action that may be grieved under the provisions of the FSH 3860 and 3890.

e. **Driver and Safety Requirements.** Responsibilities and/or driver restrictions:

(i) Drivers of university vehicles must be at least 18 years old. Drivers of vehicles that carry 8 or more passengers must be at least 21 years old.

(ii) Drivers must have and maintain satisfactory driving performance (see I-3 a).

(iii) As required, drivers must have successfully completed the appropriate driver training, or have a valid CDL.

(iv) A VUA must be signed and approved. Drivers must adhere to all conditions listed in the VUA which can be obtained from Risk.

(v) State and local traffic laws, and university regulations must be obeyed at all times. A UI employee or authorized volunteer who violates such laws or regulations may, under certain circumstances, be personally responsible for any consequent damages or fines and may be subject to disciplinary action.

(vi) Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times not exceed 2 hours, separated by a minimum 15 minute break.

(vii) Cell phone use is prohibited while driving.

(viii) Smoking is not permitted in a university vehicle.

(ix) Open containers of alcohol are not permitted in a university vehicle, nor will the driver drive under the influence of drugs or alcohol. Medications that do not impair the driver’s ability or cause drowsiness are permitted.

(x) Drivers and passengers must wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

J. Vehicle Accidents and Claims.
J-1. University-Owned Vehicles. In the event of an accident involving a university-owned vehicle, notify Risk immediately and submit an Auto Accident Report Guide to Risk within 72 hours. If a loss arises from the vehicle accident, Risk will work with the driver and the driver’s unit to submit a claim to State RMP (see K).

J-2. Rental Vehicles. In the event of an accident in a rental vehicle, inspect the vehicle with a representative of the rental agency to establish a mutual understanding as to the amount of damage. If you did not purchase collision insurance from the rental agency, inform the representative that the vehicle was rented for business use, and ask the agent to submit a claim to the State RMP. Give the rental agency the green “Citizen’s Claim Procedure” form from the accident claim kit, and provide Risk’s main number (208) 885-7177. If the rental agency demands immediate payment for a damaged vehicle, contact Risk.

J-3. When Injuries are Involved. In the event of injury to a university employee or authorized volunteer, inform the medical provider that the individual’s workers compensation insurance is provided through the State Insurance Fund. Supervisors must promptly notify EHS of the accident so a workers compensation claim can be initiated in a timely manner. In the event of injury to any other individuals, notify Risk immediately. In the event of a serious or life-threatening injury, notify your supervisor immediately and ask the supervisor to escalate the report to Risk immediately.

K. Contact Information. For any questions regarding the use of university vehicles, driver requirements, or vehicle insurance, please contact Risk at (208) 885-7177, risk@uidaho.edu or by fax at (208) 885-9490.

L. Forms and Examples. For all forms, examples and further instructions on procedures, visit www.uidaho.edu/risk/insurance/vehicles.
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 1520 – University Constitution

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):
Ann Thompson, Faculty Secretary’s Office

(Please see FSH 1460 C)

Telephone & Email:
885-6151  annat@uidaho.edu

Policy Sponsor: (If different than originator.)
Gail Eckwright, Faculty Secretary

Telephone & Email:

Reviewed by General Counsel
Yes No Name & Date: 11/16/11 Hoey Graham

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. To address recent questions of the center senator’s role/responsibility on Faculty Senate.
2. Remove language that indicates venue determination is done annually which is unnecessary for sites already approved by senate.

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.
FSH 1540

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: _______________

Policy Coordinator
Appr. & Date:

[Office Use Only]

FSH

Appr. ___________
FC ___________
GFM ___________
Pres./Prov. ___________

[Office Use Only]

APM
F&A Appr.: ___________

[Office Use Only]

Pres./Prov. ___________

[Office Use Only]
CONSTITUTION OF THE UNIVERSITY FACULTY

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). 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]

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Preamble
Article I. General Provisions
Article II. Faculty Classifications
Article III. Faculty Meetings
Article IV. Responsibilities of the University Faculty
Article V. Faculty Senate
Article VI. Rules of Order
Article VII. Amendments

PREAMBLE. The faculty of the University of Idaho, designated “university faculty,” as defined in article II, section 1, in acknowledgement of the responsibilities entrusted to it for the immediate government of the university by article IX, section 10, of the constitution of the state of Idaho, has adopted and declared this constitution to be the basic document under which to discharge its responsibilities.

ARTICLE I—GENERAL PROVISIONS.

Section 1. Regents. The regents are vested by article IX, section 10, of the constitution of the state of Idaho with all powers necessary or convenient to govern the university in all its aspects. The regents are the authority for actions of the university faculty, and policy actions taken by the university faculty are subject to review and approval by the president and by the regents. [See 1120 A-2 and 1220 A-1.]

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university. [See also 1420 A.] [ed. 7-00]

Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate. [See III-3, V, and 1420 A-1-c.] [ed. 7-00, 7-09]
Section 4. Constituent Faculties. The university faculty is composed of various constituent faculties, including the faculties of the several colleges and other units of the university.

Clause A. College Faculties. The constituent faculty of each college or similar unit, meeting regularly and in accordance with bylaws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own 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.

Clause B. Faculties of Subdivisions. If there are schools, intracollege divisions, departments, or separate disciplines within a college or similar unit, the constituent faculty of each such subdivision participates in decisions concerning its educational objectives, including matters of student admission and curriculum, the selection of its executive officers, and its faculty appointments, subject only to the general rules and regulations of the college faculty and the university faculty and the authority of the president and the regents.

Clause C. Interim Government. The Faculty Senate will provide for the establishment of bylaws for any college or similar unit that has not adopted its own bylaws. [ed. 7-09]

Clause D. Matters of Mutual Concern. The Faculty Senate has the responsibility for resolving academic matters that concern more than one college or similar unit. [ed. 7-09]

ARTICLE II--FACULTY CLASSIFICATIONS.

Section 1. University Faculty. The university faculty is comprised of the president, provost, vice presidents, deans, professors, associate professors, assistant professors, senior instructors, instructors (including those professors, associate professors, assistant professors, senior instructors, and instructors whose titles have distinguished, research, extension, clinical or visiting designations, e.g., “assistant research professor”; “assistant clinical professor” and “visiting associate professor”), and lecturers who have served at least four semesters on more than half-time appointment [see 1565 G-1]. Those who qualify under this section have the privilege of participation with vote in meetings of the university faculty and the appropriate constituent faculties. [ed. 7-99, 7-09, rev. 7-01, 7-11]

Section 2. Emeriti. Faculty members emeriti have the privilege of participation without vote in meetings of the university faculty and the appropriate constituent and associated faculties. Also, they may be appointed to serve with vote on UI committees. [See also 1565 E.] [ed. 7-00, 7-09]

Section 3. Associated Faculties.

Clause A. The adjunct faculty [see 1565 F-1] and the affiliate faculty [see 1565 F-2] are associated faculties. Other associated faculties may be established as needed with the approval of the university faculty, president, and regents. [ed. 7-00, 7-09]

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote, they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty’s representation on the Faculty Senate. [ed. 7-09, rev. 7-11]

Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.
ARTICLE III--FACULTY MEETINGS.

Section 1. Meetings. The university faculty meets at least once each semester. Meetings of the university faculty may be called at any time, with due notice, by the president. Meetings of the university faculty must be called with due notice by the president on the request of the Faculty Senate or on the written petition of 25 members of the university faculty. The president, or a member of the university faculty designated by the president, presides at meetings of the university faculty. [ed. 7-09]

Clause A. Venue. University faculty may participate and vote in faculty meetings by being physically present at the designated venue on the Moscow campus, or by being physically present at another designated venue in the state that is connected via electronic video and audio link as outlined in Clause B below. Venues will be designated annually by faculty senate as described in 1540 A-1. [add. 7-09]

Clause B. Participation. To be eligible for meeting participation, venues remote from the Moscow campus must be linked to the Moscow venue via compressed video link or other electronic means that conveys audio and visual signals in both directions between Moscow and the remote venue. In addition, an authorized delegate of the Secretary of the Faculty must be present at each site to facilitate meeting participation and counting and reporting of votes (see Section 3, Clause C, Secretary’s delegates at remote sites). [add. 7-09]

Section 2. Secretary. The president appoints the secretary of the faculty from among the tenured members of the university faculty [see 1570]. The secretary is responsible for recording and distributing the minutes, tallying and recording of votes, and performs such other duties as may be assigned by the president or the university faculty. [rev. 7-09]

Section 3.

Clause A. Quorum, Recognition of Speakers, Recording of Votes and Delegates. A quorum consists of one-eighth of the membership of the university faculty, as defined in article II, section 1. If there is not a quorum at a faculty meeting, Faculty Senate actions reported in the agenda for that meeting have faculty approval and are forwarded to the president and regents. [rev. 7-97, 7-09]

Clause B. Recognition of Speakers. Participants wishing to speak at the Moscow site or at remote sites will be recognized by the presiding officer in Moscow and may obtain the floor with his/her approval. [add. 7-09]

Clause C. Recording of Votes. In determining the outcome of motions, the secretary will determine the number of votes for or against. The Secretary’s delegates at each electronically linked site will convey votes for and against to the Secretary (see FSH 1540 A). [add. 7-09]

Clause D. Secretary’s Delegates. Delegates at remote sites shall be members of the University Multi-Campus Communications Committee appointed by the Committee on Committees as outlined in 1640.94. [add. 7-09]

Section 4. Agenda. An agenda listing all subjects to be voted on, other than routine matters, must be issued to all members of the university faculty at least one week in advance of each meeting of the university faculty, except as provided in clause E. Faculty Senate actions that require approval by the university faculty must be published in full in the agenda. [See also 1420 A-1-c.] [ed. 7-00, 7-09]

Clause A. Responsibility. The president is responsible for the agenda and it is issued under the president’s direction.

