REGULAR MEETING OF THE FACULTY OF THE UNIVERSITY OF IDAHO  
Thursday, May 5, 2011 - 3:00 p.m. (PDT), University (Admin) Auditorium  
Boise – 162; Coeur d’Alene – 128; Idaho Falls – IF1 (TAB350A); Twin Falls – B66  
President M. Duane Nellis Presiding

- Call to Order.
- In Memoriam.
- Minutes. Meeting of September 14, 2010
- 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-11-026: FSH 1565 – Faculty Ranks (Associated Faculty voting)
- FS-11-036: FSH 1460 – University Wide Policy Development  
- FS-11-037: FSH 1540 – Standing Rules of the University Faculty  
- FS-11-038: FSH 1570 – Faculty Secretary  
- FS-11-040: FSH 1420 – University Administration  
- FS-11-042: FSH 4130 – Standard Course Numbers

Group 2:
- FS-11-011: Dual Career Accommodation  
- FS-11-012: FSH 3750 – Educational Fee & Tuition Deduction  
- FS-11-014: Professional Development and Learning  
- FS-11-022: FSH 1565 – Faculty Ranks - Clinical Faculty  
- FS-11-024: FSH 3520 – F-9 – Tenure Extension  
- FS-11-044: FSH 3450 – Presidential Actions to Manage Expenditures to Respond to Financial Challenges

Group 3 (requires quorum):
- FS-11-025: FSH 1520 – University Constitution (Clinical Faculty and Associated Faculty voting)  
- FS-11-039: FSH 1580 – Bylaws of Faculty Senate

II. Proposed Changes to the University of Idaho Catalog

- FS-11-043: UCC-11-064: NOI Martin School

- President’s Remarks.

- Adjournment.

President M. Duane and Ruthie Nellis invite faculty and staff to an end of the year reception at the President’s Residence (1026 Nez Perce Drive) on Friday, May 6, 2011 from 4:30-7:00 p.m. following the meeting. RSVP to uipresrvsp@uidaho.edu by Tuesday, May 3rd.

Rod Hill, Secretary of the Faculty,  
http://www.webs.uidaho.edu/facultycouncil, (885-6151)

NOTE: 117 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.
Call to Order. Professor Dan Eveleth, Chair of the Faculty Senate, called the meeting to order at 2:00 p.m. and asked several faculty members to determine if a quorum was present for the meeting. Counting the one on-campus and four off-campus sites, it was determined that there were 94 faculty members present, four members short of a quorum.

Professor Eveleth then introduced University of Idaho President M. Duane Nellis who formally called the meeting to order at 2:05 p.m. President Nellis welcomed the faculty to the meeting and then introduced Provost Doug Baker.

In Memoriam. Provost Baker asked the assembled faculty to recognize the following faculty members who had passed away since May 1, 2010:

- Leroy O. Bauer
  Professor Emeritus of Music
  -- May 2010 --

- Arland Hofstrand
  Professor Emeritus of Forest Products
  -- July 2010 --

- Erling J. Johannesen
  Extension Professor Emeritus
  -- June 2010 --

- Gordon A. Law
  Professor of Communication (non-emeritus)
  -- September 2010 --

- Ali Moslemi
  Professor Emeritus of Forest Products
  -- August 2010 --

- LaMont Smith
  Extension Professor Emeritus
  -- August 2010 --

- Ruth Spidahl
  Extension Professor Emerita
  -- July 2010 --

- Henry Willmes
  Professor Emeritus of Physics
  -- July 2010 --
Minutes. Lacking a quorum, the minutes of the General Faculty Meeting held on May 12, 2010, were deemed to be approved as written and distributed to the faculty.

Special Orders. Introduction of New Faculty Members: Provost Baker introduced the new members of the University of Idaho administration and then asked each college dean to introduce new members of the faculty by name and department. A complete listing of those new members of the administration and faculty is available in the Office of the Provost & Executive Vice President.

President’s Remarks. President Nellis thanked the University of Idaho faculty for choosing to work for this institution and stated how very proud he was of all of their accomplishments. He said that his commitment is to support them in all of their endeavors. He also stated that he is very impressed with the quality of the new faculty.

Nellis said that the university community has been through a lot during the past year dealing with the challenges presented by the state budget for higher education. The university set its priorities recognizing that it can’t be all things to all people. The faculty and staff have made significant progress moving the university ahead in strategic ways and we can hope that we have now been able to stabilize the situation.

Nellis then discussed the political and financial atmosphere that will influence the university this fiscal year:

• Some financial indicators are up significantly in many business sectors which could have an impact on the budget picture of the state.
• An election year makes it difficult to predict the legislative stance on funding for higher education. However, he said that he will do everything that he can to gain the resources the university needs to accomplish its mission. There continues to be concern about salaries, but all academic institutions across the country face cuts that are equal to or greater than our own.
• Idaho’s investment in higher education is of great importance and needs to be recognized. University of Idaho teaching, discovery, and outreach are real tangible assets to the state.
• The university is putting in place a new award for a University of Idaho distinguished professor this year. The university needs to do more in the area of rewards, such as providing endowed chairs.
• The constitutional amendment (SJR 101) concerning tuition is very important to the future of the university. Our approach will be to educate the public about this long overdue amendment. The restrictions on how we use fees and our ability to charge tuition are important to our development. The university needs the help of the faculty, staff, and students to educate the public and pass this important measure.
• The strategic plan is continuing to move forward toward completion. The current strategic plan goes through the end of this calendar year. We hope to have approval of a new strategic plan before we start 2011. Thanks to all of you who are serving on this
important committee. We want to continue to build on the momentum of the current strategic plan.

- The 3rd year law program in Boise is an important priority. We have made remarkable progress with this program. Significant private funding is allowing the university to move ahead with the program. Thirty students have started the program this fall. The approval of the American Bar Association and the report they sent is very positive. The university is using renovated space in the Boise Center, but moving ahead with plans to make the programs’ permanent home the former Ada County Courthouse. Despite rumors to the contrary, there are no plans to move the UI Law School to Boise. Our intent is simply to complement our Moscow campus program.

- The university continues to define its research focus areas, building on its already dynamic research programs. The STEM (science, technology, engineering and math education) program is a good example of a significant gift (Micron) resulting in a meaningful program that will help improve the education of our public school students.

- Gifts and partnerships continue to grow as the university continues improving its partnerships with corporations. The last fiscal year showed a 100% improvement over the previous year. The university is making excellent progress. Wells Fargo and Simplot have been good partners that are giving us both statewide and international visibility.

- In the area of communication – promoting the university and communicating with alumni – the university needs to build advocacy networks to help the UI in the state and nation.

- Collaborations with other state and regional institutions, like the Center for advanced Energy Studies, are important to higher education. The UI has many successful collaborative efforts. Another good example is the $3.85 million NSF grant to investigate fire behavior and characteristics as applied for and funded as a cooperative program with Montana State University and the University of Colorado. The Washington, Wyoming, Alaska, Montana, Idaho medical education program (WWAMI) continues to be an impressive cooperative program. An undergoing analysis of that program is looking at the possibility of expanding the program.

- UI research dollars continue to grow through the excellent work of our faculty, gaining 10% over last year.

- Enrollment needs continue to be an important part of the advancement of the institution. We are showing advances over last year in every level and category. That translates into new revenue to meet our continuing needs. We are recruiting in China for graduate students and opening three new offices and partnerships.

- The UI’s retention rate from the freshmen to sophomore year has increased from 77% to 8% this past year. To make that significant a move is as amazing as it is difficult. So much of that progress is the result of one on one interaction with students and mentoring in a positive way to students.

- Nellis said that he is excited about the leadership brought to the academic and research programs from our three new deans. Dr. Kurt Pregitzer, the new dean of the College of Natural Resources, Dr. Cori Mantle-Bromley, the new dean of the College of Education, and Dr. Nilsa A. Bosque-Pérez, professor in the Department of Plant, Soil and
Entomological Sciences, who is serving an interim appointment as dean of the College of Graduate Studies.

President Nellis concluded his formal remarks by noting that the University of Idaho has a lot to build on. The university is fortunate to have quality faculty and staff and our student body has excellent leadership.

**Comments, Questions and Discussion.** Professor Kenton Bird commented on the timing of the general faculty meeting because it occurred during “prime” teaching time.

Bird then asked a question passed on to him by Professor Ron McFarland, who was teaching a course at this time. McFarland wanted an explanation of the $385,000 contract with Allied Barton for campus security. Specifically he wanted to know where the money came from, how much safer the campus would be with the presence of this security company, and why so few details of the police and security contract were made public before it was approved by the SBOE?

President Nellis responded that he felt the university would have been at a competitive disadvantage to release specific contract information before the details were brought to the SBOE. He said that if the board had asked for changes in the service it would have placed the university in an awkward position with bidders for those services. He also noted that the city of Moscow had the opportunity to bid on the security portion of the bid request, but chose not to do so. Nellis said that the university needed security people walking the campus at night and checking on the security of university buildings and equipment. The Moscow Police Department was not interested in providing that type of security service.

President Nellis then asked Lloyd Mues, Vice President for Finance and Administration, to comment on the questions raised by Professor McFarland. Mues said that the university was not paying any more for police and security than it had originally budgeted for these services. The university ended up with increased police protection under a contract with clear expectations of services from the Moscow Police Department, and on top of that a security element that does not require a uniformed police officer. Thus, the security element of the contract comes at a reduced cost. Mues stated that the university was getting both services for the approximate cost of what the university was originally paying for uniformed police work. He concluded by saying that the bottom line is that we needed to have a security element in addition to the Moscow police services.

**Adjournment.** After reminding the faculty of the September 27th date for his State of the University address to the university community, UI President Nellis adjourned the meeting at 2:41 pm.

Respectfully,

**Peter A. Haggart, Acting Secretary of the Faculty**
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 1565 F –Associated Faculties

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

Policy Sponsor: (If different than originator.) Rod Hill, Faculty Secretary
Name Date
Telephone & Email:

Reviewed by General Counsel ___Yes ____No Name & Date: ________________________________

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

1. A contradiction to 1520 (Constitution) was created in FSH 1565 (Ranks) when the terms affiliate/adjunct were switched. The Constitution’s intent is to allow the units/colleges to determine, through their bylaws, how their associated faculty may vote and/or participate among their constituent faculty at meetings and/or on faculty committees.

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 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.

If not a minor amendment forward to: ____________________________________________
Track # ____________
Date Rec.: ___________
Posted: t-sheet ______
h/c _________
web ____________
Register: ____________
(Office Use Only)

Policy Coordinator
Appr. & Date: __________________
[Office Use Only]

FSH
Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________
[Office Use Only]

APM
F&A Appr.: _________
[Office Use Only]
ACADEMIC RANKS AND RESPONSIBILITIES

PREAMBLE: This section defines the various academic ranks, both faculty and non-faculty (e.g., graduate student appointees and postdoctoral fellows), and their responsibilities. Subsections A, C, D, E, F, and I should be read in conjunction with the policy and procedures concerning granting of tenure and promotions in rank which are contained in 3520 and 3560 (subsection I only in conjunction with 3560). Most of the material assembled in this section was a part of the original 1979 Handbook. The material in section I was added July, 1987. The definitions of 'postdoctoral fellow' (J-3), 'graduate assistant' (K-3) and 'research fellow' (K-4) were revised in July 1996. Section J-1, voting rights for lecturers, was changed in July 2001. Section A was substantially revised in July 1994, so as to underline better the importance of both teaching and scholarship. At that time the so-called "Voegman Amendment" (the addition of "in the classroom and laboratory" to the list of possible venues wherein the evaluation of scholarship might take place) made its first appearance. Section A underwent additional substantial revision in July 1998 and July 2006, always with the hope of creating greater clarity in a complex subject. Extensive revisions along those same lines were made to B (entirely new and in 2008 B was moved to 3570), C, D, and E in July 1998. Further, less extensive revisions were made to C-1, D-1, and E-1 in July 2000. In July 2008, this section was reorganized to better reflect classifications as stated in FSH 1520 II-3, no substantive changes were made to policy. In 2009 changes to the faculty position description and evaluation forms integrating faculty interdisciplinary activities into the evaluation processes were incorporated into this policy as of January 2010. Ranks for Associated Faculty in F were removed because the promotion process as detailed in 3560 for faculty ranks was deemed excessive for associated faculty. Those currently holding a specific rank in adjunct or affiliate will retain that privilege. In July 2010 the affiliate and adjunct terms were switched to conform to national norms and rank of Distinguished Professor was added. Further information may be obtained from the Provost's Office (208-885-6448).

F. ASSOCIATED FACULTY: Associated faculty members (see FSH 1520 II-3) have access to the library and other UI facilities. Reimbursement for travel or for services to UI is at the unit's discretion. They are not eligible for sabbatical leave. [ed. 1-10]

F-1. AFFILIATE FACULTY: [ren. 7-98, 1-08, rev. 7-10]

a. General. The affiliate faculty consists of professional personnel who serve academic departments in a supporting capacity. Appointment to affiliate-faculty status constitutes a recognition of the appointee's scholarly contributions and professional accomplishments, confers responsibilities and privileges as stated in subsection e below, and authorizes assignment of service functions as described in subsection e-2 below. It is also a means of encouraging greater cooperation between and among academic departments and other units. An affiliate faculty member holds a non-tenure-track faculty status in an appropriate academic discipline. [ed. 7-00, 1-10, rev. 7-10]

b. Employment Status. An affiliate faculty member may, by virtue of his or her employment, have either one of the following relationships with UI: (1) that of a UI employee, normally an exempt employee, who is [a] a member of the faculty or staff of a unit of the university other than the one in which he or she has affiliate-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has affiliate-faculty status; (2) that of an employee of a governmental or private agency who is assigned by that agency to a UI unit or to one of the agency's units or programs that is officially associated with the university. [rev. 7-10]

c. Distinction between Affiliate and Adjunct Faculties. Members of the affiliate faculty have a more direct relationship with UI than do members of the adjunct faculty [see 1565 F-2]. Members of the adjunct faculty are not UI employees. An adjunct faculty member's primary employment is with a unit or program that is not officially associated with UI. Thus, the relationship of a member of this faculty category to UI is essentially that of a collaborator with a UI unit, program, or faculty member. An affiliate faculty member, in contrast, has a primary employment responsibility in a UI unit or in a non-UI unit that is officially associated with UI. In addition, he or she has a secondary relationship to another unit in a supporting role, or has a secondary relationship to the academic program in the same unit in which he or she has a primary employment
responsibility. These latter relationships are the kind that are recognized by the affiliate faculty membership. [ed. 7-00, 1-08, 1-10, rev. 7-10]

d. Responsibilities, Privileges, and Rights. The guarantees afforded by the principle of academic freedom [see 3160] are extended to members of the affiliate faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; however, their right to vote in meetings of their university faculty and of constituent faculties is limited in accordance with the provisions of 1520 II-3-b. [ed. 7-00, 1-08, rev. 7-10]

(Those who, in addition to their affiliate-faculty status, have status as members of the university faculty [e.g., psychologists in the Counseling and Testing Center and regular faculty members in other academic departments] have, of course, full rights of participation in meetings of the university faculty and of the constituent faculties to which they belong.) [ren. 1-10, rev. 7-10]

Affiliate faculty members perform administrative, analytical, and research functions that complement UI’s mission in teaching, research, and service. [rev. 7-10]

1. Affiliate faculty members, as such, do not normally have teaching as a primary or major responsibility; however, with the approval of academic departments, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students’ supervisory committees (with approval by the vice president for research and graduate studies), or act as expert advisers to faculty members or groups. [rev. 7-10]

2. The nature and extent of the services to be rendered are determined jointly by the affiliate faculty member, his or her immediate supervisor, and the departmental administrator(s) concerned. [rev. 7-10]

3. Affiliate faculty qualify for the faculty-staff educational privilege [see 3740] [ed. 1-10, rev. 7-10]

e. Qualifications. Assignment to an affiliate faculty position is based on demonstrating knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to what is expected of faculty within that unit. [ed. 7-00, rev. 1-10, 7-10]

f. Appointment.

1. Appointments to the affiliate faculty may be made at any time. They are reviewed by the dean of the college before publication of each issue of the General Catalog. No appointment should be continued unless the affiliate faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university. [rev. 7-10]

2. A recommendation for appointment to the affiliate faculty normally originates in the appropriate academic department and requires the concurrence of the nominee’s immediate supervisor and the faculty of the appointing department. The appointment must be approved by the dean of the college, the president, and the regents. [rev. 7-10]

3. An appointment, termination, or other change in affiliate-faculty status is made official by means of a “Personnel Action” form. [rev. 7-10]

F-2. ADJUNCT FACULTY. [rev. 7-10]

a. General. The adjunct faculty includes highly qualified persons who are not employed by UI but are closely associated with its programs. [For the distinction between the affiliate and the adjunct faculty categories, see 1565 F-1-c.] [ed. 7-00, 1-08, rev. 7-10]

b. Responsibilities. Members of the adjunct faculty have the same academic freedom and responsibility as do members of the university faculty, however, their right to vote in meetings of the university faculty and of their constituent faculties is limited in accordance with the provisions of 1520 II-3-b. [ed. 7-00, 1-08, rev. 7-10]

(Except that they do not vote in meetings of the university faculty or of constituent faculties.) Adjunct faculty members may be assigned to advise students on their academic or professional programs at any level; to work in cooperative research projects; to serve on committees, including graduate students’ supervisory committees (with approval by the College of Graduate Studies); to act as expert advisers to faculty members or groups; and to teach courses in their branch of learning. [rev. & ren. 1-10, rev. 7-10]

Comment [a2]: This sentence contradicts the Constitution (FSH 1520) which supersedes all FSH policies. Adjunct can be allowed to vote in their constituent faculties if the unit’s by-laws so permit. Language here is deleted and reference to revised 1520 II-3b is more appropriate.
c. **Qualifications.** Adjunct faculty members must be highly qualified in their fields of specialization and should have exhibited positive interest in UI programs in the field of their appointment. Their qualifications should ordinarily be equivalent to those required of regular members of the faculty in the area and at the level of the adjunct faculty member’s responsibility. [rev. 1-10, rev. 7-10]

d. Adjunct faculty do not qualify for the faculty-staff educational privilege. (see 3740) [add. 1-10, rev. 7-10]

e. **Appointment.**

1. Appointments to the adjunct faculty may be made at any time. b. Appointments are for an indefinite period, but are to be reviewed by the dean of the college before publication of each issue of the General Catalog. No appointments should be continued unless the adjunct faculty member is actively engaged in the responsibilities for which he or she was appointed. [rev. 7-10]

2. Recommendations for appointment to the adjunct faculty are normally developed at the departmental level and have the concurrence of the departmental faculty. For interdisciplinary degree programs, adjunct faculty may also be assigned responsibilities with respect to the degree programs with approval of the program faculty and of the program director. Appointments must be approved by the dean of the college, the provost, the president, and the regents. [rev. 7-10]

3. Before formal appointment procedures are begun, the prospective adjunct faculty member must agree to serve under the provisions herein described. When necessary, the consent of the nominee’s employer, if any, will be requested and recorded. [rev. 7-10]

4. Appointment information is recorded on the regular “Personnel Action” form.

5. The appointment of adjunct faculty members to graduate students’ supervisory committees requires approval by the dean of the College of Graduate Studies. [rev. 7-10]
POLICY COVER SHEET

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

Faculty/Staff Handbook [FSH] □ Addition ☑ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: FSH 1460 – University Wide Policy Development Process

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): Rod Hill, to Faculty Secretary
(Please see FSH 1460 C)
Name Date
Telephone & Email: 885-6151

Policy Sponsor: (If different than originator.) Don Crowley, Chair Faculty Affairs
Name Date
Telephone & Email: Crowley@uidaho.edu 3/30/11

Reviewed by General Counsel _X__Yes ____No Name & Date: ___3/30/11, 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.

Update processes and clarify language.

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.

1540, 1570, 1580

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: ____________________________________________

Policy Coordinator
Appr. & Date: [Office Use Only]

FSH

Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________
[Office Use Only]

APM
F&A Appr.: ________
[Office Use Only]

Track # ____________
Date Rec.: ____________
Posted: t-sheet ________
h/c ________
web ________
Register: ____________
(Office Use Only)
PREAMBLE: To promote consistency in the development, modification, and presentation of university-wide policies, this section was adopted in the fall of 2005. This section establishes a process for the creation and change of all university-wide policies; there is a policy coordinator in the person of the faculty secretary, a web-based tracking system for new and changing policies, and a web-based tool for offering comments on policies as they are developed at http://www.webs.uidaho.edu/uipolicy/

A. General: This section contains the process applicable to the adoption of new or amended university-wide policies and procedures. The university anticipates that the development and amendment of unit level policies will follow similar review processes for notice and coordination, as appropriate in each case.

A-1. Adopting Policies: All university-wide policies are adopted in a common format and in the manner described below, in order to promote consistency amongst university-wide policies. This process also ensures that there is general knowledge within the campus community of how to adopt a concept into policy and how to access the policy-making and policy-amending process.

A-2. Context of University Policies: All university policies fall within a greater hierarchy of laws, statutes and regulations. University policies are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Regents/State Board of Education policies and procedures
4. University-wide policies and procedures
5. Divisional/College policies and procedures (including centers/institutes)
6. Departmental/Unit policies and procedures

B. Definitions:

B-1. Draft policy format: the form in which all proposed new and amended university policies shall be submitted for review and approval. The draft format is set out at the end of this chapter.

B-2. Minor amendment: any change to an existing policy that is limited to making the policy or policies consistent with controlling legal authority, including Board policy, or that is a clerical or grammatical change or correction that does not change the intent, scope, application or meaning of the policy.

B-3. Originator: a person(s) or group of person(s) with a proposed new or amended policy. [add. 7-07]

B-4. Policy: a governing principle that embraces general goals and mandates or constrains actions. All proposed policies should include any general procedures necessary for implementation. [ren. 7-07]

B-5. Policy Coordinator: the Faculty Secretary; he or she is responsible for coordinating, assisting with, and tracking all university-wide policies. The faculty secretary may delegate policy coordinator duties as necessary within the office of faculty secretary. [ren. 7-07]

B-6. Policy Sponsor: the responsible unit administrator having responsibility with the subject area of a proposed new or amended policy. [add. 7-07]

B-7. Procedure: a statement(s) that prescribes specific actions to be taken to implement established policies. [ren. 7-07]
B-8. **Responsible unit**: an office within the university with primary responsibility for a specific area of focus. An example of a responsible unit is the office of Human Resources, which has primary responsibility for employment, benefits, and training and development issues. [ren. 7-07]

B. 9. **Reviewing Body**: typically a university standing committee or ad hoc task force created to review a proposed new or amended policy. [add. 7-07]

B-10. **University-wide Policy**: a policy that has application across the institution. [ren. 7-07]

C. **Creation or Amendment of University-wide Policy**

C-1. **Initial Policy Development or Amendment**

i) A person(s) or group of persons (originator) with a new policy or policy amendment concept or proposal develops the concept into a draft policy format and discusses the policy with the responsible unit administrator, as applicable, having responsibility within the subject area of the proposed policy. This unit administrator becomes the policy sponsor with responsibility to work with the originator(s) to evaluate the concept or proposal, and to facilitate appropriate and timely action. [ed. 7-07]

ii) The policy originator in coordination with the sponsor is responsible for drafting the proposed policy. The Office of Faculty Secretary and General Counsel’s Office are available at any time for advice in the initial drafting of a new policy and/or if the amendments are extensive or substantive. Upon its completion in approved format, the policy sponsor then coordinates with the policy coordinator.

C-2. **Policy Review, Comment, and Approval**

i) **Policy Coordinator**: Upon receipt of a proposed new or amended policy, the policy coordinator reviews the policy and decides whether (1) the necessary broad review has been completed, (2) the policy is in the proper format and, (3) if an amendment, to determine whether the amendment is a minor amendment. As needed, the policy coordinator will confer with the senate leadership, general counsel and/or the provost to decide on appropriate review steps.

   a) All proposed new policies and amendments, other than minor amendments, are referred to the appropriate reviewing bodies as identified by the policy sponsor and the policy coordinator. Policies within matters of faculty governance are referred to the Faculty Senate. Once near final form and/or submitted to the Faculty Senate a university policy number will be assigned by the Office of the Faculty Secretary and the proposed policy posted to the university policy website. The review status of all proposed new policies and amendments is also posted and kept current on the policy web site. [ed. 7-09]

   b) All minor amendments are approved by the policy coordinator once in final form and posted on the policy web site.

ii) At a minimum, the review process includes general notice of the policy, and an opportunity for those interested in the policy to comment on the policy. The policy sponsor seeks to inform and solicit comments from the appropriate individuals or groups/committees of the university community, including the groups and individuals most affected by the proposed policy within the faculty, staff, students and administration. A list of all changes is prepared, as needed (a minimum of once a semester), published on the policy website, announced in the UI Register and sent out by mass email through Today@Idaho.

iii) The policy sponsor and any designated review committee review the comments, makes recommendations on the policy based on the review and the comments received, and incorporates any revisions into the draft policy.
iv) The final revised policy is made generally available and, if within the purview of faculty governance, submitted to the Faculty Senate for review and recommendation through the general faculty to the president. All other policies shall be submitted by the policy sponsor to the president for approval and signature. The President’s Office forwards policies to the State Board of Education/Regents of the University of Idaho for notification and approval, as necessary.

v) Once the president takes final action on a university-wide policy or the policy coordinator takes final action on a minor amendment other than a permissible clerical or grammatical change, the policy coordinator places the results of the final action as an information item on the next available agenda of the Faculty Senate, the Staff Affairs Committee, and the Associated Student University of Idaho (ASUI). The results of the final action are published and posted on the policy web site tracking sheet and in the Senate Annual Report presented each fall to incoming Senate of policy actions taken in the previous year. (See FSH 1420 for time periods for presidential action on Faculty Senate items). [ed. 7-09]

C-3. Temporary Emergency Policy

i) Notwithstanding subsections C-1 and C-2, the president may adopt, amend or suspend a policy without prior notice and comment, or upon any abbreviated notice and comment that is practicable, if it is established that a failure to act promptly will result in serious prejudice to the interests of the university or of the parties concerned.

ii) A policy adopted, amended or suspended under this subsection is temporary and may be effective for a period of not longer than 180 days. Action under this subsection does not preclude the subsequent adoption, amendment or suspension of an identical policy under subsections C-1 and C-2. [ed. 7-06]

D. Policy Implementation: All new and amended policies go into effect on July 1, or January 1, whichever arrives first after final approval, unless otherwise specified in the policy. The policy coordinator tracks all new and amended policies approved by the president and makes the new policy available on the web by the effective date.