Clause B. Agenda Items from Individual Members. Individual members who wish to suggest items for the agenda are to submit them to the president. No items may be considered under this clause that are presented to the president less than 12 calendar days before the meeting.
Clause C. Resolutions Requiring Action. Ten or more members of the university faculty desiring to submit a resolution that requires action at the next meeting are to submit the signed resolution to the president at least twelve calendar days before the meeting. Such resolutions must be published in full with, and included in, the agenda. [But see 1540 B.] [ed. 7-00]

Clause D. Proposed Changes of Written Policies or Regulations. Any proposed change in a written policy or regulation of the university to be voted on by the university faculty must be published in full in the agenda, or final action on the proposal must be delayed until the next meeting. This provision can be waived only by unanimous consent.

Clause E. Agenda for Emergency Meetings. If circumstances require an emergency meeting of the university faculty, the president declares the emergency and calls the meeting. In such circumstances the agenda may be limited to items approved by the president and must be published not less than three calendar days before the meeting. Policy actions taken at emergency meetings require an approving vote of two-thirds of the members of the university faculty in attendance at the meeting, a quorum being present. This constitution cannot be amended at an emergency meeting.

ARTICLE IV—RESPONSIBILITIES OF THE UNIVERSITY FACULTY. Subject to the authority of the president and the general supervision and ultimate authority of the regents, the university faculty accepts its responsibilities for the immediate government of the university, including, but not restricted to:

Section 1. Standards for Admission. The university faculty establishes minimum standards for admission to the university. Supplementary standards for admission to individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty.

Section 2. Academic Standards. The university faculty establishes minimum academic standards to be maintained by all students in the university. Supplementary academic standards to be maintained by students in individual colleges or other units of the university that are recommended by the appropriate constituent faculties are subject to approval by the university faculty. [See I-4-D.]

Section 3. Courses, Curricula, Graduation Requirements, and Degrees. Courses of instruction, curricula, and degrees to be offered in, and the requirements for graduation from, the individual colleges or other units of the university, as recommended by the appropriate constituent faculties, are subject to approval by the university faculty. [See I-4-D.]

Section 4. Scholarships, Honors, Awards, and Financial Aid. The university faculty recommends general principles in accordance with which privileges such as scholarships, honors, awards, and financial aid are accepted and allocated. The university faculty may review the standards recommended by the individual constituent faculties for the acceptance and allocation of such privileges at the college or departmental levels.

Section 5. Conduct of Students. The faculty’s responsibility for approving student disciplinary regulations and the rights guaranteed to students during disciplinary hearings and proceedings are as provided in the “Statement of Student Rights,” the “Student Code of Conduct,” and the “Student Judicial System.” [See 2200, 2300, and 2400.]

Section 6. Student Participation. The university faculty provides an opportunity for students of the university to be heard in all matters pertaining to their welfare as students. To this end, the students are entrusted with their own student government organization and are represented on the Faculty Senate. If students so desire, they are represented on faculty committees that deal with matters affecting them. [ed. 7-09]

Section 7. Selection of Officers. The university faculty assists the regents in the selection of the president and assists the president in the selection of the provost, vice presidents and other administrative officers of the university.

Section 8. Governance of Colleges and Subdivisions. The university faculty promulgates general standards to
guarantee the right of faculty members to participate in the meetings of the appropriate constituent faculties and in the governance of their colleges, schools, intracollege divisions, departments, and other units of the university. [See 1540 A.] [ed. 7-06, 7-09]

Section 9. Faculty Welfare. The university faculty recommends general policies and procedures concerning the welfare of faculty members, including, but not limited to, appointment, reappointment, nonreappointment, academic freedom, tenure, working conditions, promotions, salaries, leaves, fringe benefits, periodic evaluations, performance reviews, reassignment, layoff, and dismissal or termination.

Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university. [See 1640.20, University Budget and Finance Committee.] [ed. 7-05]

Section 11. Committee Structure. The university faculty, through the medium of its Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies. This section does not apply to ad hoc advisory committees appointed by the president or committees made up primarily of administrators. [See 1620 and 1640] [ed. 7-97, 7-09]

Section 12. Organization of the University. The university faculty advises and assists the president and the regents in establishing, reorganizing, or discontinuing major academic and administrative units of the university, such as colleges, schools, intracollege divisions, departments, and similar functional organizations.

Section 13. Bylaws of the Faculty Senate. The bylaws under which the Faculty Senate discharges its responsibilities as the representative body of the university faculty are subject to review and approval by the university faculty. [See 1580.] [ed. 7-09]

ARTICLE V--FACULTY SENATE.

Section 1. Function. The Faculty Senate functions as provided in this constitution and in accordance with its bylaws as approved by the university faculty. [See I-3 and 1580.] [ed. 7-09]

Section 2. Structure. The senate is constituted as follows: [ed. 7-09]

Clause A. Elected Members. [ed. 7-00]

(1) College Faculties. The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If, because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college’s representation in the senate, the reduction does not take place until the expiration of the term of office of an elected 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 telephone or other appropriate technology 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. ?]

(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 of the university staff elects one employee who does not have faculty status to serve with vote in the senate. [ed. & ren. 7-09]

(6) **Students.** Two undergraduate students and one graduate 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 officis* 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 and the staff representative serve for one year. 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]

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.** The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented.
The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote. [ed. 7-09]

ARTICLE VI—RULES OF ORDER. The rules contained in Robert’s Rules of Order Newly Revised govern all meetings of the university faculty, other faculties, the Faculty Senate, and faculty committees in all cases to which they are applicable and in which they are not in conflict with this constitution, regents’ policies, or any bylaws or rules adopted by any of those bodies for the conduct of their respective meetings. An action taken by the university faculty, a constituent or associated faculty, the Faculty Senate, or a faculty committee that conflicts with a previous action by that body takes precedence and, in effect, amends, in part or in full, the previous action. [ed. 7-09]

ARTICLE VII—AMENDMENTS. This constitution may be amended by a two-thirds affirmative vote of the members of the university faculty, as defined in article II, section 1, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting previous to the one at which the vote is to be taken. Amendments to this constitution are subject to review and approval by the president and by the regents.
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 1540 – Standing Rules of the University Faculty

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.”

<table>
<thead>
<tr>
<th>Originator(s):</th>
<th>Ann Thompson, Assistant to Faculty Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please see FSH 1460 C)</td>
<td>Name</td>
</tr>
<tr>
<td>Telephone &amp; Email:</td>
<td>885-6151 <a href="mailto:annat@uidaho.edu">annat@uidaho.edu</a></td>
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<thead>
<tr>
<th>Policy Sponsor: (If different than originator.)</th>
<th>Gail Eckwright, Faculty Secretary</th>
</tr>
</thead>
<tbody>
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| Reviewed by General Counsel | x Yes ____ No Name & Date: Hoey Graham 11/16/11 |

**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.

Support functions for faculty voting across the state at general faculty meetings and determine venues.

1. Clarify voting rights of affiliate faculty per FSH 1520 Article II, Section 3.
2. Remove language that indicates venue determination is done annually which is unnecessary for sites already approved by senate, clarify process and hold approval of venue determination at the same time as Senate elections, April 15th.
3. Insert words inadvertently removed in the July 2011 changes in C-2.

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

**III. Related Policies/Procedures:**
Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 1520

**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 2009

If not a minor amendment forward to: ___________________________________________

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2011-12 University Faculty Meeting #2 - December 13, 2011 - Page 36
STANDING RULES OF THE UNIVERSITY FACULTY

PREAMBLE: The university faculty have adopted for their convenience certain standing rules, given in this section. This section appeared for the first time in the 1979 edition of the Handbook and remains essentially in the form it took then. In 2009 constitutional changes giving off-campus faculty voting rights at faculty meetings necessitated adding venue determination to A. For further information, consult the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, rev. 7-09]

CONTENTS:
A. Voting Privilege
B. Referral of Catalog-Change Proposals
C. Circulation of Curricular and Policy Proposals
D. Admission of Nonmembers to Faculty Meetings
E. Procedures for First Fall Meeting
F. Minutes
G. Identification of Speakers

A. VOTING PRIVILEGE. Constituent faculties of colleges and other UI units must limit the voting privilege to those who are qualified under the provisions of the constitution of the university faculty. [See 1520 II-1 and II-3.] Moreover, those who are qualified cannot be deprived of their vote in meetings of constituent faculties. [See 1520 IV-8.] Emeritus, and adjunct faculty and affiliate faculty members, faculty members, staff members, students, and others may be permitted to participate in faculty meetings in an advisory capacity only, and they may serve as voting members of committees (see FSH 1520 Article II, Section 3 for affiliate voting rights).

A-1. Venue Determination. Remote sites that seek full participation at faculty meetings must submit to the Office of the Faculty Secretary by April 15th (when senate elections are due) a participation form for approval of their venue by Faculty Senate. The form is available on the Faculty Senate website under University Faculty Meetings. The approved sites remote from the Moscow campus for University Faculty Meetings will be determined annually. At the first faculty senate meeting in the fall, with other committee elections, the remote sites for the year will be approved. (see also 1520, III-1-A). [add. 7-09, ed. 7-11]

B. REFERRAL OF CATALOG-CHANGE PROPOSALS. When substantive catalog changes of a curricular nature that have not been considered by the University Curriculum Committee are presented directly to the university faculty, such proposals are referred automatically to the University Curriculum Committee for study and recommendation.

C. CIRCULATION OF CURRICULAR AND POLICY PROPOSALS.

C-1. Routine Catalog-Change Proposals. Additions, deletions, and changes of courses and changes in existing curricula may, after approval by the University Curriculum Committee, be circulated in a general curriculum report (GCR) to the faculty for consideration and published at an appropriate UI web-site. [ed. 7-02, rev. 7-11]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460. General university academic requirements, e.g., those in part 3 of the catalog, or that concern the addition or expansion of instructional programs may, after approval by the Faculty Senate, be circulated in a general policy report (GPR) to the faculty for consideration. The report is also published on the Faculty Senate web-site and its publication announced through electronic means to the faculty. [ed. 7-02, 7-09, rev. 7-11]

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 and C-2) are considered to have the necessary faculty approvals unless a petition requesting further consideration of specific items is signed by five faculty members and submitted to the chair of the Faculty Senate within 14 calendar days after the date of circulation. If no petition is received within 14 days, the
entire report is submitted to the president for approval and transmittal to the regents, if regents' action is required. [ed. 7-09, 7-11]

C-4. If a petition is received, the items in the report for which further consideration is requested will be referred to the Faculty Senate, and the remainder of the report will move forward. On items referred to it, the Senate may (a) affirm the action and report it to a meeting of the university faculty, (b) amend the action and report it to a meeting of the university faculty, or (c) rescind the action. [NOTE: If a petition concerns courses or curricula in the College of Letters and Science or in the College of Agriculture, and is signed by five faculty members of the respective college, those items will be returned to the college concerned for further consideration.] [ed. 7-09]

C-5. Faculty Approval. Any policy item approved by Senate and not circulated on a general policy report will be included in the agenda of the next appropriate university faculty meeting for faculty approval. Items approved at a university faculty meeting are forwarded to the president for approval and transmittal to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items. [add. 7-11]

C-6. Interim Approval. If there is insufficient opportunity for the faculty to act on a routine catalog-change proposal [see C-1] between the time of its approval by the University Curriculum Committee and the date that it is to be effective, it may be reported directly to the president. Upon approval by the president, the change will be considered temporarily approved for implementation. Such interim approval is valid only until the end of the succeeding semester. Actions thus approved will be reported to the faculty at the earliest possible time, either in the agenda for a faculty meeting or in a general curriculum-policy report. Continuing approval of the change is subject to ratification at a faculty meeting or by the procedures described in C-3 and C-4. [To illustrate: Late in the spring semester, the University Curriculum Committee approves a routine catalog change that is to be effective during the next fall semester. That action is reported to the president and, if approved by the president, the change can be put into effect. If it is included in a curriculum-policy report that is circulated to the resident faculty early in the fall semester, the approval of the change may, by means of the steps outlined in C-3 and C-4, become permanent or it may be terminated at the end of that semester. Alternatively, the faculty may take either of these actions in a meeting if the change is included in the agenda.) [ren. 7-11]

D. ADMISSION OF NONMEMBERS TO FACULTY MEETINGS. Nonmembers may be admitted to meetings of the university faculty under the following conditions:

D-1. Student government leaders, specifically the ASUI president, vice president, attorney general, and members of the ASUI Senate, may attend meetings of the university faculty. The presiding officer must be informed of the names of four of their number who may speak for the group at any particular meeting.

D-2. Two representatives from each campus or other news medium, designated to the presiding officer by the editor or manager, as applicable, may attend meetings of the university faculty as auditors.

D-3. Members of the Faculty Senate or of university-level committees who are not members of the university faculty may attend meetings of the university faculty at which proposals of the Senate or of their committees are being considered. They may speak only on issues presented by the body on which they serve. [ed. 7-09]

D-4. Under unusual circumstances any nonmember may submit a request to the Faculty Senate for admission to meetings of the university faculty for the purpose of discussing a particular issue that is stipulated in the request. [ed. 7-09]

E. PROCEDURES FOR FIRST FALL MEETING.

E-1. Substantive policy matters are not included in the agenda for the first fall meeting of the university faculty unless emergency action is needed on particular items.

E-2. To expedite the proceedings, each new member of the resident faculty is introduced by name and department
only. The person's name, degrees, past experience, new assignment, campus telephone number, and the location of his or her office are supplied by each dean or division head to the president’s office well ahead of the meeting. The president’s office compiles the information by colleges or similar units and distributes it at the meeting. [7-02]

F. MINUTES. Minutes of the meetings of the university faculty, constituent faculties, and committees are to be sent on a regular basis to the Department of Special Collections and Archives in the University Library.

G. IDENTIFICATION OF SPEAKERS. Those who are recognized by the chair for the purpose of speaking at meetings of the university faculty are to identify themselves by name and discipline or position.
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] x Addition □ Revision* □ Deletion* □ Emergency

Minor Amendment □

Chapter & Title: Chapter 3 – Working Conditions

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)

Telephone & Email: Hoey Graham and Carmen Suarez – October 17, 2011

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel x Yes ___ No Name & Date: Hoey Graham, 10/26/11

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 formalize the university’s policy regarding consensual sexual and romantic relationships. See attached memorandum.

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

None anticipated.

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

The nepotism policy, FSH 6241, overlaps, and may require revision.

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.

The policy is intended to be effective upon final approval of the president.

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Policy Coordinator

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Pres./Prov. _____________

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MEMORANDUM

October 27, 2011

To: Faculty Senate

From: Carmen Suarez, Director, Human Rights Access and InclusionHoey Graham, Senior Associate General Counsel

Re: Consensual Relations Policy

Background

The university does not have a formal (FSH) consensual relations policy. An informal policy is distributed at the start of each semester in the “As the Semester Begins” publication produced and disseminated by the Office of the Faculty Secretary. The informal policy states that a consensual romantic or sexual relationship between a faculty member and student, or between a supervisor and subordinate, is considered to be “unwise.”

Early this year, we began work on a formal policy to be incorporated in the Faculty-Staff Handbook. The effort took on greater significance and urgency with a tragic incident in August that arose out of what began as a consensual relationship between a faculty member and student. The proposed policy reflects extensive review of policies at other institutions, which range from permissive but discouraging of consensual relationships, to those that flatly prohibit them.

Proposed Policy

This proposal reflects comments and suggestions from Staff Affairs and the FAC, both of which have approved the policy in its current form, and it has been reviewed and approved by the ASUI leadership. We are gratified by the support from each of these groups, both for both the principles underlying the policy and for the process for ensuring that relationships that exist or arise are addressed appropriately.

The policy, if approved, will become part of Chapter 3, Subpart 3.2 Working Conditions, of the FSH.

We greatly appreciate the assistance and helpful participation of Staff Affairs, the FAC, ASUI, and the Senate leadership in the development of this policy.
3205
CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

PREAMBLE: This section was created to clarify university policy with regard to consensual relations. Faculty Affairs Committee recommends that this policy be distributed to all students, staff and faculty at the start of each fall and spring semester. Work on this policy began early in the year and culminated in a final policy vetted by all student, staff and faculty groups at the university, and which was approved by the Faculty Senate on November 8, 2011 and the Faculty on ? and President Nellis on ?. For further information please contact General Counsel and/or the Office of Human Rights, Access and Inclusion.

A. Introduction
B. Policy
C. Failure to Comply with Policy

A. Introduction. This policy addresses only consensual romantic and sexual relationships. Nonconsensual sexual relationships are addressed in university policies prohibiting sexual harassment and discrimination, FSH 3170, 3200, 3210, and 3220.

The university’s success in its educational mission depends on the professionalism of its faculty and staff. Maintaining professional relationships and the mutual respect and trust they engender between instructor and student, supervisor and subordinate, and in all relationships involving authority over another person, is key to this success.

A romantic or sexual relationship in which one party has direct academic, administrative, supervisory, evalutative, counseling or other authority over the other party inevitably raises concerns for objectivity, fairness, and exploitation. Such positions of authority include, but are not limited to, instructor-student; instructor-assistant; senior faculty-junior faculty; mentor-trainee; advisor-advisee; counselor-client; teaching assistant-student; coach-athlete; student housing staff-resident; and supervisor-employee. Consensual romantic or sexual relationships that develop in these contexts have the potential for abuse and damaging consequences; the imbalance of power creates unacceptable risks of exploitation, favoritism, harassment, and bias, both actual and perceived, and thereby impairs the integrity of the professional relationship and the trust on which it depends.

Relationships that may appear to be consensual, even to the parties involved, are frequently influenced by the position of authority held by the faculty member, supervisor, or other person exercising authority. Any faculty member, supervisor, or individual with authority over another who enters into a romantic or sexual relationship with his or her student or employee should realize that if a charge of sexual harassment were brought, either by the student, employee or an affected third party, a defense of mutual consent would likely fail. Sexual harassment violates federal and state law as well as university policy (see FSH 3220).

Students and employees should recognize the risks inherent in romantic and sexual relationships with their instructors or supervisors, and their ability to avoid the risks by staying out of such relationships.
B. **Policy.** In order to foster healthy professional relationships at all levels of the institution, it is the policy of the University of Idaho that no employee shall enter into or continue a romantic or sexual relationship with a student or employee over whom she or he exercises academic, administrative, supervisory, evaluative, counseling or other authority.

This policy recognizes that circumstances may develop that place one party to an existing romantic or sexual relationship in a position of authority over the other. It further recognizes that, despite this policy, consensual romantic or sexual relationships may develop in existing relationships of authority. Therefore, if a prohibited consensual relationship exists or arises, either the consensual relationship must end or the relationship of authority must be eliminated. The employee in the position of authority must disclose the romantic or sexual relationship to his or her immediate supervisor or to the next level supervisor. If the parties are unable, or do not agree, to immediately end the romantic or sexual relationship, the supervisor must take prompt and appropriate action to end the relationship of authority.

In an instructor-student relationship, actions may include but are not limited to: appointment of a qualified alternative instructor to the position of authority; transfer of the student to another course, section, or seminar taught by a different instructor; assignment or transfer of the student to another academic advisor.

In a supervisor-subordinate or other relationship involving the exercise of authority, the university may alter supervisory or reporting lines of either the supervisor or subordinate, and in other relationships of authority, may take such action necessary to change the position of authority. Whatever the nature of the authority one person has over another, prompt action must be taken to remove the authority when a consensual relationship exists or develops.

To encourage reporting of relationships governed by this policy, disclosures and actions taken shall be considered confidential, and they will be treated as protected personnel information under the public records statutes.

Any complaint or charge of discrimination or sexual harassment arising from a consensual relationship must be reported to the Office of Human Rights, Access and Inclusion.