Comment [a1]: This just isn’t feasible to do given the amount of changes. The policy website is updated frequently on the status and a list is prepared each quarter or semester see C-2 ii above. Also, Senate receives an Annual Report first fall meeting, contains last year’s approved actions.
# 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)

### 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>Policy Sponsor: (If different than originator.)</th>
<th>Don Crowley, Chair Faculty Affairs 3/30/11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone &amp; Email:</td>
<td><a href="mailto:Crowley@uidaho.edu">Crowley@uidaho.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Originator(s):</th>
<th>Rod Hill, Faculty Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone &amp; Email:</td>
<td>885-6151, <a href="mailto:annat@uidaho.edu">annat@uidaho.edu</a></td>
</tr>
</tbody>
</table>

**Reviewed by General Counsel**

| _X_ Yes | No | Name & Date: Graham 3/31/11 |

## 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.

Given today’s technology policy processes needed to be clarified and updated.

## 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.

1460, 1570, 1580

## 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: ___________________________________________

<table>
<thead>
<tr>
<th>Track #</th>
<th>Date Rec.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>___________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Register:</th>
<th>[Office Use Only]</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>(Office Use Only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appr. &amp; Date:</td>
</tr>
<tr>
<td>[Office Use Only]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appr. ___________</td>
</tr>
<tr>
<td>FC ___________</td>
</tr>
<tr>
<td>GFM ___________</td>
</tr>
<tr>
<td>Pres./Prov. ___________</td>
</tr>
<tr>
<td>[Office Use Only]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APM</th>
</tr>
</thead>
<tbody>
<tr>
<td>F&amp;A Appr.:</td>
</tr>
<tr>
<td>[Office Use Only]</td>
</tr>
</tbody>
</table>
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, adjunct, and affiliate faculty members, staff members, students, and others may be permitted to participate in meetings in an advisory capacity only, and they may serve as voting members of committees.

A-1. Venue Determination. The approved sites remote from the Moscow campus for General 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]

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-policy report (GCR) to the resident faculty for consideration and published at an appropriate UI web-site. The report is published at an appropriate UI web-site and its publication date announced in the University Register. [ed. 7-02]

C-2. Policy-Change Proposals. Proposals that affect university policy see FSH 1460. Proposals that concern the addition or expansion of instructional programs, e.g., those in part 3 of the catalog, or that concern the addition of courses are circulated in a general curriculum-policy report (GPR) to the resident faculty for consideration. The report is also published on the Faculty Senate at an appropriate UI web-site and its publication date announced through electronic means to the resident faculty, in the University Register. [ed. 7-02, 7-09]

C-3. Actions of the University Curriculum Committee and of the Faculty Senate that are circulated in general curriculum-policy reports (C-1 & 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 transmitted to the regents, if regents' action is required. [ed. 7-09]

Comment [a1]: Original intent of the words "that affect policy" was FSH/AM changes, FSH 1460 now addresses this process.

Comment [a2]: It is a General Policy Report not "curriculum" that is done by Faculty Secretary office – which includes items in C-1 and C-2 once approved by Senate, if non-controversial...

Comment [a3]: Revised to reflect current process and avoid delays created by present publication process of UI Register.
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.]

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 transmitted to the regents, if regents' action is required. See 1420 A-1 c. for time periods for presidential action on Faculty Senate items.

C-56. 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.)

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.

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.

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.
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] □ Addition ☑ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: FSH 1570 – Faculty Secretary

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):
Rod Hill, Faculty Secretary
(Please see FSH 1460 C)

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

Policy Sponsor: (If different than originator.) Don Crowley, Chair Faculty Affairs

Telephone & Email: Crowley@uidaho.edu 3/30/11

Reviewed by General Counsel X Yes No Name & Date: Graham 3/31/11

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.

Update policy.

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

None

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

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

If not a minor amendment forward to: ___________________________________________

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

Policy Coordinator
Appr. & Date: ____________________________________________
[Office Use Only]

FSH
Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________
[Office Use Only]

APM
F&A Appr.: ____________
[Office Use Only]
SECRETARY OF THE FACULTY

PREAMBLE: This section outlines the appointment, responsibilities, and duties of the Secretary of the Faculty. The faculty secretariat is a position of long standing in the university and this section appeared first in the 1979 edition of the Handbook. The first substantial revision was that of November, 1991, where the faculty secretariat was redefined as a half-time position (allowing for the creation of a half-time ombudsman position) and the responsibilities of the office were substantially changed. The second substantial revision was done in 2003 to reflect current practice and responsibilities. Except where noted, the text remains as it was in 1996. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-03]

CONTENTS:
A. Appointment
B. Responsibilities and Duties
C. Nomination Process for Secretary of the Faculty

A. APPOINTMENT.

A-1. The secretary of the faculty (aka faculty secretary, policy coordinator see FSH 1460) is appointed on a fiscal-year basis by the president from among the tenured members of the university faculty or faculty emeriti [see 1520 II-1 and III-2]. The president appoints the secretary of the faculty from a list of candidates recommended by a nominating committee and ratified by the Faculty Senate [see C below]. [rev. 7-02, ed. 7-09]

A-2. Release time for the faculty secretary will be at least one-half time and may be greater, at the discretion of the president, depending on the circumstances, the needs of the Faculty Senate, and the needs of the faculty member appointed. [ed. 7-09]

A-3. The term of service is three years and is renewable. [rev. 7-02]

A-4. The faculty secretary serves at the pleasure of the president and reports to the chair of the Faculty Senate and to the provost. The provost, in consultation with the chair and vice chair of the Faculty Senate, conducts an annual review of the faculty secretary. Early in the third year of service, an in-depth evaluation is conducted by the provost and the chair of the Faculty Senate. Included are evaluations by the senate as a whole, by other appropriate administrators and faculty, and by the incumbent. A confidential evaluation report is given to the president for review and discussion with the incumbent by the first week in October in the third year of service. [rev. 7-02, ed. 7-09]

B. RESPONSIBILITIES AND DUTIES. The Secretary of the Faculty shall: [rev. 7-02]

B-1. Prepare, with the president’s approval, the agenda and supporting documents for each meeting of the university faculty; record and publish the minutes of meetings; forward reports of actions of the university faculty to the president; provide the Department of Special Collections and Archives in the University Library, and other interested parties with copies of the minutes of the university faculty meetings; and serve as a channel of communication to the members of the university faculty concerning administrative and regents’ actions. [rev. 7-02]

B-2. Serve as webmaster and/or supervisor for the Faculty Senate and Faculty Secretary websites. Oversee the placement of material on those websites. [add. 7-02, ed. 7-09]

B-3. Oversee the placement of Faculty-Staff Handbook sections and keywords on the UI policy and regulations website. [add. 7-02]

B-4. Serve as an ex-officio nonvoting member of the Faculty Senate and, as his or her primary responsibility, provide services on request for the Faculty Senate and other faculty bodies. [ren. 7-02, ed. 7-09]
B-5. Serve as secretary to the Committee on Committees. Oversee the process for solicitation of faculty members to serve on university-wide standing committees and the publication of committee function statements and membership lists. [ren. and rev. 7-02]

B-6. Cooperate with UI officials to ensure the accuracy of all published academic information. [ren. and rev. 7-02]

B-7. Oversee the preparation and data processing of faculty curricula vitae by personnel in the Faculty Secretary’s Office using the official format approved by the provost. Oversee distribution of curricula vitae to the faculty member, departmental administrator, dean, provost, and University Communications. [renumbered and rev. 7-02]

B-7. Serve as chair of the University Multi-campus Communications Committee, 1640.94. [add. 1-10]

B-8. Serve as the editor of the Faculty-Staff Handbook. Serve as a major resource to the faculty and administrators with respect to the contents of the handbook and participate in keeping it up-to-date. Serve as a liaison with the President’s Office to ensure proper maintenance and publication of the handbook. Inform Faculty Senate of any additions or changes to the handbook. [ren. and rev. 7-02, ed. 7-09]

B-9. Prepare for publication General Policy Reports for distribution to the general university faculty for review and approval. [add 7-02]

B-10. Serve as a source of information for UI personnel and students concerning policies, regulations, and procedures. [ren. 7-02]

B-11. Perform such other duties related to faculty governance as may be assigned by the president or the president’s designee or the university faculty. [ren. 7-02]

C. NOMINATION PROCESS FOR SECRETARY OF THE FACULTY.

C-1. The chair of the Faculty Senate appoints a five-member nominating committee, with the concurrence of the Faculty Senate. The committee is composed of the provost and four other members of the senate. [ed. 7-09]

C-2. The nomination committee should seek out and give preference to nominees who have the following qualifications; (1) attained the rank of full professor or are faculty emeriti, (2) print and electronic publication editing skills, (3) supervisory experience, (4) have had extensive experience in university service, and (5) have a good understanding and commitment to the role and mission of the University of Idaho. [add. 7-02]

C-3. The committee advertises the position, solicits and accepts applications and nominations, and screens candidates. The committee functions in a confidential manner. [ren. 7-02]

C-4. The committee recommends a list of candidates for ratification by the Faculty Senate. The senate may meet in executive session to discuss candidates recommended by the nominating committee. The senate may not add names to those recommended by the nominating committee but may choose to delete any of the candidates nominated by the committee. [ren. and rev. 7-02]

C-5. The Faculty Senate forwards the names of nominees ratified by the Faculty Senate to the president. The president selects the faculty secretary from that list or requests that a new group of nominees be selected following the procedures outlined in C-1 through C-4. [ren. 7-02, ed. 7-09]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>Addition</th>
<th>Revision*</th>
<th>Deletion*</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 1420 – University Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Originator(s): Ann Thompson, Asst. to Faculty Secretary
(Please see FSH 1460 C)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Thompson</td>
<td></td>
</tr>
</tbody>
</table>

Telephone & Email: annat@uidaho.edu

Policy Sponsor: (If different than originator.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Crowley, Chair of Faculty Affairs</td>
<td></td>
</tr>
</tbody>
</table>

Telephone & Email: Crowley@uidaho.edu

Reviewed by General Counsel          X Yes ___ No  Name & Date: Graham, 4/11/11 ___________

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.

Provide a formal procedure for communicating to faculty presidential action taken on policy issues forwarded for his approval via a University Faculty Meeting and/or General Policy Report.

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

No.

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: __________________________

Policy Coordinator

<table>
<thead>
<tr>
<th>Policy Coordinator Appr. &amp; Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Office Use Only]</td>
</tr>
</tbody>
</table>

FSH

| FSH Appr. | FC | GFM | Pres./Prov. | [Office Use Only] |

Track #

<table>
<thead>
<tr>
<th>Track #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Date Rec.: ____________

Posted: t-sheet ______ h/e ______ web ______ Register: ______

(Office Use Only)
PREAMBLE: This section describes the major administrative officers of the university down to the level of the provost and vice presidents and, further, the academic administration down to the level of the head of a school, division, or department. A fuller display of the university’s administration is to be found, in graphic form, in 1440. This section is original to the 1979 edition of the Handbook. It has been updated frequently since that time as titles and administrative organization have evolved. Notable substantive additions include that of the ombuds (A-1-c) in July 1992, material concerning the presidential veto (A-1-c) in July 1995, and substantial revisions to the subsections dealing with the selection and tenure of departmental administrators (E) in July 1998. Section E was substantially revised again in July 1999. Major revisions in subsections A, B, and C also appeared in July 1999 and again in July 2006 to reflect reorganizations of the senior administration. In July 2010 section E-6 was moved to FSH 3320 to consolidate the evaluation process into one policy. Further information on the university’s administrative structure is available from the President’s Office (208-885-6365), the Office of the Faculty Secretary (208-885-6151), or from the offices of the provost and executive vice president, vice presidents, or deans. [rev. 7-98, 7-99, 7-06, 7-10, ed. 7-00]

CONTENTS:

A. The President and Provost and Executive Vice President
B. Vice Presidents and Vice Provosts
C. Other Officers Reporting Directly to the President
D. College Deans
E. Administrators of Schools, Divisions, and Departments

A. THE PRESIDENT AND PROVOST AND EXECUTIVE VICE PRESIDENT. The president is the chief executive officer of the university. The provost and executive vice president supports and assists the president in providing leadership to and coordination of the activities of the central administration and the executive functions of the university. [rev. 7-99, 7-06]

A-1. The President.

a. The president is appointed by the regents and serves at their pleasure. The president is the chief executive officer of the university and functions as the representative of and an adviser to the regents and as the general agent through whom representations to them by UI personnel and students are regularly made. [See also 1900.] The Idaho Constitution, statutes and university policies declare the president a member and the president of the university faculty and also as the president of the other faculties referred to in 1520 I-4 and II [See 1520 I-2.] and a professor of a branch of learning in which UI regularly offers instruction.

b. The president exercises the power and authority delegated by the regents by issuing and enforcing such executive orders and invoking such measures as are reasonable and necessary for the performance of the functions and the discharge of the responsibilities and duties appurtenant to the presidency. The president exercises such rights, prerogatives, and responsibilities as normally accrue to the president and chief executive officer of an institution of higher education and discharging such other responsibilities and performing such other duties as may be assigned by the regents or required by law. The president may delegate his authority to other officers of the university as necessary. The president serves as a member ex officio of all councils, committees, boards, or similar bodies necessary to the operation of UI, regardless of how these bodies may have been established or appointed. [See 1620 B-3 and B-8.]

c. The president receives recommendations from the faculty on policy issues.