C. **Failure to comply with policy.** Actions in violation of this policy are considered unprofessional conduct and may constitute adequate cause for discipline up to and including dismissal under the provisions of FSH 3910, 3920, and 3930.
Idaho State Board of Education
Academic/Professional-Technical Education
Notice of Intent

Institution Submitting Proposal: University of Idaho

Name of College, School, or Division: College of Natural Resources

Name of Department(s) or Area(s): Conservation Social Sciences & Forest Ecology and Biogeosciences (Forest Rangeland and Fire Sciences)

Indicate if this Notice of Intent (NOI) is for an Academic or Professional-Technical Program

Academic X Professional - Technical

For a New, Expanded, or Off-Campus Instructional Program, or Administrative/Research Unit (circle one), and list the title/name:

Renewable Materials (B.S. Renew.Mat - Renewable Materials)

(Title of Degree or Certificate or Name of Unit)

Proposed Starting Date: Summer 2012

For New Programs:

Renewable Materials (B.S. Renewable Materials)
Program (i.e., degree) Title

030509
CIP 2010 Code
(consult Institutional Researcher/Registrar)

For Existing Programs:

B.S. Forest Products
Program (i.e., degree) Title

03.0509
CIP 2010 Code

For Other Instructional Activity:

x Program Component (major/minor/option/emphasis)

x Off-Campus Program Activity

x Instructional/Research Unit

x Addition/Expansion

x Discontinuance/consolidation

Other

College Dean (Institution) Date VP Research and/or Graduate Dean (as applicable) Date

Chief Fiscal Officer (Institution) Date State Administrator, SDPTE (as applicable) Date

Chief Academic Officer (Institution) Date Chief Academic Officer, OSBE Date
Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance.

1. Briefly describe the nature of the request.

This request is for a modification of the existing undergraduate program, B.S. Forest Products currently in the department of Conservation Social Sciences of the College of Natural Resources. The following actions are being requested in this NOI:

- Move B.S. Forest Products to the department of Forest Rangeland and Fire Sciences within the College of Natural Resources
- Discontinue the two degree options: (1) Wood Construction & Design and (2) Forest Products Business Management. The options will be replaced by single set of curricular requirements (see attached “Appendix A”).
- Change the name of the major and degree from “Forest Products” (B.S.For.Prod.) to “Renewable Materials.” (B.S.Renew.Mat.).

2. Provide a statement of need for a new program or a program modification. Include (but do not limit to) the following:

   a) A projection of full-time and part-time enrollment over a three year period of time
   b) A projection of state work force needs such as job titles requiring this degree. Also include Department of Labor research on employment potential.
   c) A description of how the proposed change will act to stimulate the state economy by advancing the field, providing research results, etc.

   Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests.

This program modification will allow us to achieve several goals:
- **Greater flexibility in courses for our students.**
  While students will still be able to take the courses that lead to careers enjoyed by current students in Wood Construction & Design and Forest Products Business Management, this curriculum change creates new opportunities for earning a complementary minor in Architecture or Business, as well as the Entrepreneurship Certificate. In addition, a career track in renewable materials manufacturing will be possible.

- **Enhanced program perception by potential students and other stakeholders**
  It is difficult for those outside of the forest products industry to understand the significant advances made in producing sustainable, engineered wood products, bio-based composites, and bio-based fuels. The name, Renewable Materials, better describes the nature of the coursework and career directions that are available to our students.

- **Opportunity for increased undergraduate enrollment**
  Up to this point, enrollment in the Forest Products degree program has been challenged by limited understanding of the nature of the coursework and career opportunities by potential students. Renaming and modifying the curriculum will appeal to a broader audience and create new recruitment opportunities. Current enrollment in the Forest Products degree program is 19 students. We anticipate that these changes will allow a target enrollment of 40 by fall 2012, 60 by fall 2013, and 80 by fall 2014.
- **Training for tomorrow’s workforce**

Idaho possesses competitive advantages in forest resources. However, traditional industries, such as commodity lumber, are competing in an increasingly competitive and global marketplace. Diversifying into more environmentally friendly value-added products can transform Idaho into a leader in the bio-based sustainable materials field. The courses in the existing Forest Products degree program have been changed to reflect these trends. With an increased enrollment, the workforce needs of the forest products industry can be better served. Job titles that currently utilize this degree include timber purchasing agents, construction project managers, technical specialists, mill managers, and wholesalers. According to the Idaho Department of Labor, emerging areas in “green” professions are already in demand. Renewable building materials production fits within these emerging areas.

3. **Briefly describe how the institution will ensure the quality of the program (e.g., program review, accreditation, professional societies, licensing boards, etc.).**

   The current undergraduate program in Forest Products is accredited by the Society of Wood Science and Technology (SWST). The proposed changes to the curriculum do not detract from SWST accreditation requirements.

4. **Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.**

   No similar degree exists in the State of Idaho. Oregon State University has recently changed the name of its undergraduate degree program in *Wood Science and Engineering* to *Renewable Materials*.

**Degrees offered by school/college or program(s) within disciplinary area under review**

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<td>Forest Products</td>
<td>Wood Construction &amp; Design; Forest Products Business Management</td>
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Enrollment and Graduates (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 2 previous years

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<td>UI</td>
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<td>33</td>
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5. Describe how this request is consistent with the State Board of Education’s policy or role and mission of the institution.

This request is consistent with the mission of the University of Idaho to provide undergraduate education responsive to Idaho and the region's business and community needs. Further, the University of Idaho is committed to programs with primary emphasis on areas that include natural resources, and continuing emphasis in areas that include business, and physical, life, and social sciences.

6. Describe how this request fits with the institution’s vision and/or strategic plan.

This request fits within the Teaching and Learning Goal (Goal 1) in the University of Idaho’s 2011-2015 Strategic Plan:

**Goal 1: Teaching and Learning: Enable student success in a rapidly changing world.**
- **Objective A: Build adaptable, integrative curricula and pedagogies.**
  - **Strategy 6.** Apply emerging technologies to increase access and respond to the needs of local and global learners.

7. Is the proposed program in your institution’s regional 8-year plan? Indicate below.

   Yes  x  No  

   If not on your institution’s regional 8-year plan, provide a justification for adding the program.

   Yes, it is included in the area of forestry and forest products.
8. List potential ways your campus can collaborate with other institutions on this program to reduce cost and expand learning opportunities in Idaho. For example, what courses, if any, can be delivered electronically by another state institution.

The current interdisciplinary undergraduate program incorporates course from several colleges across the University of Idaho campus. While no relevant, electronically delivered courses currently exist at other state institutions, they could be added to the bin of "restricted electives" when available. For example, if the new program in Renewable Energy at Idaho State University developed one or more courses in the area of bio-based renewable energy, those courses would be appropriate to add to this program.

9. 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).

Web pages that describe the current program in Forest Products will be modified to promote the program under its new name. Key words that enhance search engines to locate the web site will be considered and utilized to optimize the search process.

The College of Natural Resources Student Services Center will lead recruiting efforts for the program, both internally and externally. Internal recruitment will focus on undecided students who may find this program appealing. In addition, we will continue to recruit transfer students from the Architecture program who, despite having high academic achievement, were unable to be selected for the professional program in architecture. This has previously enabled several former architecture students, with grade point averages (GPA) of 3.0 and higher, to transfer into our program.

External recruitment efforts will focus on potential high school students from resource-based communities in Idaho, Washington, Oregon, and northern California. These areas have been successful targets in the past; in 2005 the enrollment in the Forest Products program was 90 undergraduates. Additional recruiting efforts will be focused on potential transfer students from community colleges. Some of the community colleges that will be targeted include Eastern Idaho Technical College, North Idaho College, Spokane Community College, and Spokane Falls Community College.

10. This section requires institutions to reference all cost savings and/or additional resources needed.

The proposed curriculum modification and name change will not require additional resources, except in the area of marketing for recruitment. The table below contains the estimated costs for developing and distributing recruitment materials, listed in the "Operating" expenditure section.

The source of funds to cover the recruitment costs are available as accumulated earnings from the Wood Use and Design Endowment (GPN350), which was established in 1990 to support Wood Use & Design or Forest Products related programs in the College of Forestry, Wildlife and Range Sciences, including program expenses.
<table>
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<td><strong>Total Expenditures</strong></td>
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<td>2,000</td>
<td>5,000</td>
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</tbody>
</table>
Appendix A – Changes to curriculum

Strikethroughs indicate items that are to be deleted and underlines indicate items to be added:

**Renewable Materials (B.S. Renewable Materials)**

The Renewable Materials degree program is designed to fill the growing demand for professionals in the manufacture, marketing, and utilization of sustainable natural materials. Interdisciplinary coursework and project-based learning opportunities lead to a variety of career directions, including procurement of timber and other renewable materials; production management, marketing and distribution of bio-based products; green building materials selection, construction and design; and bio-based energy production systems.

Required course work includes the university requirements (see regulation J-3) and one of the following options:

No more than 25 percent of the course work used for the forest products degree may be taken in business courses (excluding Econ 201 and 202). Of the 128 credits required, at most 32 credits taken in business courses may be counted toward the degree.

**A. Wood Construction and Design Option**

This option is designed for students interested in residential and light-commercial construction or design management positions that emphasize effective use of wood as a structural material. Students may focus in one of two emphasis areas. In the architectural technology emphasis area, the student will develop design skills in addition to a background in business and wood technology for positions in non-licensed design, specification writing, design-build construction, and architectural and construction liaison. Students selecting the wood construction business emphasis area will be prepared for careers that include both supervisory and managerial positions in residential and light commercial building and building materials, sales and marketing of wood products, estimating, banking, insurance, and government agencies that deal with housing. The wood construction and design option can also provide an educational foundation for those wishing to become entrepreneurs in the area of wood construction.