1. When the faculty, whether in a meeting or via a general policy report, approves an item which requires the president’s action, the president will approve or disapprove it within sixty days of the faculty’s action. The
president will provide written notification of his or her action to Faculty Senate via the faculty secretary. Any item not approved by the president within this time will be deemed to be disapproved. [rev. 7-06, ed. 7-09]

2. Once the president takes final action on any item passed at a university faculty meeting or via a general policy report, notification of this action shall be sent to faculty within two weeks.

32. When an item has not been approved by the president:

a. The Faculty Senate may reconsider; and/or [ed. 7-09]
b. A referendum may be held on the item. Such referenda will be held on the petition to the Faculty Secretary signed by fifty members of the university faculty and submitted within sixty days of the first full semester after the item has been disapproved. Such referenda will be by written ballot and conducted by the Faculty Secretary’s Office. Upon two-thirds vote of the total voting membership of the university faculty, the item will be presented by the president to the regents for their consideration.
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: 4130 Standard Course Numbers

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): University Curriculum Committee, Chair Robert Stone
Name Date
Telephone & Email: 885-6788 rstone@uidaho.edu

Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email: ____________________________

Reviewed by General Counsel ___Yes ___No Name & Date: ____________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Updates to the standard course policy to allow greater flexibility and clarification in offering special topics and directed studies

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.
None

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

If not a minor amendment forward to: ____________________________________________

Track # ____________
Date Rec.: ____________
Posted: t-sheet ____________
reg. h/e ____________
web ____________
Register: ____________
(Office Use Only)
STANDARD COURSE NUMBERS

PREAMBLE: This section describes certain standard course numbers which may be used in any subject field. This section appeared in the 1979 Handbook; in February, 1991, clarification concerning expanded course titles was added and in July, 1994 common internship numbers were specified (as well as the possibility of grading internships on a pass/fail basis) in 2004 the addition of 600-level courses were created specifically for doctoral students, definitions were added under C-3 and a new paragraph was added C-7, the possibilities of cross-listing special topics and directed studies courses were clarified July 2005. Unless otherwise noted, the text is as of July 1996. For further information, contact the Registrar's Office (885-6731). [rev. 7/04, 7-05].

A. STANDARD COURSE NUMBERS. University-wide standard numbers have been established for certain categories of courses. These courses need not be listed in a subject-field section in the catalog. They may be offered and listed in the Class Schedule whenever they are needed. Catalog course numbers are assigned by the Office of the Registrar at the time of approval by the University Curriculum Committee. [rev. 7-09]

B. AUTHORIZED COMBINATIONS OF STANDARD COURSE NUMBERS AND TITLES. The following course numbers and titles are authorized: 200, 400, 501, 601 Seminar; 203, 403, 503, 603 Workshop; 204, 404, 504, 604 Special Topics; 405, 505, 605 Professional Development; 298, 398, 498, 598, 698 Internship; 299, 499, 502, 602 Directed Study; Optional 400s number Practicum in Tutoring; 500 Master's Research and Thesis; 597 Graduate Practicum; 599 Non-thesis Master's Research; 600 Doctoral Research and Dissertation. (Courses in this group that are appropriate to the College of Law are assigned analogous numbers in the 800s and 900s.) [rev. 7-04, 7-09]

C. CONDITIONS.

C-1. Authorized Fields. With the exception of Practicum in Tutoring, the undergraduate-level standard courses may be offered in any subject field, excluding those approved for graduate degrees only. Practicum in Tutoring may be offered in subject fields in which a bachelor's degree has been approved. Courses 501, 502, 503, 504, 505, may be offered in subject fields in which graduate-level courses or degree have been approved. Courses 597, 598, 599 may be offered in subject fields in which a graduate degree has been approved. Course 500 must be offered in, and only in, those subject fields in which a thesis master's degree has been approved. Course 600 must be offered in, and only in, those subject fields in which doctoral-level programs are offered. [rev. 7-04]

C-2. Expanded Titles and Descriptions. All of the foregoing titles, except for 500, 600, and Practicum in Tutoring, may be expanded (in the nature of subtitles) to indicate the subject more specifically. This possibility is indicated by the symbol “(s)” between the number and the title in the catalog entry. If more than one such specific topic is to be offered, they will be listed in the Time Schedule as separate sections. Also, special conditions or restrictions may be added to the course description. Illustrative catalog entry: MusH 400 (s) Seminar (cr arr); Illustrative Time Schedule entries: MusH 400 Lec 01 Seminar (cr arr); MusH 400 Lec 02 Seminar in Ethnomusicology (3 cr); MusH 400 Lec 03 Seminar in Medieval Music (1-3 cr). [rev. 7-04]

C-3. Credits. All of these courses, except Practicum in Tutoring, may be offered on a variable-credit basis (cr arr). Practicum in Tutoring is to be offered for one credit and may be repeated once (1 cr, max 2).

Directed Study: One-on-one A method of delivering specially designed content to a student outside of the normal classroom environment. A specific directed study course can be offered only once and is not intended for repetition in subsequent semesters. A student cannot repeat the same directed study. Directed study courses should not duplicate an existing course.
Internship: Supervised practical experience related to a student’s major.

Practicum: Course of study that involves the supervised application of previously studied theory.

Practicum in Tutoring: Tutorial services performed by advanced students under faculty supervision.

Professional Development: A professional activity designed to provide information or skills, which have practical value. Usually developed to meet the needs of a particular group of practitioners.

Research: Supervised collection of information about a particular subject.

Seminar: A course offered to a group of advanced students studying under a professor with each doing in-depth study and discussion of the course material with the professor and other students.

Special Topic: Extended discussion on a topic or subject area not covered in an existing course offering. Topic may not be offered more than twice-three times under this course number. After the second offering appropriate curricular approval paperwork must be filed. [rev. 7-05, 7-09].

Workshop: A usually brief, intensive course for a relatively small group of students that focuses on techniques and skills in a particular field.

C-4. Prerequisites. Prerequisites are not usually listed for courses 500. Courses in the 600-series are intended for doctoral students only and will carry a system-enforced prerequisite of enrollment in a doctoral program (Ph.D., Ed.D.). [rev. 7-04, 7-09]

C-5. Grading. Seminars, workshops, directed studies, Practicum in Tutoring, and internships may be graded on the P/F basis or normal mode.

C-6. Limitations. A separate special-topics course should not be offered under the number 204, 404, 504, or 604 more than twice-three times; after the second-third offering, it should be assigned its own number, title, and description so that with few exceptions the official descriptions of courses students take will be in the catalog. Use 599 for research not directly related to a thesis or dissertation. A maximum of 10 credits in course 500 may be applied toward the minimum of 30 credits required for a thesis master's degree; nevertheless, the number of credits a student may earn in course 500 is not limited to the number required by the student's department. Credit in course 500 cannot be counted toward the minimum of 30 credits required for a nonthesis master's degree. Credit earned in 405, 505 and 605 will not be accepted toward graduate degree programs. Courses numbered 600-699 may never be conducted jointly and can be cross listed only with 600-level courses in a second department. Standard course numbers may not be cross- or joint-listed with catalog courses [rev. 7-04, 7-05, 7-09]

C-7. Limitations on Directed Study. Directed study is intended as a one-on-one method of delivering specially designed content to the student outside of the normal classroom environment. General classroom space is not available for this purpose and enrollment in any directed study course should not exceed five. A specific directed study course can be offered only once; the directed study course is not intended to be repeated in subsequent semesters. Students cannot repeat the same directed study. Directed study courses cannot duplicate an existing course. [add. 7-04, rev. 7-05, 7-09]
TO: Faculty Senate  
FROM: Faculty Affairs Committee  
SUBJECT: Dual Career Accommodation and FSH 3750 Educational Fee & Tuition Deduction  
DATE: November 4, 2010

The Faculty Affairs Committee is sending two proposed policies back to the Faculty Senate with the troublesome word “partner” removed. It is the view of the Faculty Affairs Committee that the wording of the proposals sent in last year was the proper wording. We feel the University of Idaho should make the benefits it provides eligible to all our employee’s on an equal basis. However, the Committee does not wish to continue to have worthwhile policies sent back while we engage in a quest for the magic words to allow us to avoid a potential conflict.

Thanks

Don Crowley  
Chair, Faculty Affairs Committee
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:  ___________________ Dual-Career Accommodation________________

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

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

Originator(s):  ___________________  Faculty Senate 2008-09  Fall 2008 ___________________

(Please see FSH 1460 C)

Name  Date

Policy Sponsor: (If different than originator.)  ___________________  Don Crowley, Chair Faculty Affairs  ___________________

(If different than originator.)

Name  Date

Telephone & Email:  ___________________  Don Crowley@uidaho.edu  5-7290 ___________________

Crowley@uidaho.edu  5-7290

Reviewed by General Counsel  ☑ Yes  ☐ No  Name & Date:  _Sent Feb. 17, 2009.  On Feb. 2, 2010 – the 2009-10 Senate decided to move forward. Disappr. President 7/8/10; revisited Senate Fall 2010 returned to FAC; revised/appr. 10/27/10 with removal of “partner” language.

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.

Units reported that the lack of a written spousal accommodation policy had complicated or even completely halted searches. It is hoped that this will help with recruitment and retention.

At the May 4, 2010 Senate meeting, Staff Affairs requested an additional revision to this policy which passed at Senate on March 9, 2010. The revision is to add a reporting mechanism, thus “e” under C-2 was added. The data will be reported in the aggregate and handled confidentially through the Office of Human Rights and Inclusion so as not to divulge individual items of information that may be protected from public examination.

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

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: ___________________________________________

Policy Coordinator
Appr. & Date:  ___________________

[Office Use Only]

FSH
FC: FC-09-032; FS-10-033 appr. 3/9/10 ret. w/ Staff Aff rev. 5/4/10 appr. GFM 5/12/10
Pres./Prov. disa. 7/8/10  
[Office Use Only]

FS-11-011
Track # UP 10-049-UP-11-007
Date Rec.: 2008 11/2/10
Posted: t-sheet ____________  
h/c ____________  
web ____________
Register:  ___________________
(Office Use Only)
A. Definitions.

A-1. Partner. For purposes of this policy partner shall include a married spouse or a person who is neither married nor related by blood to the employee but is the employee’s sole domestic partner, lives together with the employee in the same residence and intends to do so indefinitely, and is financially responsible with the employee for the other’s welfare. The university reserves the right to request documentation establishing financial responsibility or qualifying status.

B. Policy. In recognition that professional employment opportunities for partners-a spouse can enhance faculty and staff recruitment and retention, the University of Idaho may aid in the employment of an employee’s partnerspouse. Any such help will be consistent with the principles of affirmative action and fairness and available to both new recruits and established employees. Dual career accommodation is a non-mandated program available to the university to assist units in recruiting and retaining employees. No unit is required to participate in this program. Prospective employees are not to view dual career accommodation as an entitlement.

NOTE: It is illegal to ask a job candidate if he or she needs dual career accommodation. However, the appointing authority or employing official may provide the information included in this section and the candidate may then request consideration for such support.

B. Process. Human Resources shall assign a staff member who will be responsible for providing reasonable assistance to a staff or faculty member’s partnerspouse, including partners-a spouse of those prospective staff or faculty who have received a position offer, in finding local employment. This person shall maintain an information base and support network pertaining to local employers, both on and off campus and will actively coordinate with other educational institutions in the area. This person will contact and offer service to all new hires, will be available at the time of interview, and will be available to existing employees.

B-1. Existing Vacancy. Initially, the university may attempt to find accommodation in existing vacancies, including jobs listed as “open only to current UI employees.” However, the candidate’s qualifications, as determined by the search committee, must be competitive with other applicants in the pool.

B-2. Temporary Position. If there are no appropriate existing vacancies and if a partnerspouse’s qualifications meet a demonstrated need at the university, a one to three year temporary position may be created to provide appropriate employment opportunity. In order to safeguard individuals, departments, and other units, any offer of employment under these circumstances must be approved by the unit’s
administrator or hiring committee, and following approved HR and/or affirmative action hiring procedures. The Office of the Provost & Executive Vice President (Provost) may, but is not required to, assist with the funding of created positions for the purpose of temporary dual career accommodation. These temporary accommodations may be supported in part by limited funds set aside by the provost for this purpose.