- Acct 202 Introduction to Managerial Accounting (3 cr)
- Arch 154 Introduction to Architectural Graphics (3 cr)
- Arch 266 Materials and Methods (3 cr)
- Arch 353 Architectural Design III and
- Arch 354 Architectural Design IV, or
- Acct 310 Accounting for Business Decisions I and
- Bus 311 Introduction to Management (6–10 cr)
- Arch 462 Building Technology II – Concrete (2 cr)
- Arch 463 Environmental Control Systems I (3 cr)
- Arch 463L Environmental Control Systems I-Lab (1 cr)
- Arch 464 Environmental Control Systems II (3 cr)
- Arch 464L Environmental Control Systems II-Lab (1 cr)
- Arch 575 Professional Practice (3 cr)
- BLaw 265 Legal-Environmental of Business (3 cr)
Comm 101 Fundamentals of Public Speaking (2 cr)
Econ 202 Principles of Economics (3 cr)
Engl 102 College Writing and Rhetoric (3 cr)
Engl 313 Business Writing or
Engl 317 Technical Writing (3 cr)
For 235 Society and Natural Resources (3 cr)
ForP 100 Forest Products Issues and Technology (2 cr)
ForP 321 Wood Anatomy and Identification (3 cr)
ForP 337 Physical and Mechanical Properties of Wood (3 cr)
ForP 365 Wood Building Technology (3 cr)
ForP 436 Biocomposites (3 cr)
ForP 444 Primary Wood Products Manufacturing
ForP 450 Wood Deterioration and Preservation (2 cr)
ForP 491 Biomaterial Product and Process Development Lab (2 cr)
ForP 495 Product Development and Brand Management (3 cr)
LArc 251 Introduction to Principles of Site Design (3 cr)
Math 160 Survey of Calculus (4 cr)
NR 101 Exploring Natural Resources (1 cr)
Phys 111, 111L General Physics I and Lab (4 cr)
Stat 251 Statistical Methods (3 cr)
VTD 344 Computer-Aided Design (2 cr)

Electives to total 128 credits for the degree

B. Forest Products Business Management Option

This program is designed for students who plan careers in the staff or line management of firms in the forest products industry. Graduates are prepared for positions in production management, marketing and distribution of wood products, and in the technical-service and support areas of the forest-products industry. Students focus on the production, distribution, and marketing of wood products from a combined technical and managerial perspective. The degree also provides a foundation for pursuing a graduate degree in business, for example, the M.B.A. or M.S.

Acct 201 Introduction to Financial Accounting (3 cr)
Acct 202 Introduction to Managerial Accounting (3 cr)
Biol 102, 102L Biology and Society and Lab (4 cr)
BLaw 265 Legal Environment of Business (3 cr)
Bus 301 Financial Management (3 cr)
Bus 311 Introduction to Management (3 cr)
Bus 321 Marketing (3 cr)
Bus 370  Introduction to Operations Management (3 cr)
Bus 424  Pricing Strategy and Tactics (3 cr)
Bus 456 or Stat 456  Quality Management (3 cr)
Chem 101  Introduction to Chemistry I (4 cr) or
Chem 111  Principles of Chemistry (4 cr)
Chem 275  Carbon Compounds or
Chem 277  Organic Chemistry I (3 cr)
Comm 101  Fundamentals of Public Speaking (2 cr)
Econ 202  Principles of Economics (3 cr)
Engl 102  College Writing and Rhetoric (3 cr)
Engl 313  Business Writing or
Engl 317  Technical Writing (3 cr)
For 221  Ecology or
REM 221  Ecology (3 cr)
For 235 or CSS 235  Society and Natural Resources (3 cr)
For 383  Economics for Natural Resource Managers (3 cr)
For 375  Introduction to Geospatial Analysis for Natural Resource Managers
CSS 383  Natural Resource and Ecosystem Service Economics (3 cr)
ForP 100  Forest Products Issues and Technologies Renewable Materials Issues and Technology (2 cr)
ForP 321  Wood Anatomy and Identification Renewable Materials Anatomy and Properties (3 cr)
ForP 337  Physical and Mechanical Properties of Wood (3 cr)
ForP 425  Forest Products Marketing (3 cr)
ForP 430  Forest Engineering and Harvesting (3 cr)
ForP 436  Biocomposites (3 cr)
ForP 438  Lignocellulosic Biomass Chemistry (3 ½ cr)
ForP 444  Primary Wood Products Manufacturing (3 cr)
ForP 450  Wood Deterioration and Preservation Biodeterioration and Protection (2 cr)
ForP 491  Biomaterial Product and Process Development Lab (2 cr)
ForP 495  Product Development and Brand Management (3 cr)
ForP 498  Renewable Natural Resources Internship (1 cr)
Math 143  Pre-calculus Algebra and Analytic Geometry (3 cr) or
Math 160  Survey of Calculus (4 cr)
NR 101  Exploring Natural Resources (1 cr)
Phys 111  General Physics I (3 cr)
Stat 251  Statistical Methods (3 cr)

Restricted Electives (24 cr):

Acct 482  Enterprise Accounting (3 cr)
Arch 154  Introduction to Architectural Graphics (3 cr)
Arch 266  Materials and Methods (3 cr)
Arch 462  Building Technology II - Concrete (2 cr)
Arch 463  Environmental Control Systems I (3 cr)
Arch 464  Environmental Control Systems II (3 cr)
BAE 485  Fundamentals of Bioenergy and Bioproducts (3 cr)
BAE 492  Biofuels (3 cr)
BAE 494  Thermochemical Conversion of Biomass (3 cr)
Bus 101  Introduction to Business Enterprises (3 cr)
Bus 301  Financial Management (3 cr)
Bus 311  Introduction to Management (3 cr)
Bus 321  Marketing (3 cr)
Bus 340  Team Building and Group Dynamics (2 cr)
Bus 341  Business Systems (4 cr)
Bus 342  Product and Process Planning (3 cr)
Bus 343  Planning and Decision Making in Organizations (2 cr)
Bus 344  Managing the Firm's Resources (3 cr)
Bus 345  Business Operating Decisions (3 cr)
Bus 350  Management Information Systems (3 cr)
Bus 351  Introduction to Electronic Commerce (3 cr)
Bus 370  Introduction to Operations Management (3 cr)
Bus 414  Entrepreneurship (3 cr)
Bus 415  New Venture Creation (3 cr)
Bus 424  Pricing Strategy and Tactics (3 cr)
Bus 456 or Stat 456  Quality Management (3 cr)
Chem 275  Carbon Compounds
Chem 277  Organic Chemistry I (3 cr)
Chem 278  Organic Chemistry II (3 cr)
Econ 272  Foundations of Economic Analysis (4 cr)
ForP 365  Wood Building Technology (3 cr)
ForP 430  Forest Engineering and Harvesting (3 cr)
ForP 432  Designing Forest Access (3 cr)
ForP 434  Forest Tractor and Cable Systems (4 cr)
ForP 538  Lignocellulosic Biomass Chemistry (2 cr)
ForP WS535  Nondestructive Testing of Structural Materials (3)
LArc 251  Introduction to Principles of Site Design (3 cr)
MSE 434  Fundamentals of Polymeric Materials (3 cr)
Stat 271  Statistical Inference and Design Analysis (4 cr)
Stat 301  Probability and Statistics (3 cr)
Forest Products Renewable Materials (B.S. Renew. Mat. For. Prod.)

The Renewable Materials degree program is designed to fill the growing demand for professionals in the manufacture, marketing, and utilization of sustainable natural materials. Interdisciplinary coursework and project-based learning opportunities lead to a variety of career directions, including procurement of timber and other renewable materials; production management, marketing and distribution of bio-based products; green building materials selection, construction and design; and bio-based energy production systems.

Required coursework includes the university requirements (see regulation J-3) and one of the following options:

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Of the 128 credits required, at most 32 credits taken in business courses may be counted toward the degree.

A. Wood Construction and Design Option

This option is designed for students interested in residential and light commercial construction or design management positions that emphasize effective use of wood as a structural material. Students may focus in one of two emphasis areas. In the architectural technology emphasis area, the student will develop design skills in addition to a background in business and wood technology for positions in non-licensed design, specification writing, design build construction, and architectural and construction liaison. Students selecting the wood construction business emphasis area will be prepared for careers that include both supervisory and managerial positions in residential and light commercial building and building materials, sales and marketing of wood products, estimating, banking, insurance, and government agencies that deal with housing. The wood construction and design option can also provide an educational foundation for those wishing to become entrepreneurs in the area of wood construction.

Acct 201 Introduction to Financial Accounting (3 cr)
Acct 202 Introduction to Managerial Accounting (3 cr)
Arch 154 Introduction to Architectural Graphics (3 cr)
Arch 266 Materials and Methods (3 cr)
Arch 353 Architectural Design III and
Arch 354 Architectural Design IV or
Acct 310 Accounting for Business Decisions I and
Bus 311 Introduction to Management (6-10 cr)
Arch 462 Building Technology II - Concrete (2 cr)
Arch 463 Environmental Control Systems I (3 cr)
Arch 463L Environmental Control Systems I Lab (1 cr)
Arch 464 Environmental Control Systems II (2 cr)
Arch 464L Environmental Control Systems II Lab (1 cr)
Arch 575 Professional Practice (3 cr)
BLaw 265 Legal Environmental of Business (3 cr)
Comm 101 Fundamentals of Public Speaking (2 cr)
Econ 201 Principles of Economics (3 cr)
Engl 317 Technical Writing (3 cr)
For 235 Society and Natural Resources (3 cr)
ForP 100 Forest Products Issues and Technology (2 cr)
ForP 321 Wood Anatomy and Identification (3 cr)
ForP 337 Physical and Mechanical Properties of Wood (3 cr)
ForP 365 Wood Building Technology (3 cr)
ForP 436 Biocomposites (3 cr)
ForP 444 Primary Wood Products Manufacturing
ForP 450 Wood Deterioration and Preservation (2 cr)
ForP 491 Biomaterial Product and Process Development Lab (2 cr)
ForP 495 Product Development and Brand Management (3 cr)
LArc 251 Introduction to Principles of Site Design (3 cr)
Math 160 Survey of Calculus (4 cr)
NR 101 Exploring Natural Resources (1 cr)
Phys 111 General Physics I (4 cr)
Stat 251 Statistical Methods (3 cr)
VTD 344 Computer-Aided Design (2 cr)

Electives to total 128 credits for the degree

B. Forest Products Business Management Option

This program is designed for students who plan careers in the staff or line management of firms in the forest products industry. Graduates are prepared for positions in production management, marketing and distribution of wood products, and in the technical service and support areas of the forest products industry. Students focus on the production, distribution, and marketing of wood products from a combined technical and managerial perspective. The degree also provides a foundation for pursuing a graduate degree in business, for example, the M.B.A. or M.S.