Hiring units must advise candidates of the time limits for temporary dual career accommodation support. Support beyond the initial temporary accommodation period of one to three years may be available if the candidate has completed a successful performance evaluation rating of “meets expectations” or above each year and if:

1) The position becomes permanent and funding is available outside of the Office of the Provost, or
2) The hiring unit has planned for future permanent funding.

a. Requirements:

1) There must be an appropriate fit between the qualifications of the candidate and the proposed position, and
2) The university must benefit if the accommodation is provided.

b. Written Proposal. Units requesting temporary dual career accommodation must submit a written proposal through the responsible dean (or equivalent administrator) to the Provost. Units are to provide the following:

1) An explanation of the situation,
2) An explanation of how the university will benefit from the accommodation,
3) The vita of the partner/spouse,
4) A list of possible positions for consideration,
5) The proposed time period of the temporary accommodation,
6) The proposed salary,
7) An explanation indicating why permanent funds are not available if there is a need for the position in an area,
8) A statement indicating that the requesting unit will provide the required matching funds or an indication of the source of such matching funds, and
9) Information about potential future funding. NOTE: The goal is to move employees from temporary funds to permanent funds whenever feasible and appropriate.

c. Funding. After approval of the proposal, the Provost commits funding for temporary dual career accommodation as follows:

1) One year for .50 FTE (matched by funds from the hiring or receiving unit),
2) Two years for .50 FTE (matched by funds from the hiring or receiving unit),
or
3) Three years for .33 FTE (.67 FTE matched by funds from the hiring or receiving unit).

If the position is less than full-time, the funding support is prorated based on the formula described above. Either the hiring unit or the receiving unit may provide the funds to make the position full-time. A unit interested in pursuing a dual career accommodation may provide funds to enable the temporary hire to take place in a different unit.

In general units are to view dual career accommodations as a university priority. A unit with available funds and a need for temporary assistance should be willing to participate in a temporary accommodation.

Any unused temporary accommodation funds revert to the provost.

d. Approval. Approval by the provost is contingent upon the availability of funds and the evaluation of the temporary accommodation proposal.

e. Report. The Office of Human Rights and Inclusion shall collect and store the following data and periodically report to the Faculty Senate an analysis of the use and the effectiveness of the policy including the following:

   (1) Number of accommodations processed as related to sections C-1 and C-2;
   (2) Types of positions filled and/or created (administrative, faculty, exempt, classified) for those accommodations;
   (3) Types of positions for which the accommodations were made (administrative, faculty, exempt, classified);
   (4) The reasons for the accommodations (recruitment, retention); and
   (5) Salary amounts provided.

B-3. Office of Human Rights, Access and Inclusion Review. The Provost must submit copies of all dual career accommodation requests to the Office of Human Rights, Access and Inclusion for review to ensure that requests conform to EEO policies and regulations.

B-4. Contact Information. TBD
POLICY COVER SHEET

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

[3/09]

Facility/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency

Minor Amendment □

Chapter & Title: FSH 3750 – Educational Fee & Tuition Deduction

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):

Ken Locke, Chair Faculty Affairs 3/31/10
Don Crowley, Chair Faculty Affairs 11/1/10

(Please see FSH 1460 C)

Telephone & Email:

885-4453

Policy Sponsor: (If different than originator.)

Mike Jolly

Reviewed by General Counsel X Yes ___No Name & Date: Hoey Graham, 4/2/2010
Disappr. President 7/8/10; revisited Senate Fall 2010 returned to FAC; revised/appr. 10/27/10 with removal of “partner” language.

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 promote employee recruitment and retention, and improve culture and climate at the university, by means of a modest expansion of an existing employee benefit. We also sought to clarify some of the policy language.

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

The fiscal impact is difficult to predict, but the costs associated with increased course enrollment in the absence of increased revenue are likely to be minimal compared to the fiscal benefits associated with enhanced recruitment, retention, and morale.

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: ___________________________________________

Policy Coordinator

Appr. & Date: [Office Use Only]

FSH

Appr. __4/13/10__

FS FS-10-012 FS-11-012

GFM __5/12/10__

Pres./Prov. 7/8/10 disappr.

[Office Use Only]

Track #: UP-10-061 UP-11-008

Date Rec.: _______ 11/2/10 _______

Posted: t-sheet _________

h/c _________

web ________

Register: _________

(Office Use Only)
EMPLOYEE SPOUSE EDUCATIONAL FEE AND TUITION REDUCTION

PREAMBLE: This section outlines the policy by which spouses of employees may enroll in the university for reduced fees. See 3740 for historical background. Further information is available from Human Resources (208-885-3609). [ed. 7-97]

CONTENTS:

A. Policy
B. Spouses of Student Employees Excluded
C. Limitation of Spouse’s Eligibility
D. Spouse Registration Data Form
E. Registration for Other Than Regular Credit
F. Termination of Employment
G. Limitation to Regular Programs and Terms
H. Limitation to Academic Services

A. POLICY. Under the Educational Fee and Tuition Reduction Program, enrollment in the university for reduced fees ($20 registration fee plus $5 a credit) is extended to the spouses of board-appointed UI employees on regular appointment who work at least half-time (including those on official leave). The Educational Fee and Tuition Reduction Program is a qualified tuition reduction plan under Section 117 of the Internal Revenue Code. Under this program, fees waived for enrollment in undergraduate courses are exempt from federal, state and social security taxes; fees waived for graduate level courses (above 500) are subject to tax; tax is payable by the employee. Provisions of federal or state law may, however, change at any time. Participation in the Educational Fee and Tuition Reduction Program is subject to the provisions, interpretations, and limitations contained in the following subsections. [ed. 7-02]

B. SPOUSES OF STUDENT EMPLOYEES EXCLUDED. Spouses of employees who are full-time students, including spouses of instructional assistants and graduate assistants, are not covered by this policy, except as provided in C-2, and are required to pay full fees and applicable tuition. [Consult the Graduate Bulletin for information concerning assistantships.] [ed. 7-02]

C. LIMITATION OF SPOUSE’S ELIGIBILITY.

C-1. The spouse of an eligible employee having less than four continuous years of employment may register under this policy for only two courses (not to exceed nine credits) in a semester, for only one course (not to exceed four credits) in the summer session, and for three intersession credits per year. If these limits are exceeded, full fees and applicable tuition are charged for those credits that exceed the specified limit.

C-2. A spouse who is also an eligible employee cannot register for more academic credits than other employees are entitled to under Section 3740.

D. SPOUSE REGISTRATION DATA FORM. A Spouse Registration Data Form needs to be completed by the employee and attached to the registration form. Spouse Registration Data Forms are available from the Student Accounts/Cashiers Office. [ed. 7-02]

E. REGISTRATION FOR OTHER THAN REGULAR CREDIT. In applying the credit limitations in B, courses taken for audit, zero-credit, or CEUs are counted as if they were taken for regular credit.

F. TERMINATION OF EMPLOYMENT. If an employee’s appointment is terminated during an academic period for which the employee’s spouse is registered for academic work under this policy, the academic work must be
terminated unless the applicable fees are paid, except that if employment is terminated due to disability or death, the spouse or surviving spouse is not required to pay full fees for the remainder of the academic period during which the spouse was enrolled at the time of disability or death of the employee.

G. LIMITATION TO REGULAR PROGRAMS AND TERMS. This tuition reduction program does not apply to continuing education courses or courses offered through Independent Study in Idaho. It applies only to courses that are offered as a part of the regular program on the Moscow campus during a regular academic session or intersession period. Specifically, courses offered through correspondence or continuing education are excluded from this program.

H. LIMITATION TO ACADEMIC SERVICES. A person who is registered under this policy is entitled only to academic services (e.g., instruction and use of the library). Other services covered by regular fees, such as student health services, insurance, ASUI membership, student activities, and admission to athletic events, are not included. Special fees imposed for certain aspects of instruction, such as for special courses and programs, web-based courses, individual instruction in music, and course-related field trips, must be paid.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Chapter & Title: Chapter 3, Employee Professional Development and Learning

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.”

Originear(s):
Jeanne Christiansen June 8, 2010
Name Date
Telephone & Email:
208.885.7941 jeannec@uidaho.edu

Policy Sponsor: (If different than originator.)
Mike Jolly June 8, 2010
Name Date
Telephone & Email:
208 885 3478 jolly@uidaho.edu

Reviewed by General Counsel
X Yes ____No Name & Date: Kent Nelson 2010-10609 / FAC rev./appr.
Sept. 29, 2010/ SAC 11/3/10 /HR

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 Professional Development Task Force reviewed the policies and procedures supporting opportunities for employees to engage in professional development, learning, and training. The university does not have a specific policy addressing professional development opportunities for employees; the Task Force recommends the adoption of policy for supervisor and employee reference.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
The policy adoption in and of itself does not carry direct fiscal impact. The university currently employs staff to develop and direct university-sponsored professional development and learning programs, working in concert with internal experts for program design, delivery, and assessment.

University employees may continue to be engaged in professional development with costs associated with access (e.g., webinar fees, professional meetings). These costs have been borne at the unit level in the past and will continue to be budgeted locally.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
The review of existing policies included identification of Faculty Staff Handbook and Administrative Procedures Manual policies and procedures and included FSH 3320, 3340, 3360, 3370, and 3710. No changes are recommended for these policies.

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: ____________________________

Policy Coordinator
Appr. & Date: ______________________
[Office Use Only]

FSH
Appr. ______________ FS ______________
GFM ______________ Pres./Prov. ______________
[Office Use Only]

APM
F&A Appr.: __________
[Office Use Only]

Track # __ UP-11-006__
Date Rec.: __11/3/10__
Posted: t-sheet __________
 h/c __________
web __________
Register: ____________________
(Office Use Only)
EMPLOYEE PROFESSIONAL DEVELOPMENT AND LEARNING

PREAMBLE: This section describes the university’s commitment to professional development and learning opportunities for employees. The organization, culture, and climate at the University of Idaho are enhanced by employees who are innovative, knowledgeable, and engaged in life-long learning through a system of professional development. These opportunities lead to a positive, dynamic, adaptable, and vital work climate in which employees share a passion for knowledge, innovation and creativity while maintaining high academic and ethical standards. For more information on Employee Professional Development and Learning, visit www.uidaho.edu/pdl.

A. Introduction
B. Definitions
C. General
D. Miscellaneous

A. Introduction: The University of Idaho is a dynamic learning community committed to high quality, ongoing, and sustainable professional development opportunities for all employees. The university encourages employees to meet professional and personal goals through a comprehensive system of flexible learning opportunities that build and increase knowledge and skills, facilitate networking with colleagues, and support career advancement.

B. Definitions.

B-1. Professional Development: a learning process that expands the capacity of an employee to advance in the responsibilities defined in his/her position description and/or personal aspirations and aligns with the university’s goals, enhancing an employee’s expertise and ability.

B-2. Self-directed: chosen by the employee to enhance personal skills, knowledge and abilities, or for career advancement. Examples include: taking an unrelated class taken for personal interest, attending a conference, obtaining additional training.

B-3. University-directed: work-related education and training required by the University in general, the employee’s supervisor and/or the position description. Examples include: performance management and supervisory skill development, teaching, technical skills (such as grant writing, Banner training or software programs), regulatory requirements (such as certification, legal compliance), and university policy and procedure.
**B-4. Training, Workshop, or Conference Presentations:**
development and dissemination of material that conveys an employee’s
expertise, experience and knowledge to advance professional
development at the University.

**C. General.** The focus and means of an employee’s professional
development and learning activities, University-directed or self-directed,
shall be guided by university and unit objectives and needs, available
resources, and individual goals. Supervisors/unit administrators shall
encourage, foster and expect participation in ongoing professional
development and learning opportunities. Examples include: training,
workshops, or conference presentations, faculty sabbatical leave (FSH 3720)
or staff professional leave (FSH 3710 P), university academic courses (FSH
3740), and other activities agreed upon.

**C-1. Advance Approval:** Participation in professional development and
learning activity shall be discussed with the employee’s supervisor or unit
administrator and approved in advance.

**C-2. Supervisor Responsibilities:** Supervisors/unit administrators
will support professional development and learning for all employees.
During the annual review, professional development and learning
opportunities shall be discussed with the employee’s supervisor/unit
administrator in developing the goals for the upcoming year. The types
and reasonable hours for same will be agreed upon based off the overall
unit’s expectations and strategic plan.

**C-3. Expenses:** Reimbursement for participation in professional
development and learning opportunities may be obtained from the unit
(at the unit’s discretion) or other appropriate university source, resources
permitting, and may include: travel, per diem, living expenses, and
registration fees.

**D. Miscellaneous.**

**D-1. Professional Development Time Reporting for Classified
Employees:**
- a. Self-directed professional development and learning outside
  regular work hours is not considered time worked and is ineligible for
  compensatory time or overtime (see FSH 3460).
- b. University-directed professional development and learning is
  considered part of the employees work time and as such is eligible for
  compensatory time or overtime (see FSH 3460 and APM 70.04).

**D-2. Alternative arrangements can be made for external professional
development and learning opportunities through flextime and flexplace
(see FSH 3250).**
**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>
<th>Revision*</th>
<th>Deletion*</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 1565 – Clinical Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Originator(s):** Kenton Bird 1/21/11
(Please see FSH 1460 C)

Telephone & Email: 5-5947 kbird@uidaho.edu

**Policy Sponsor:** (If different than originator.) Faculty Affairs / Don Crowley Chair 1/21/11

Telephone & Email: Crowley@uidaho.edu

Reviewed by General Counsel Yes No Name & Date: ________________________________

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

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

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: ________________________________

---

<table>
<thead>
<tr>
<th>FSH</th>
<th>Appr.</th>
<th>FC</th>
<th>GFM</th>
<th>Pres./Prov.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Office Use Only]

<table>
<thead>
<tr>
<th>APM</th>
<th>F&amp;A Appr.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Office Use Only]
Thank you for your willingness to consider modifying the sections of the Faculty Staff Handbook dealing with Clinical Faculty. These proposed changes will be helpful to the School of Journalism and Mass Media as we prepare for a possible accreditation self-study and site visit in 2012.

Our accrediting body is the Accrediting Council for Education in Journalism and Mass Communication (ACEJMC). The accrediting standard for faculty states: “The unit hires, supports and evaluates a capable faculty with a balance of academic and professional credentials appropriate for the unit’s mission.” Because of the University of Idaho’s current policy that tenure-track appointments require a terminal degree, JAMM has had difficulty finding candidates who possess recent professional experience in journalism, broadcasting, advertising and public relations. This challenge has become more difficult as we seek professional faculty with experience in digital or interactive media.

Expanding the terms and conditions for clinical faculty would provide another track by which to hire faculty who possess significant professional experience but lack a terminal degree. Many top research universities provide this option for journalism and other disciplines, including Columbia University, the University of Missouri and Arizona State University. On the reverse of this memo, I include an excerpt from ASU’s Academic Affairs Manual, which describes Clinical Faculty as well as Professor of Practice. (The Walter Cronkite School of Journalism at ASU employs several professors of practice.)

For such a faculty category to meet JAMM’s needs, the following changes to FSH 1565 would be needed:

1. Section G-5 would need to be given its own letter, as a stand-alone section rather than a sub-section of “Temporary Faculty.” This would allow clinical faculty to be considered for longer-term appointments.
2. Clinical faculty should be eligible for promotion after completion of time in rank and evaluation by departmental, college and university promotion committees. This would provide advancement opportunities that would be attractive to prospective faculty.
3. Clinical faculty should be eligible, after completion of satisfactory probation periods, be eligible for multi-year appointments. The criteria for such appointments are well defined in Washington State University’s policy.
4. Continuing UI faculty appointed as lecturers or senior instructors because they lack terminal degrees should be allowed to apply for clinical status. The policy should include procedures for such consideration.

Thank you for considering these suggestions.

cc: Dean Katherine Aiken
Academic Affairs Manual

Nontenure-Accruing Positions

Generally, nontenure-accruing faculty are members of the Academic Assembly unless provisions in this policy specific to a title or appointment exclude such membership. They do not accrue time towards eligibility for tenure or sabbatical leaves. However, they have certain benefits such as library and parking privileges as outlined in ACD 600, “Benefits.” In general, employees working less than 50 percent time do not qualify for such employment benefits as subsidized insurance and university fee waivers.

Clinical Faculty

Clinical faculty are nontenured, nontenure-eligible faculty members who are qualified by training, experience, or education to direct or participate in specialized university functions, including student internships, training, or other practice components of degree programs. They are appointed as clinical instructors, clinical assistant professors, clinical associate professors, or clinical professors. These positions may be part-time or full-time.

Responsibilities of clinical faculty are not limited to medically related fields of study and may encompass any area of professional practice. For example, some units or campuses, depending on their academic offerings, will hire clinical faculty on the basis of their technical expertise and the responsibilities they will assume. The title “technical faculty” may more accurately reflect the position. The title “technical faculty” is encompassed in the definition of clinical faculty.

Generally, assistant clinical professors are appointed on one-year terms. Associate clinical professors and clinical professors may be appointed on one-year or multiple-year terms of up to three years provided they possess the experience, expertise, or qualifications established over a sustained period of time that qualify them to develop or supervise practice components of degree programs or to perform other duties that the dean determines will significantly enhance clinical/professional learning and advance the goals of the assigned academic unit or program in a substantial way. Clinical faculty are not eligible for sabbatical leave.

Professor of Practice

Professors of practice are nontenured, nontenure-eligible faculty members whose expertise, achievements, and reputation developed over a sustained period of time qualify them to be distinguished professionals in an area of practice or discipline, although they may not have academic experience. The responsibilities of this position are teaching courses, seminars, and independent studies to undergraduate and graduate students or other duties that the dean determines are consistent with this definition. Professors of practice may be appointed on one-year or multiple-year terms of up to three years. A professor of practice appointed on a multiple-year term is an individual who, by virtue of his or her past experience and current level of expertise, is qualified to significantly enhance the instruction of students and advance the goals of the assigned academic unit or program in a substantial way. Professors of practice are not eligible for sabbatical leave.
C. TITLES

1. Clinical Faculty
Faculty whose primary responsibilities are clinical supervision, and/or clinical instruction are persons qualified by training, experience or education to direct or participate in specialized university functions which are defined within the college making the appointment and approved by the Office of the Provost. Appointments are as clinical assistant professor, clinical associate professor or clinical professor.

2. Lecturer
The title Lecturer is an entry level faculty position and is used for faculty hired as assistant professors who arrive without having completed their terminal degree. Such faculty are expected to complete the terminal degree during the first year of appointment or be given a terminal appointment for the second year. The title lecturer also may be used for temporary appointments to address a particular teaching need, usually for one semester and at less than 100%.

3. Instructor
The title Instructor is used for short-term teaching contracts where no indication of rank is intended. The title Instructor implies the appointment is non-permanent and non-tenure track in nature. An instructor’s primary responsibility is teaching undergraduate or clinical courses as defined by the supervising dean. These appointments can be renewed indefinitely at the discretion of the University. Instructor appointments may be from one to three years.

4. Senior Instructor
See above Instructor definition. Instructors who have successfully completed six years of University service may request promotion to senior instructor. Expectations for such appointments must be defined by the college and approved by the Office of the Provost and Executive Vice President. Appointments are for one to five years.

5. Visiting Faculty
Temporary appointees who are faculty members or professionals from another institution for purposes of teaching, collaboration or research. They are normally expected to return to their own institutions at the expiration of the appointment and are appointed as visiting instructors, visiting assistant professors, visiting associate professors, or visiting professors.

6. Adjunct Faculty
Adjunct faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculties. Adjunct faculty provide various types of service/teaching within individual colleges according to established criteria and may serve on graduate committees. As qualified, ranks of adjunct assistant professor, adjunct associate professor, or adjunct professor may be assigned to adjunct faculty. Appointments are for up to three years.

7. Postdoctoral Research Associates
Persons who have earned a doctorate and are employed temporarily to support research.

8. Affiliate Faculty
Comparable to an adjunct appointment except that the person already is a WSU employee (faculty, administrative/professional) and has been invited to serve in a faculty role in a program other than the one paying his/her salary. Affiliate faculty are appointed on an
unpaid, usually part-time basis to a department other than their home department at WSU for limited, renewable terms. As qualified, ranks of affiliate assistant professor, affiliate associate professor, or affiliate professor may be assigned to affiliate faculty who do not otherwise possess a faculty title.

Whenever a department plans to employ or host a foreign professor, researcher, or scholar, it is important to contact the Office of International Programs regarding arrangements for the appropriate immigration status.

**Appointments**

Appointment—Clinical Assistant Professor: Faculty at the rank of Clinical Assistant Professor are on fixed term appointments of up to three years contingent upon College/Department needs and may be reappointed upon satisfactory evaluation as measured by annual performance review; a one-year terminal appointment may be given prior to completion of a three-year term if the annual review is unsatisfactory.

Faculty members are typically not considered for promotion to Clinical Associate Professor prior to the sixth year of service at the rank of Clinical Assistant Professor. At the time the faculty member elects to seek promotion, the College/Department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the College/Department at the ranks of Associate, Full and Regents’ Professor. Faculty may also remain at the rank of Clinical Assistant Professor and be reappointed to subsequent terms at that rank after their sixth year of service provided satisfactory performance continues.

Appointment—Clinical Associate Professor: Faculty at the rank of Clinical Associate Professor are on fixed-term appointments of up to three years. Performance reviews will be conducted annually with the possibility of three year rolling horizon renewal based on College/Department needs; a one-year terminal appointment may be given if the review is unsatisfactory.

At the time the faculty member elects to seek promotion to the rank of Clinical Professor, the College/Department will conduct a comprehensive tenure style review that involves all clinical, tenure-track, and tenured faculty in the College/Department holding the Full Professor rank. An individual College/Department, at its discretion, may require external reviews in line with its specific mission. If promotion to Clinical Professor is not pursued or is not granted, faculty may remain at the rank of Clinical Associate Professor provided satisfactory performance continues.

Appointment—Clinical Professor: Faculty at the rank of Clinical Professor are on fixed-term appointments of up to 3 years. Performance reviews will be conducted annually with the possibility of renewal for an additional period designated by the Dean and/or Chair and senior faculty of the College/Department, but not to exceed three years (i.e., rolling horizon appointment).
The University of Idaho Faculty will consider an amendment to the Faculty Constitution to expand the definition of clinical faculty and to create ranks for such faculty members. The following is intended to provide background information before the meeting. Additional information is available from the Office of the Faculty Secretary or Office of General Counsel.

What is the rationale for this change?
The proposal originated with the School of Journalism and Mass Media, which is seeking a way to recruit and retain faculty members with professional media backgrounds as a step to seeking accreditation. Because of the University of Idaho’s current policy that tenure-track appointments require a terminal degree, JAMM has had difficulty finding candidates who possess recent professional experience in journalism, broadcasting, advertising and public relations. Expanding the terms and conditions for clinical faculty would provide another method by which to appoint faculty who have significant professional experience but lack a terminal degree.

What other programs might take advantage of this option?
If the policy changes are approved, any academic unit in the University of Idaho would be eligible to create such faculty ranks. The Lionel Hampton School of Music and the Department of Theatre support this proposal because it would give them additional options to recruit faculty with recent professional experience for positions that are primarily performance-based. The following programs would also benefit from using clinical faculty rank for professionals in their areas: Accounting, Architecture, Business, Engineering, Law, WWAMI, and Veterinary Medicine. WWAMI and Law were particularly strong supporters when this title was first proposed several years ago.

What other universities have clinical faculty?
Many top research universities provide this option for journalism and other disciplines, including Columbia University, the University of Missouri and Arizona State University. Washington State University appoints clinical faculty members in communication (media practice), pharmacy and veterinary medicine.

Doesn’t the University of Idaho already allow clinical faculty?
Yes, but the relevant section of the Faculty Staff Handbook (FSH 1565) includes “clinical faculty” as a sub-section of “Temporary Faculty.” For such a faculty category to be effective, sponsors believe clinical faculty should be addressed in a separate category to suggest a greater degree of permanence and to provide these faculty with a reasonable expectation of continuing employment after completion of a satisfactory probationary period.

Will clinical faculty members be eligible for tenure, promotion or multi-year contracts?
a) Tenure: No. These ranks are considered non-tenure eligible.
b) Promotion: Yes. The policy provides means by which units can establish criteria for clinical assistant, associate and full professor ranks, following a timetable for promotion similar to tenure-track and tenured faculty members.
c) Multi-year contracts. No. Board of Regents policy currently allows multi-year contracts only for head athletic coaches.
**Will this change undermine tenure?**
Nothing in this policy changes the conditions by which faculty members are appointed to tenure-track positions or are eligible for consideration for tenure.

**Would clinical faculty members be eligible to sit on unit or college tenure and promotion committees?**
This would be at the discretion of each college and would be reflected in the college and unit bylaws. Some units, for example, might find it beneficial to have clinical faculty members assess the teaching and outreach/engagement activities of tenure-track faculty members to reflect current best practices in the profession. Other units may choose to restrict such committees to tenured and tenure-track faculty.

**Why is a change to the Faculty Constitution necessary?**
This amendment alters who is considered a faculty member. As a result, the offices of the Faculty Secretary and General Counsel determined that a constitutional amendment would be in order, which will also require Regents approval.

**How can the Constitution be amended?**
FSH 1520 ARTICLE VII--AMENDMENTS (http://www.webs.uidaho.edu/fsh/1520.html). The constitution may be amended by a two-thirds affirmative vote of the members of the university faculty in attendance (FSH 1520 Article II, Section 1). A quorum must be present (FSH 1520 Article III, Section 3) and consists of one-eighth of the membership of the university faculty. It has been determined that 117 will be a quorum for the May 5, 2011 meeting.