Acct 201 Introduction to Financial Accounting (3 cr)
Acct 202 Introduction to Managerial Accounting (3 cr)
Biol 103 Biology and Society (4 cr)
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<tr>
<td>Bus 321</td>
<td>Marketing (3 cr)</td>
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<tr>
<td>Bus 370</td>
<td>Introduction to Operations Management (3 cr)</td>
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<tr>
<td>Bus 424</td>
<td>Pricing Strategy and Tactics (3 cr)</td>
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<tr>
<td>Bus456</td>
<td>Quality Management (3 cr)</td>
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<td>Chem 101</td>
<td>Introduction to Chemistry I (4 cr)</td>
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<tr>
<td>Chem 377</td>
<td>Organic Chemistry I (3 cr)</td>
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<td>Fundamentals of Public Speaking (2 cr)</td>
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<td>Econ 202</td>
<td>Principles of Economics (3 cr)</td>
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**Electives to total 128 cr for the degree**

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<td>For 375</td>
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<td>Biocomposites (3 cr)</td>
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<td>Lignocellulosic Biomass Chemistry (3 cr)</td>
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<td>ForP 491</td>
<td>Biomaterial Product and Process Development Lab (2 cr)</td>
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<td>Product Development and Brand Management (3 cr)</td>
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<tr>
<td>ForP 498</td>
<td>Renewable Natural Resources Internship (1 cr)</td>
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<tr>
<td>Math 143</td>
<td>Pre-calculus Algebra and Analytic Geometry or</td>
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</table>
Math 160  Survey of Calculus (4 cr)
NR 101  Exploring Natural Resources (1 cr)
Phys 111  General Physics I (3 cr)
Stat 251  Statistical Methods (3 cr)

Restricted Electives (24 cr):
Acct 482  Enterprise Accounting (3 cr)
Arch 154  Introduction to Architectural Graphics (3 cr)
Arch 266  Materials and Methods (3 cr)
Arch 462  Building Technology II - Concrete (2 cr)
Arch 463  Environmental Control Systems I (3 cr)
Arch 464  Environmental Control Systems II (3 cr)
BAE 485  Fundamentals of Bioenergy and Bioproducts (3 cr)
BAE 492  Biofuels (3 cr)
BAE 494  Thermochemical Technologies for Biomass Conversion (3 cr)

Bus 101  Introduction to Business Enterprises (3 cr)
Bus 301  Financial Management (3 cr)
Bus 311  Introduction to Management (3 cr)
Bus 321  Marketing (3 cr)
Bus 340  Team Building and Group Dynamics (2 cr)
Bus 341  Business Systems (4 cr)
Bus 342  Product and Process Planning (3 cr)
Bus 343  Planning and Decision Making in Organizations (2 cr)
Bus 344  Managing the Firm's Resources (3 cr)
Bus 345  Business Operating Decisions (3 cr)
Bus 350  Management Information Systems (3 cr)
Bus 351  Introduction to Electronic Commerce (3 cr)
Bus 370  Introduction to Operations Management (3 cr)
Bus 414  Entrepreneurship (3 cr)
Bus 415  New Venture Creation (3 cr)
Bus 424  Pricing Strategy and Tactics (3 cr)
Bus 456 or Stat 456  Quality Management (3 cr)

Chem 275  Carbon Compounds (3 cr)
Chem 277  Organic Chemistry I (3 cr)
Chem 278  Organic Chemistry I: Lab (1 cr)
Econ 272  Foundations of Economic Analysis (4 cr)
ForP 365  Wood Building Technology (3 cr)
ForP 430  Forest Engineering and Harvesting (3 cr)
ForP 432  Designing Forest Access (3 cr)
ForP 434  Forest Tractor and Cable Systems (4 cr)
ForP 538  Lignocellulosic Biomass Chemistry (3 cr)
LArc 251  Introduction to Principles of Site Design (3 cr)
MSE 434  Fundamentals of Polymeric Materials (3 cr)
Stat 301  Probability and Statistics (3 cr)

Electives to total 128 cr for the degree
The College of Engineering is requesting that the Technology Training and Development (B.S.Tech.) major name be changed to Industrial Technology (B.S.Tech.) and the remaining option be removed.
November 8, 2011

Doug Baker
Provost & Executive Vice President
University of Idaho
Administration Building Room 105

Dear Provost Baker,

The College of Engineering is writing to amend the verbiage listed on page 137 of the 2011/12 Catalog regarding the use of the word “option” in reference to the Industrial Technology degree (BS Tech).

The Industrial Technology program was an option in the College of Education (refer to page 89 in the 2009/10 Catalog) under their BS Technology Degree in the Department of Adult, Career, and Professional Technology Education. Under this program there were two options, one in Industrial Technology and the other in Business Technology. When the program was transferred from Education to Engineering the Business Technology option A was eliminated. With the NOI, the Industrial Technology program went from an option in the College of Education to a stand-alone degree program in the College of Engineering yet Industrial Technology is still listed in the catalog as an option, rather than a stand-alone degree. While the language in the NOI was technically correct for the degree program in Education, we assumed the word “option” would go away since there were no longer optional paths for the degree. We are requesting that the intent of the NOI be recognized and the term “option” be removed from the B.S. in Industrial Technology without having to submit another NOI for the sole purpose of deleting the term.

There are currently 77 students enrolled in the Industrial Technology program at this time. There will be no impact on faculty or students.

Please let me know if you have any questions or concerns about this request. For your reference we are including a copy of the NOI that was submitted.

Larry Stauffer, PhD, PE
Interim Dean
College of Engineering

Approved for internal processing

11-10-11

To enrich education through diversity, the University of Idaho is an equal opportunity/affirmative action employer.
**IDAHO STATE BOARD OF EDUCATION**  
**ACADEMIC/PROFESSIONAL-TECHNICAL EDUCATION**  
**NOTICE OF INTENT**  
To initiate a  
New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit

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<th>Institution Submitting Proposal:</th>
<th>University of Idaho</th>
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</thead>
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<tr>
<td>Name of College, School, or Division:</td>
<td>College of Education and College of Engineering</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Dept. of Adult, Career and Technology Education (COEd) &amp; Dean's office (COEngr)</td>
</tr>
</tbody>
</table>

Indicate if this Notice of Intent (NOI) is for an Academic or Professional Technical Program  
[ ] Academic  [X] Professional - Technical

This is a New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program, or Administrative/Research Unit (circle one) leading to:

<table>
<thead>
<tr>
<th>(Degree or Certificate)</th>
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Proposed Starting Date: Fall 2010

<table>
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<tr>
<th>For New Programs:</th>
<th>For Other Activity:</th>
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<tbody>
<tr>
<td>Program (i.e., degree) Title &amp; CIP 2000</td>
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</tbody>
</table>

| [ ] Program Component (major/minor/option/emphasis) |  |
| [ ] Off-Campus Activity/Resident Center |  |
| [ ] Instructional/Research Unit |  |
| [ ] Addition/Expansion |  |
| [ ] Discontinuance/consolidation |  |
| [ ] Contract Program |  |
| [X] Other – Transfer degree program |  |

**Revised 12/10/08**  
*Page 1*
Before completing this form, refer to Board Policy Section III.G., Program Approval and Discontinuance.

1. Briefly describe the nature of the request e.g., is this a new program (degree, program, or certificate) or program component (e.g., new, discontinued, modified, addition to an existing program or option).

This request is a coordinated request between the College of Education and the College of Engineering. The intent is to transfer the Industrial Technology option in the B.S. Technology degree program from the College of Education to the College of Engineering. Industrial Technology is currently a program option under the Technology Training and Development (TTD) program housed in the Department of Adult, Career, and Technology Education (ACTE). The TTD program was closed on the Moscow campus in June of 2009 but was kept open on the Idaho Falls campus pending this requested transfer to the College of Engineering. The present TTD program in Idaho Falls has two options: Industrial Technology and Business Technology. With this transfer of the Industrial Technology option to the College of Engineering, the remaining Business Technology option will be closed, thus totally closing the TTD program in the College of Education.

2. Provide a statement of need for program or a program modification. Include student and state need, demand, and employment potential. Attach a Scope and Sequence, SDPTE Form Attachment B, for professional-technical education requests. (Use additional sheets if necessary.)

The TTD program now offered in Idaho Falls is not a teacher preparation program; it is a program focused on technologies of nuclear energy, operations, and industrial safety and is delivered through the Industrial Technology option. This Idaho Falls based part of the TTD program is funded primarily by an Idaho National Laboratory (INL) education contract. This program has existed in various forms, and under various administrative arrangements for nearly 50 years; the service of the University of Idaho to the region, through this program, is well established. With the start of the Center for Advanced Energy Studies (CAES) and feedback from INL management and local students during a study in March, 2009, the university has become aware of strong interest in growing this program and better serving the needs of the region. In short, given the technical interests of the INL and surrounding community, the current College of Education affiliation of the TTD program is limiting the program’s sustainability and potential for future growth. Given the Idaho Falls context of the remaining Industrial Technology program and its technical rather than education focus, it will be beneficial to the students and regional industry for the program to be a part of the College of Engineering. Additionally, the College of Engineering already has a strong presence in Idaho Falls, offering degrees in several engineering disciplines and computer science. This transfer will help the university consolidate and improve administrative responsibilities in the region.

Data on Industrial Technology graduates is published by the Association of Technology, Management, and Applied Engineering (ATMAE, 2009). In a survey of graduates from the past five years, the average annual salary is $55,000, 90% are employed full time, and nearly a third are in graduate school (the implication is that many are working and attending graduate school part-time). Nearly all of the students currently in the program in Idaho Falls are employed and

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pursuing the degree on a part-time basis. Most of these students work at the INL. In discussions with several INL managers in March, 2009 these students are highly valued and very qualified for positions at the INL. Since the students are already working, the degree is not used to obtain a job but to qualify for positions of increased responsibility and pay.

3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

In the consideration of this transfer, the College of Engineering conducted a Feasibility Study. Plans have been established to increase the quality of the program including two major changes: accreditation and an advisory board. The College of Engineering has a long tradition of accredited undergraduate programs with industrial advisory boards. Upon transfer of the program, the College of Engineering will begin the process of seeking national accreditation from the Association of Technology, Management, and Applied Engineering (ATMAE) and establishing an industrial advisory board.

4. Identify similar programs offered within the state of Idaho or in the region by other colleges/universities. If the proposed request is similar to another program, provide a rationale for the duplication. This may not apply to PTE programs if workforce needs within the respective region have been established.

In Idaho and the surrounding states, there are no other degree programs, accredited or not, in Industrial Technology. In the western US, there are four similar programs accredited by ATMAE, at:

- Arizona State University
- California Polytechnic State University
- California State University – Chico
- San Jose State University

Enrollment and Graduates (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 2 previous years

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Previous Year</td>
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<tr>
<td>BSU</td>
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<tr>
<td>CSI</td>
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<td>CWI</td>
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<td>LCSC</td>
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<td>NIC</td>
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<tr>
<td>UI</td>
<td>86</td>
<td>86</td>
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</tbody>
</table>

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Page 3
Degrees offered by school/college or program(s) within disciplinary area under review

<table>
<thead>
<tr>
<th>Institution and Degree name</th>
<th>Level</th>
<th>Specializations within the discipline (to reflect a national perspective)</th>
<th>Specializations offered within the degree at the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSU</td>
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<tr>
<td>CSI</td>
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<td>UI</td>
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5. Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution. (i.e. centrality).

From the perspective of the students and industry of the University of Idaho fulfilling its role and mission to the Idaho Falls region, there is no change. This request is for the transfer of the program from one administrative unit (the College of Education) to another (the College of Engineering).

6. Is the proposed program in the 8-year Plan? Indicate below.

Yes  X  No  

BS Technology in Industrial Technology, College of Education

If not on 8-year plan, provide a justification for adding the program.
8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary):

Funding will continue to be supported by the same UI budgets in Idaho Falls, therefore no new funding is required for the transfer.

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY</th>
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<th>FY</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td><strong>A. Expenditures</strong></td>
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<tr>
<td>1. Personnel</td>
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<td>2. Operating</td>
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<tr>
<td>3. Capital Outlay</td>
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<td>4. Facilities</td>
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<td><strong>TOTAL:</strong></td>
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</tbody>
</table>

| **B. Source of Funds** |    |    |    |       |
| 1. Appropriated-reallocation |    |    |    |       |
| 2. Appropriated -- New  |    |    |    |       |
| 3. Federal             |    |    |    |       |
| 4. Other:              |    |    |    |       |
| **TOTAL:**             |    |    |    |       |

| **B. Nature of Funds** |    |    |    |       |
| 1. Recurring *         |    |    |    |       |
| 2. Non-recurring **    |    |    |    |       |
| **TOTAL:**             |    |    |    |       |

* Recurring is defined as ongoing operating budget for the program, which will become part of the base.
** Non-recurring is defined as one-time funding in a fiscal year and not part of the base.
Memorandum

To: University Curriculum Committee

From: Jeanne Christiansen
Vice Provost for Academic Affairs

Re: Proposed Catalog Change

Date: October 6, 2011

Based on recent action by the State Board of Education/Regents, the following change to the minimum credits for an undergraduate degree is proposed:

J-1. Credit Requirements.

   J-1-a. Students must have earned a minimum of 128 credits to be granted a baccalaureate degree from the University of Idaho. Some programs require a higher minimum. For the minimum number of credits required in each degree program, see the major curricula of the various degree-granting units in the individual departmental section.

   J-1-b. A minimum of 36 credits in upper-division courses (numbered 300 or above) is required for a baccalaureate degree.

J-2. Residency Requirements. A student must earn a minimum of 32 upper-division credits in UI courses. No credits awarded for independent study, bypassed courses, credit by examination, College Level Examination Program (CLEP), or experiential learning can be counted among these 32 UI credits. Study abroad and student exchange credits may be counted toward this requirement with prior approval by the student’s academic department and dean.


   J-9-a. An academic minor is a prescribed course of study consisting of 18 or more credits which supplements an undergraduate major at the University of Idaho. For descriptions of minor curricula, see the programs of the degree-granting units in the individual departmental section. In the following paragraphs of J-9, "minor" denotes "academic minor," which is to be distinguished from "teaching minor"; for information on the latter, see the Department of Curriculum and Instruction section.

   J-9-b. A student may pursue one or more minors in addition to a major by filing with the registrar a declaration of intention to do so. Completion of a minor is required only if specified by the degree-granting unit, but any minor completed is recorded on the student's academic record.

   J-9-c. Transfer credits may be applied to a minor with the approval of the department offering the
minor; however, the last nine credits applied to completion of the minor must be earned in UI courses, through study abroad, or through student exchange programs, and may not include credits earned through correspondence study.

J-9-d. A student may complete an undergraduate minor even though he or she has already earned a baccalaureate degree at the University of Idaho. If the sole objective is to complete an undergraduate minor, the student should declare a “Minor-Only” curriculum in the department offering the minor. Students who declare a minor-only curriculum are not eligible for financial aid funds (see the Student Financial Aid Services section).

Rationale:
State Board of Education (SBOE) policy defines a baccalaureate degree as: “A credential awarded for completion of requirements entailing at least four (4) years of full-time academic work” (SECTION: III. POSTSECONDARY AFFAIRS, E. Certificates and Degrees, December 2002). The further defined the minimum number of credits for an undergraduate degree at the October 10, 2010 meeting: “M/S (Edmunds/Westerberg): To authorize the institutions, under the governance of the Board, to reduce the number of credits for baccalaureate degrees for any program from 128 to 120 credits based on each institution’s determination of appropriateness. Motion carried unanimously. This proposal is introduced to bring the minimum number of credits in line with SBOE policy. The proposal is consistent with the minimum number of credits in most institutions nationally and in the region.

Three additional changes are included to address consistency and board policy: 1) changing the residency requirement to match the average number of credits needed to complete a degree in four years (e.g., 15 credits per semester on average), and 2) changing the minimum credits for a minor to 18 (SBOE policy is 15% of minimum credits for degree).

Implementation:
As noted in the SBOE motion, the intention is to provide the opportunity, where appropriate, for undergraduate degree programs to move to the 120 credit minimum. Some degree requirements are consistent with this minimum number (i.e., required courses for degree are at or below 120 credits); a process to facilitate the change can be developed and communicated to these departments. The residency and class standing proposals impact advising; the advising office will disseminate information to staff and faculty advisor. The change to 18 credits for minors is a reduction in minimum credits; departments can seek a change to the minor through the typical curriculum process. If approved, a coordinated communication plan will provide information on the changes and on processes to implement change, as appropriate and desired.
I want to address questions raised at the University Curriculum meeting Monday afternoon regarding the proposal to change the credits required for a baccalaureate degree to 120. This proposal comes to you after deliberations by the State Board of Education last year approving the lower credit limit for Boise State University after studying typical graduation requirements around the country. The majority of peers have a minimum degree requirement of 120 credits. In most of these universities, there is variability in the number of credits required for individual degrees, a practice consistent with this proposal. For example, our neighbors at Washington State University have long maintained 120 credit hours as a minimum graduation requirement.

I understand concern was expressed about an expectation that the University will compel programs to change to baccalaureate degrees with a maximum of 120 credits over the next several years. This is not the intention of the proposed change to Regulation J. It is important to maintain the quality and rigor of each of our degree programs to achieve our University and program learning outcomes and to provide students with the knowledge and skills necessary for success. Our faculty members are best prepared to provide curricular recommendations, and we understand the need and anticipate actions that will result in curricula that range from the minimum credit requirement to some that exceed that number. This flexibility is present today in our degree programs and will continue into the future.

The 120 credit hour minimum requirement would allow departments, who so chose, to appropriately design their programs to graduate students in eight credit hours less than is currently required. When appropriate to use, this would help students potentially graduate a semester sooner it could defray significant costs for students and allow them to go on to graduate school or the world of work sooner. This is particularly important for our students with financial need. Given the impact on students and the typical nature of 120 credit hours among other universities, I hope you give this proposal serious consideration.
Regulation C Proposed Changes Summary
Prepared by University of Idaho Office of the Registrar and the Office of Advising – October 2011

This proposal has been discussed for the past four years among various groups, including the Associate Deans Group, advisors, ASUI and the Teaching & Advising Committee. The changes include adjusting the (online) add and drop deadlines to be aligned with the tenth day of the semester for simultaneous actions to allow students to adjust their schedules, to allow undergraduates to withdraw online eliminating the need for an advisor signature for each action, and to increase the add/drop fee. The proposed changes work together to create better service for students to manage their registration and schedules. Consistency will also simplify information, making it easier for advisors and staff to relay concise and accurate information about registration deadlines.

- **Change online add deadline from six class days to the first ten days of the semester**
  1. Alignment of add and drop deadlines allows students to add for the same period as dropping; students have strongly supported aligning the periods.
  2. Allows the online add process to continue through census date, including wait lists, so that students can capture seats when drops are performed.
  3. There is concern from instructors that this sends a message that attendance in first two weeks is optional. This may be managed by communication to students, using instructor permission, and dropping for non-attendance.

- **Change online drop deadline, with no grade, from four weeks to the first ten days of the semester**
  1. Facilitate access to dropped courses during the concurrent add period, keeping more seats free for students who need them, and filling seats that would otherwise end up empty.
  2. Encouraging students to commit to their courses sooner and allow for classes to be filled with students who need them.
  3. Concern has been expressed about the impact on freshmen, but data show that this is used more by upper division students.

- **Allow students to withdraw from a course online**
  1. Students expect to be able to perform registration actions online and are familiar and comfortable doing so, reducing paper and increasing efficiency.
  2. The growing populations of distance students and students studying at UI centers are disadvantaged in performing a paper and signature process.
  3. Only undergraduates are required to obtain advisor signature, requiring graduate students to also use a paper process. A recent review of add/drop forms shows 11% of signatures were unreadable, 39% had what appeared to be the advisor's signature, and 50% signed by someone other than student's advisor.
  4. An advising hold is already in place and advisors will continue to advise undergraduates each semester. In addition all students will be provided warnings, information about withdrawals, and encouraged to visit with their advisor before taking the action to withdraw.
  5. The Summer 2010 and 2011 pilot project of online withdrawals has been very successful.
  6. A study of 1198 W grades, showed 75% with a midterm grade of D or F.

- **Increase the Add/Drop fee from $5 to $10**
  1. Increase the fee to adjust for inflation.
Regulation C

Proposed changes

Summary of Changes

• Change online add deadline to tenth day of the semester
• Change online drop deadline to tenth day of the semester
• Allow students to withdraw from a course online
• Increase fee from $5 to $10
Why propose changes?