**If the amendment is approved, what happens next?**
Amendments are subject to review and approval by the President and by the Regents. FSH 1420 A-1 c: http://www.webs.uidaho.edu/fsh/1420.html#A_ states that for any policy item that requires the President’s action, the President has sixty days to approve or disapprove. Written notification of his or her action must be provided to Faculty Senate via the faculty secretary. Any item not approved by the President within this time will be deemed to be disapproved (FSH 1420 A-1 c 2). The President forwards approved items to the Regents for review and approval (FSH 1520 Article I. http://www.webs.uidaho.edu/fsh/1520.html)
Move 1565 G-5 – Clinical Faculty under Temporary Faculty to 1565 D. Clinical Faculty under University Faculty as D-9 and revise as noted below:

D-9. **Clinical Faculty:** a. **General.** Clinical faculty, non-tenure track, may be appointed for the purpose of performing practicum, laboratory, or classroom teaching in which his/her primary functions are in clinical skills instruction. Clinical faculty is a non-tenure track position. Clinical faculty positions are appropriate for professional disciplines having strong applied and/or clinical elements and or those which will serving university units or academic departments in a supporting capacity. Appointment to clinical-faculty status constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, and confers responsibilities and privileges as stated in b-a below. Clinical faculty members may be appointed and/or promoted to the ranks of clinical assistant professor, clinical associate professor or clinical full professor.

b. **Responsibilities, Privileges, and Rights.** A clinical faculty member has a primary employment responsibility in a UI unit or in a non UI unit that is officially associated with UI. The relationship of a clinical faculty member to UI is essentially that of a collaborator with a UI unit, program, or faculty member. The guarantees afforded by the principle of academic freedom (see 3160) are extended to members of the clinical faculty. They have substantially the same responsibilities and privileges as do members of the university faculty (FSH 1520 II 1); however, their right to vote in meetings of the university faculty and of constituent faculties is limited in accordance with the provisions of 1520 II 3-B. They also qualify for the faculty-staff educational privilege (see 3740). They are not eligible for sabbatical leave.

Clinical faculty members perform administrative, analytical, and research functions that complement UI’s mission in teaching, research, and service.

1. Clinical faculty members, as such, do not necessarily may have teaching as a primary or major responsibility; however, with the approval of academic departments in addition, they may teach classes, advise students on their academic or professional programs, participate in research projects, serve on graduate students’ supervisory committees (with approval by the vice president for research and graduate studies), engage in outreach and engagement activities, and act as expert advisers to faculty members or groups.

2. The nature and extent of the services to be rendered are determined jointly by the clinical faculty member, his or her immediate supervisor, and the unit administrator(s) concerned.

c. **Qualifications.** Assignment to a clinical faculty position is based on demonstrated knowledge and experience, academic degrees, scholarly contributions, or other professional accomplishments comparable to those what is expected of faculty within the unit.

c. **Promotion.** Clinical faculty should be members are eligible for promotion after completion of time in rank comparable to that for tenure-track faculty, and upon evaluation by departmental, college and university promotion committees. Each unit will develop criteria for promotion of its clinical faculty. The promotion process will be consistent with that followed by the unit, college and university for tenure-track faculty. [See FSH 3560]

Comment [a1]: This title will require the University Constitution (FSH 1520) to be revised and requires Board approval.

Comment [a2]: This is stated above in a.
d. Multi-year contracts. After completion of a satisfactory probation period, a clinical faculty member shall be eligible for renewable multi-year contracts. The criteria for such appointments shall be consistent with the policy for multi-year appointments adopted by the University of Idaho Board of Regents.

d. Conversion. Faculty members holding ranks of lecturer, Instructors and senior instructors who meet the qualifications for clinical faculty defined in D-9 b. may be considered for clinical faculty status upon the recommendation of the unit administrator and dean, subject to approval by the provost. Credit for prior equivalent experience may be granted by the provost up to a maximum of four years. Conversion of an existing tenure-track or tenure line in a unit to clinical status requires the approval of the dean and provost. A unit must demonstrate that a clinical position better advances the university’s strategic goals than a tenure-track position.
Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: FSH 3520 – F-9 – Tenure Extension

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): ________________________________
(See FSH 1460 C)

Phone & Email: ________________________________
(U) 885-6742, Boisen@uidaho.edu

Policy Sponsor: ________________________________
(If different than originator.)

Phone & Email: ________________________________
(U) 885-7290 crowley@uidaho.edu

Sent 2/16/11 Hoey; amendment to be presented to Senate 3/1/11

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 make automatic the process of obtaining a year extension in the tenure clock in cases of childbirth/adoption. This policy change will promote the strategic goals of faculty retention and diversity.

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

Pre-maturely discarding a promising faculty member is extremely expensive because of search costs (10K-20K), startup costs (20K-300K) and the cost of faculty development that is necessary for beginning faculty members. Without the clock stoppage, in the appropriate situations, it is highly likely that the university will be paying the (30K-320K) cost of a new hire. With the clock stoppage, it is highly likely that the faculty member will be successful and continue an illustrious career here at UI (remember that we hired this faculty member because of her or his high potential). Furthermore, because of a delay in the bump in pay for promotion, the university saves approximately 13K (promotional increment for Associate and then for Full) in salary for each year of stoppage that leads to a successful tenure case. Rarely is it true that the “right” thing, the “best” thing and the least expensive thing are all the same thing. That is the case here.

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: ________________________________
FACULTY TENURE

F. TIME REQUIREMENTS FOR TENURE ELIGIBILITY.

F-9 Extensions:

A. Childbirth/Adoption: A faculty member in a tenure track position who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the probationary period for tenure. The faculty member must notify the Provost in a timely fashion and include appropriate documentation of the birth or adoption. Childbirth or adoption shall be considered an exceptional case justifying an extension under Regents’ Policy II.G.(4)(b) and will not prejudice a subsequent contract renewal decision. In the event that the extension occurs before the third year review, the review is also automatically delayed for one year.

E-9B. An extension of the probationary period for tenure may be granted in certain other exceptional circumstances that may impede a faculty member’s progress toward achieving tenure, including responsibilities with respect to childbirth/adoptive, significant responsibilities with respect to elder/dependent care obligations, and disability/chronic illness, or other exceptional circumstances.

a. The procedures for requesting an extension are:

1. The faculty member provides a written request to the Provost.
2. Requests should be made in a timely manner, proximate to the events or circumstances that occasion the request. All requests should state the basis for the request and include appropriate documentation.
3. Except to obtain necessary consultative assistance on medical or legal issues, only the Provost will have access to documentation pertaining to a request related to disability or chronic illness. The provost will, at his or her discretion, determine if consultation with the dean and/or department is appropriate. The provost shall notify the faculty member, department chair, and dean of the action taken.
4. In most cases, extension of the probationary period will be for one year. However, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted. All requests for probationary period extensions shall be made prior to commencing with a tenure or contract renewal review.
5. If a probationary period extension is approved, a reduction in productivity during the period of time addressed in the request should not prejudice a subsequent contract renewal decision. In the event the probationary period is approved before the third year review, the review is automatically delayed.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition ☒ Revision* ☒ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: Chapter 3 – New section 3450 and deletion of 3710.R

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:

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel  x __ Yes ____ No  Name & Date: Kent E. Nelson  April 13, 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.

The proposed policy addresses University policies and procedures for employment actions that can be taken by the President to respond to university financial challenges and to maintain sound fiscal management without a financial exigency declaration by the Regents. The proposed policy complies with the Regents’ instructions to the University in Regents’ policy II.B.2.c to adopt internal policies and procedures consistent with Regents Policy II.B.2.

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

There is no direct fiscal impact of the policy.

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

FSH 3710 R – will be removed from policy once this policy takes effect.

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

If not a minor amendment forward to: ________________________________

Track # _______________
Date Rec.: _____________
Posted: t-sheet ___________
h/c ___________
web ___________
Register: ______________
(Office Use Only)
PRESIDENTIAL ACTIONS TO MANAGE EXPENDITURES TO RESPOND TO FINANCIAL CHALLENGES

PREAMBLE: This section outlines policy and procedures required by Regents policy II.B.2 with respect to implementation of employment actions such as temporary furloughs or similar short term work hour reductions. Except as specifically set forth in the body of the section, this section does not alter existing faculty-staff policies and procedures related to employment.

CONTENTS:

A. Authority for Management of University Expenditures
B. Consultation with Faculty and Staff
C. Implementation of Employment Actions

A. Authority for Management of University Expenditures. The President has the duty to respond to university financial challenges, and to maintain sound fiscal management. As set out in Regents' policy II.B.2., this includes the authority to take certain actions such as temporary furloughs or other short term employment actions in response to financial challenges.

B. Consultation with Faculty and Staff. In considering employment actions outlined in Regents' policy II.B.2, the President shall seek input from the Faculty Senate and from the Staff Affairs Committee. The chairs of the Faculty Senate and the Staff Affairs Committee shall be given written notice from the President of the need for a reduction in university expenditures (including a description of any other cost reductions or additional ways to increase income that have been considered) and of the nature of any proposed employment action to accomplish the reduction. Each group shall have at least 21 days to consider the President’s proposed action and to give such guidance or recommendations (including recommendations for other cost reductions or additional ways to increase income to be considered) as each group sees fit. No action shall be implemented until the President has considered any such guidance or recommendation timely given.

C. Implementation of Employment Actions. After consultation with the Faculty and Staff as described in paragraph B above, and consideration by the President of any guidance or recommendations timely given, temporary wage adjustments such as furloughs or similar short term employment actions may be implemented. Implementation of such temporary wage adjustments by the President will comply with Regents’ policies under Section II.B.2, including:

a) uniform application of the employment action across the University or affected budgetary unit;
b) 30 days written notice to affected employees (which may be accomplished via e-mail); and
c) an opportunity for affected employees to be heard regarding application of the furlough to the affected employee.
3710
LEAVE POLICIES FOR ALL EMPLOYEES

PREAMBLE: This section describes the various kinds of leaves that are available for all UI employees. (See section 3720 for Sabbatical Leaves limited to faculty members.) This section and the following one were original parts of the 1979 Handbook. The most substantive changes since that time have been the addition (under Governor Andrus) and subsequent deletion (under Governor Batt) of service leave for children at school and changes to subsection L that reflect changes in federal regulations. In 2002 extensive changes were made to subsection K that reflected Regent policy and current practice. In 2008 extensive changes to this policy were approved following many years of committee work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change. In March 2010 an emergency section R was added to address implementation of furloughs through the end of FY2010. Unless explicitly noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-05, rev. 7-98, 7-02. 1-08, 2-08]

CONTENTS:
.....
N. Personal Leave
O. Extended Family Medical Leave
P. Leave for Professional Improvement
Q. Exceptions
R. Furlough - Fiscal Year 2010 [add. 7-10]

R-1. Furlough is a mechanism used to create salary/benefit savings, which can be applied across an organization to alleviate budget shortfalls. Furlough is leave without pay, but with all benefits other than leave accrual and retirement contributions.

R-2. The general delegation of authority granted the President by the Regents includes the discretion to institute furloughs to respond to financial challenges. The President has consulted with and received input from faculty and staff representatives regarding the need for furloughs as well as the mechanism for implementing furloughs for fiscal year 2010. The President has determined that furloughs are necessary to assist the institution in addressing the funding shortfalls caused by the holdbacks in its appropriated funds for fiscal year 2010.

R-3. Furloughs implemented by the President for fiscal year 2010 will comply with Regents’ policies under Section II.B.2, including uniform application of the furlough across the University, 30 days notice to affected employees and an opportunity for affected employees to be heard regarding application of the furlough to the affected employee.

R-4. This temporary emergency policy shall be effective immediately and remain in effect though the end of fiscal year 2010.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition □ Revision* □ Deletion* □ Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title: FSH 1520 – University Constitution</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Originator(s):</th>
<th>Ann Thompson, Faculty Secretary’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone &amp; Email:</td>
<td>885-6151 <a href="mailto:annat@uidaho.edu">annat@uidaho.edu</a></td>
</tr>
<tr>
<td>Policy Sponsor:</td>
<td>Rod Hill, Faculty Secretary</td>
</tr>
<tr>
<td>Telephone &amp; Email:</td>
<td></td>
</tr>
</tbody>
</table>

Reviewed by General Counsel _x__Yes ____No Name & Date: _______3/7/11____ 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 include “clinical” rank under university faculty in 1520 Constitution (FSH 1565 – Clinical Faculty passed Senate unanimously 2/14/11.) Will require SBOE approval.
2. A contradiction to 1520 (Constitution) was created in FSH 1565 (Ranks) when the terms affiliate/adjunct titles were switched. This change is to revise language in the Constitution to clarify associated faculty’s voting and/or participation rights.

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 1565

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: ________________________________

<table>
<thead>
<tr>
<th>Policy Coordinator</th>
<th>FSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appr. &amp; Date:</td>
<td>Appr.</td>
</tr>
<tr>
<td>[Office Use Only]</td>
<td>[Office Use Only]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APM</th>
<th>Track #</th>
</tr>
</thead>
<tbody>
<tr>
<td>F&amp;A Appr.:</td>
<td>Date Rec.:</td>
</tr>
<tr>
<td>[Office Use Only]</td>
<td>Posted: t-sheet</td>
</tr>
</tbody>
</table>

Register: __________________
(Office Use Only)
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 constituted 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]

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. Members of associated faculties have the privilege of participation without vote in meetings of the university faculty. They have the privilege of participation with vote in meetings of their associated faculties and on faculty committees. When the bylaws of the constituent faculty concerned so provide, members of the associated faculties have the privilege of participation with vote in meetings of their respective constituencies of the university faculty; however, when they are 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]

Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Facility/Staff Handbook [FSH]  □ Addition  ☑ Revision*  □ Deletion*  □ Emergency
Minor Amendment  □

Chapter & Title:  FSH 1580 – Bylaws of Faculty Senate

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):
(Rod Hill, Faculty Secretary)
Name 885-6151, annat@uidaho.edu

Policy Sponsor: (If different than originator.)
Don Crowley, Chair Faculty Affairs
Name 3/30/11

Reviewed by General Counsel  _X_ Yes  ____No  Name & Date:  _Graham 3/31/11_________

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.