• The alignment of add and drop deadlines with the census date eliminates confusion and syncs with financial aid census date
• Permits departments to work with students on waitlists and fill section seats
• Encourages students to commit to courses earlier
• Serves all of our students across the state and at a distance by enabling online transactions

Common Comments

• Students may not have enough information to decide to drop by tenth day
• Concerns expressed about freshman students not having enough flexibility
• Students uncomfortable approaching faculty when decision to drop a course is made
• Rigor of courses may be compromised due to ability to add without permission
• Better for students at a distance who cannot easily obtain signatures
• Registration is ultimately the student’s decision
Current Registration Activity

• Currently students may add a course through the tenth week or 50th day of the semester with instructor and advisor permission (full semester courses). This is different for graduate students.
• Only undergraduate students are required to obtain advisor signature for withdraws.
• A recent review of add/drop forms shows 11% of signatures are unreadable, 39% has what appear to be the advisor’s signature, and 50% is signed by someone other than advisor.

Best Practices to Manage Enrollment in Sections

• Contact students prior to the semester with expectations for attendance.
• Drop for non attendance during first week of semester.
• Post the syllabus on the VandalWeb course schedule to inform students about course.
• Use instructor permission on course section if necessary.
When Do Students Drop?
By Number of Courses

Closed Courses Dropped After Last Day to Add
By Number of Sections
Who Is Dropping After Tenth Day?

By Number of Students

- Days 7-10
- Week 3-4

When Do Students Add?

By Number of Courses

- During First Six Days
- After Sixth Day
Information Available to Students on Web Site

Information on VandalWeb
TO: University Curriculum Committee
FROM: Office of the Registrar and Office of Advising
RE: Changes in Registration (Regulations B & C) [Summer 2012]
DATE: November 1, 2011

C - Changes in Registration

C.1. Students may change their registration as provided in the "Semester Schedule for Changes in Registration" accompanying this regulation. All registration changes are effective on the date they are filed with the registrar. Students may not drop a course by simply staying out of class.

<table>
<thead>
<tr>
<th>Desired Change</th>
<th>First 6 days of semester*</th>
<th>7th day of class through 4th week*</th>
<th>5th week to end of 2nd week following midterms**</th>
<th>After end of 2nd week following midterms***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop course</td>
<td>Drop course on-line, if permitted (see regulation C-3). No grade recorded and credits do not count in 20-credit limit for withdrawal.****</td>
<td>Signature of advisor required for undergrad students. File form with registrar. Grade recorded as W (withdrawal) and counted in 20-credit limit for withdrawal.****</td>
<td>For compelling reasons only, upon successful petition to Academic Petitions Committee (file petition through dean's office). Grade recorded as W (withdrawal) and counted in 20-credit limit for withdrawal.****</td>
<td></td>
</tr>
<tr>
<td>Add course (for regular credit or audit)</td>
<td>Add course on-line.</td>
<td>Signature of instructor required. File form with registrar.</td>
<td>Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad., law, and non-degree students. File form with registrar.</td>
<td>For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).</td>
</tr>
<tr>
<td>Change course section</td>
<td>Change section on-line.</td>
<td>Permission of instructor of new section is required. File form with registrar.</td>
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</tr>
<tr>
<td>Change from regular credit to audit.</td>
<td>Signature of the instructor required. File form with registrar.</td>
<td>Signatures of instructor and advisor required for undergrad students.</td>
<td>For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).</td>
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<tr>
<td><strong>Reduce number of credits in course.</strong></td>
<td>Signature of the instructor required. File form with registrar.</td>
<td>For compelling reasons only, upon successful petition to the Petitions Committee (file petition through dean's office).</td>
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<td><strong>Change from regular grading to pass-fail.</strong></td>
<td>Signature of the advisor/major professor required. File form with registrar.</td>
<td>For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).</td>
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<tr>
<td><strong>Change from audit to regular credit.</strong></td>
<td>Signature of the instructor required. File form with registrar.</td>
<td>Signatures of instructor and advisor required for undergrad students. Signature of instructor required for grad, law, and non-degree students. File form with registrar. For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).</td>
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<tr>
<td><strong>Change from pass-fail to regular grading.</strong></td>
<td>Signature of advisor/major professor required. File form with registrar.</td>
<td>For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office).</td>
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<tr>
<td><strong>Register late.</strong></td>
<td>Register online. Pay late-registration service charge. File form with registrar.</td>
<td>For compelling reasons only, upon successful petition to the Academic Petitions Committee (file petition through dean's office). Pay late-registration service charge and fee.</td>
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<tr>
<td><strong>Withdraw from university. (see regulation G)</strong></td>
<td>Obtain form from Dean of Students, academic deans, or Registrar's Office. File form in academic dean's office or Registrar's Office. No grade recorded.</td>
<td>Obtain form from Dean of Students, academic deans, or Registrar's Office. File form in academic dean's offices or Registrar's Office. Dean's signature required for law students. Grade recorded as WU (withdrawal from university) and credits do not count in 20-credit limit for withdrawal. For compelling reasons only; complete medical withdrawal or petition the Academic Petitions Committee (file petition through dean's office). Grade recorded as WU (withdrawal from university) and credits do not count in 20-credit limit for withdrawal.</td>
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<td><strong>C-21. Adding a Course.</strong> As shown in the chart accompanying this regulation, a course may be added online during the first six days of classes. Beginning with the seventh day of classes, the student must file a form with the registrar that includes the signature of the instructor. After the fourth week of the semester, an undergraduate student must have the advisor’s signature as well as the instructor’s to add a course. A course may be added with permission through the end of the second week following midterms. A student may add a full semester course online through the tenth day of the semester. These periods are prorated for accelerated or short courses.</td>
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<td><strong>C-32. Dropping a Course.</strong> As shown in the chart accompanying this regulation, a course may be dropped online without a grade of W (withdrawal) being recorded on the student's permanent record through the fourth week of the semester. A student may drop a full semester course through the tenth day of the semester without a grade of W. Beginning with the fifth week of the semester and ending the second week of the semester following midterms, a student must file a form with the registrar to drop a course (undergraduate students are required to have the signature of their advisor). During this period a grade of W will be recorded on the student's record and will count against their 20-credit withdrawal limit (see regulation C-4). This period is prorated for accelerated or short courses. Students may not drop a course by simply staying out of class.</td>
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</table>
| **C-3. Withdrawing from a Course.** Beginning with the eleventh day of the semester and ending with the tenth week of the semester a student may withdraw from a course. During this period a grade of W will **
be recorded on the student’s record and will count against their 210 credit withdrawal limit (see regulation C-4). This period is prorated for accelerated or short courses.

C-4. Credit Withdrawal Limitation. The number of credits that a student may withdraw from during his or her undergraduate career at UI is limited to 210 credits. If a student attempts to drop a course(s) that would bring the total credits he or she will have withdrawn from above 210, the student will not be allowed to do so. When a student withdraws from the university the credits in the courses for the semester do not count against the withdrawal credit limitation (see regulation G).

C-4-a. The number of credits that may be dropped and recorded on the student's permanent record is limited to 20 credits during a student's undergraduate career at UI. Petitions must be submitted to the Academic Petitions Committee to drop more than 20 credits during a student's undergraduate career at UI.

C-4-b. If a student attempts to drop a course that would bring the total credits he or she has dropped above 20, the student will not be allowed to do so. If a student attempts to drop two or more courses simultaneously and together they would bring his or her total credits dropped above 20, the student will be asked, through the dean's office, to submit a revised request to drop only one course or a combination of courses that would not cause the limitation to be exceeded. If the student cannot be reached or fails to submit a revised request, the registrar will record dropping the course or combination of courses that bear the highest course numbers and not cause the limitation to be exceeded; the dropping of the remainder will not be allowed.
B - Registration

B-1. Registration Access. Registration access is given to new students as described above. It is also given to students who were previously enrolled within two years of the term in which they wish to register. Former students who have not been enrolled at UI within those two years must be re-admitted by the Undergraduate or Graduate Admissions Office at least one month prior to the term in which they wish to register. Such students will be required to submit transcripts from any institutions attended since their last registration at UI, and they may also be required to complete a residence questionnaire. Failure to meet the deadline may cause a delay in registration. Undergraduate students are required to meet with their academic advisor prior to registration.

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.

B-3. Auditing Classes. Auditing a course consists of attendance without participation or credit. Audited courses will be recorded on a student's permanent record. The permission of the instructor is required before a student may audit a course. Seating preference in a course will be given to students who are completing the course for credit. (See C-2 and C-3 for deadlines)

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.

B-4. Independent Study Courses. A student enrolled in the regular program is permitted to carry independent study courses for college credit only with the prior written approval of his or her academic dean. Credit for correspondence-study courses will not be accepted without such approval.

B-5. Registration for Courses Without Completion of Prerequisites. Students who have not completed the prerequisites to a course for which they are otherwise eligible may register for the course with the instructor's approval.

B-6. Registration of Lower-Division Students in Upper-Division Courses. All academic programs give priority in the first two years to meeting the general requirements for the appropriate degree and acquiring the foundation for advanced study; therefore, freshman students may not take upper-division courses. Exceptions may be made for students who have fulfilled the prerequisites and who are well prepared in their field of study. In such cases, the instructor may, with the concurrence of the student's advisor, authorize the exception.

B-7. Registration of Undergraduate and Non-degree Students in Graduate Courses. Undergraduate and non-degree students may register in graduate courses under the conditions outlined in the College of Graduate Studies section with the prior written approval of the instructor of the course, the student's advisor, and the Dean of the College of Graduate Studies.

B-8. Registration of Students with Baccalaureate Degrees as Undergraduates. To register as undergraduates, students with baccalaureate degrees must secure the permission of the dean of his or her undergraduate college and file a statement with the registrar indicating that they understand that the work will not be classified as graduate work and cannot be used toward a graduate degree at a later date. (See J-7-b and c.)

B-9. Registration for Full Semester Courses. Students may register for full semester courses through the tenth sixth day of the semester.

B-910. Registration for Accelerated and Other Short Courses. Students may register for accelerated and other short courses at any time up to and including the starting date of the course without petition.