Given today’s technology, policy and publication processes needed to be clarified and updated.  e.g. Faculty Secretary’s Report no longer published, Register publication is electronic, agendas/minutes are now distributed electronically and published on Senate website.

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

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

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

If not a minor amendment forward to: ___________________________________________

Policy Coordinator
Appr. & Date:  
[Office Use Only]

FSH
Appr. F □ FC □ GFM □ Pres./Prov. □
[Office Use Only]

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

APM
F&A Appr.: ______
[Office Use Only]
PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution (1520). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In July 2009 the Faculty Council changed its name to Faculty Senate. For further information, contact the Office of the Faculty Secretary (208-885-6151). \[ed. 7-00, 7-10\]

CONTENTS:

**Article I. Function and Membership**

**Article II. Duties of Officers**

**Article III. Terms of Office**

**Article IV. Election of Officers**

**Article V. Meetings**

**Article VI. Student Members**

**Article VII. Executive Committee**

**Article VIII. Other Committees**

**ARTICLE I—FUNCTION AND MEMBERSHIP.** The function and membership of the Faculty Senate are as provided in the constitution of the university faculty. \[See 1520 I-3 and V.\] \[ed. 7-10\]

**ARTICLE II—DUTIES OF OFFICERS.**

**Section 1. Chair.** The chair shall: preside at meetings of the senate; appoint the secretary, subject to confirmation by the senate; appoint special or ad hoc committees in consultation with the senate; maintain lines of communication between the senate and the president, between the senate and the university faculty, and between the senate and the Staff Affairs Committee; serve as a member ex officio without vote of all committees and similar bodies under the jurisdiction of the university faculty; and perform all other duties pertaining to the office of chair. Given the nature of leadership responsibilities and time requirements of this position, it is UI administrative policy that the chair is given the opportunity for release time of up to one course per semester, or equivalent. \[ed. 7-10\]

**Section 2. Vice Chair.** The vice chair shall: assume the duties and responsibilities of the chair in the temporary absence or disability of the chair; serve as chair of the Committee on Committees; and perform such other duties as may be assigned by the chair or by the senate. \[ed. 7-10\]

**Section 3. Secretary.** The secretary shall: maintain an accurate record of all meetings of the senate; submit minutes or a summary thereof on the Faculty Senate website for publication in the Idaho Register and the Faculty Secretary’s Report, as soon as possible after they are approved; file official copies of the minutes, together with appropriate exhibits, with the registrar and in the Department of Special Collections and Archives in the University Library for safekeeping; prepare reports of policy actions taken by the senate for review by the university faculty, president, and regents; maintain a file of the minutes of university-level standing committees; maintain a file of the current bylaws of the senate and of its standing committees and the bylaws of the constituent and other faculties of the university; and perform such other duties as may be assigned by the chair or by the senate. \[ed. 7-97, 7-10\]

**ARTICLE III—TERMS OF OFFICE.**
Section 1. Members. The terms of office for members of the senate are as provided in the constitution of the university faculty [1520 V-4] and in accordance with these bylaws. [ed. 7-10]

Section 2. Officers. The term of office for officers of the senate is one year, beginning on September 1 or on the official opening date of the academic year, whichever is earlier. No member may serve as chair more than two consecutive one-year terms. [ed. 7-10]

Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that member’s normal term of office is ineligible for membership on the senate until one year has elapsed. [ed. 7-10]

ARTICLE IV—ELECTION OF OFFICERS.

Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president’s designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. [ed. 7-10]

Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president’s designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). [ed. 7-97, 7-10]

ARTICLE V—MEETINGS.

Section 1. Regular Meetings. The senate determines the time and place for its regular meetings. [ed. 7-10]

Section 2. Special Meetings. Special meetings of the senate may be called at any time by the chair. Such meetings must be called upon the request of the president of the university or the president’s designated representative. Meetings may be convened by 35 percent of the voting membership with a three-day written notice to all members. [ed. 7-10]

Section 3. Quorum. A quorum is half of the voting members of the senate, including half of the elected membership. [ed. 7-10]

Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each
regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

Section 6. Communications. Communications that require action by the senate should be furnished in sufficient quantity to provide one copy for each member of the senate and five copies for the secretary. [ed. 7-10]

Section 7. Alternates. Alternates participate in meetings of the senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. [ed. 7-10]

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website, the Idaho Register, and the Faculty Secretary’s Report. The website shall notice will include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also include a link to the proposed redline document, together with the following statement: “The complete text of numbered items in the agenda may be obtained from the Office of the Faculty Secretary.” Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above). The Faculty Secretary’s Report this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present. [ed. 7-97, 7-10]

Section 9. Motions. Motions involving the formulation or change of policy should be in writing and handed to the secretary. The minutes are to show the names of the person making a motion and of the seconder.

Section 10. Record of Attendance. The minutes are to show the names of members attending and of those absent from meetings.

Section 11. Voting. Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.) [ed. 7-10]

Section 12. Open Meetings. The university faculty’s general regulations governing committee meetings, including meetings of the Faculty Senate, are contained in FSH 1620. [ed. 7-10]

Section 13. Publication of Minutes. The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent electronically to senate members at least one day before the meeting at which they will be ratified in the Idaho Register and the Faculty Secretary’s Report. [ed. 7-97, 7-10]

ARTICLE VI—STUDENT MEMBERS

Section 1. Qualifications. The two undergraduate-student representatives must have completed at least 26 credits at UI before taking office and must be full-time students as defined in the catalog (regulation O-1). The graduate-student representative must be regularly enrolled in a program leading to an advanced degree.

Section 2. Terms of Office. Student members are elected for one-year terms and are eligible for reelection for a second term.
**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

**Institution Submitting Proposal:** University of Idaho

**Name of College, School, or Division:** College of Letters, Arts and Social Sciences

**Name of Department(s) or Area(s):** Department of Philosophy, Department of Political Science, & Martin School of International Studies

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

- Academic _____
- Professional - Technical _____

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

**MARTIN SCHOOL consisting of degree programs in**

**INTERNATIONAL STUDIES, PHILOSOPHY, POLITICAL SCIENCE**

(Degree or Certificate)

**Proposed Starting Date:** Fall 2011

**For New Programs:**

- Program (i.e., degree) Title & CIP 2000

**For Other Activity:**

- Program Component (major/minor/option/emphasis)
- Off-Campus Activity/Resident Center
- Instructional/Research Unit
- Addition/Expansion
- Discontinuance/consolidation
- Contract Program
- Other

**Dean approved 4/6/11 mds**

<table>
<thead>
<tr>
<th>College Dean (Institution)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Fiscal Officer (Institution)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Academic Officer (Institution)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VP Research &amp; Graduate Studies Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Administrator, SDPTE Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Academic Officer, OSBE Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
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 NOI reorganizes three existing degree programs (International Studies, Philosophy, and Political Science) under the auspices of the Martin School, housed within the College of Letters, Arts and Social Sciences (CLASS). Currently, International Studies, Philosophy, and Political Science operate as wholly separate units within CLASS. This proposal would streamline their administrative structures, facilitate curricular collaboration, and generate a number of operational efficiencies. Schematically, the Martin School will take the following form.

![Diagram of Martin School structure]

In addition to these curricular units, the Martin Institute and the McClure Center will be associated, respectively, with the International Studies and the Department of Political Science. They will be answerable directly to the Dean of CLASS.

Program-by-program, the Martin School will house the following curricular programs.

**International Studies**
- Major (B.A.) in International Studies
- Minor in International Studies

**Department of Philosophy**
- Major (B.A./B.S.) in Philosophy
- Master of Arts (M.A.) in Philosophy
- Minor in Bioethics (cooperative with Biological Sciences)
- Minor in Philosophy
- Certificate in Global Justice (cooperative with Sociology/Anthropology)
- Certificate in Professional Ethics
Department of Political Science
Major (B.A./B.S.) in Political Science
Master of Arts (M.A.) in Political Science
Master in Public Administration (M.P.A.)
Doctor of Philosophy (Ph.D.) in Political Science
Minor in American Government/Public Law
Minor in Comparative/International Politics
Minor in International Political Economy
Minor in Political Science
Minor in Public Administration & Policy

The justification for this proposal centers on the administrative efficiencies the Martin School will provide. The efficiencies will not save significant costs, but will allow the three departments to serve their increased enrollments without additional staff. International Studies alone is experiencing a 10% increase in students each year. It goes beyond such considerations, however. The Martin School will enhance learning opportunities for students by bringing together into a single administrative unit three disciplines critical for training students for the workplaces and societies of tomorrow.

International Studies (IS) offers a major custom-made for preparing students to address one of the most challenging phenomena of our age, globalization. No one discipline can tackle the range of issues globalization presents, making the interdisciplinary structure of the University of Idaho’s IS major a good design for tomorrow’s students. Likewise, Political Science provides a major fashioned for the future. Politics pervades human life from the most local of interactions to the complex myriad of multicultural puzzles that confound our increasingly globalized world. Philosophy represents human cognitive efforts to respond to the enduring questions of human life as well as the fundamental structures of knowledge, reason, and reality. Philosophy offers structured inquiry into the methods of ethics and critical thinking that universities nationwide recognize as presenting some of our greatest educational priorities.

Administratively, the Martin School will house these three separate academic disciplines, International Studies, Political Science and Philosophy, under the leadership of one Director. The Director will exercise general administrative responsibility and oversight over the School, its faculty, and disciplinary sub-units. The Director will come from one of the three entities, either Political Science, Philosophy, or International Studies. The other two entities will have a coordinator to retain autonomy in five critical areas: (1) disciplinary identity; (2) promotion and tenure; (3) faculty lines and hiring, including administrative positions with teaching responsibilities; (4) curricula; and (5) budgets. Each coordinator will receive one course release to allow for his or her administrative responsibilities. The three departments will share one administrative assistant. Because International Studies does not have faculty, they will have one person to assist the director in advising their 250 plus majors. The precise roles and break-down of responsibilities between the School Director and the discipline coordinators, as well as the responsibilities of autonomy at the discipline level, will be detailed in the School and program or department by-laws.

The IS, Political Science, and Philosophy faculty and staff within the School will retain full identity with their disciplines and departments. Evaluation of their work performance, including third-year review, promotion, and tenure consideration, will proceed according to the standards and criteria appropriate for their discipline and according to their departmental bylaws. All faculty evaluation committees, including for third-year review, promotion, and tenure, will accord with the UI Faculty-Staff Handbook with the disciplinary/departmental faculty considered as the unit faculty. The School Director will act as the unit representative, for Faculty-Staff Handbook purposes, in all such matters.
related to faculty evaluation, review, promotion, and tenure, regardless of his or her disciplinary identity. Likewise, under the leadership of the School Director, the IS, Political Science, and Philosophy faculties and staff will remain separate in all matters related to faculty lines, hiring, curricula, and budgets.

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.)

**Need within the framework of the UI Strategic Action Plan**

Goal 1 of the 2011 Strategic Action Plan identifies the enhancement of teaching and learning as the first priority of the University of Idaho. The proposed Martin School follows the spirit of Goal 1 by reorganizing the separate disciplines of IS, Political Science, and Philosophy into a combined academic unit. The new Martin School will streamline the administrative structure of the current programs, allowing for efficiencies of scale.

The Martin School will continue the currently strong undergraduate majors in IS, Political Science, and Philosophy. At the graduate level, the new Martin School will retain the graduate programs currently offered by Political Science and Philosophy.

**Student Need** today for coursework and programs of study in the areas of political science, international studies, philosophy, ethics, and critical thinking is high, as it always has been. This is reflected in the high number of IS, Political Science, and Philosophy majors at the UI, as well as in the abundant cross-over enrollment in IS, Political Science, and Philosophy courses by students across the UI campus. Courses in all three disciplines remain popular among students in the university’s many vibrant professional and pre-professional programs, e.g., business, agriculture, engineering, natural resources, and education, as well as students preparing for law school, medical school, or for careers in new and expanding fields such as biomedical research.

Evidence of the student need for strengthening the University of Idaho’s programs in the areas of international studies, politics, and philosophy comes from the UI’s 2007 Graduating Senior Survey. The survey indicated that 41% of seniors responded “not at all” or “a little” to the question of whether their university undergraduate experience contributed to their ability to “relate well to people of different races, nations, cultures, and religions,” while 42% responded “not at all” or only “a little” to the question of whether their undergraduate education contributed to their ability to “develop a sense of values and ethical standards.” The new Martin School should address these deficiencies so widely recognized by our graduates. Moreover, it will better prepare students for graduate and profession exams and for the highly competitive process of admission to law or other professional schools, or for graduate study.

There is both a **national need** and a **state need** for college students to be educated about ethical issues as well as the political and legal implications of our rapidly globalizing nation and world. Organizations such as the American Association of Colleges and Universities (AAC&U) have highlighted this need by establishing initiatives and programs focused on ethics, justice, and social responsibility.
3. Briefly describe how the institution will ensure the quality of the program (e.g., accreditation, professional societies, licensing boards, etc.).

There are no accreditation agencies, professional societies, or licensing boards for a school such as the proposed Martin School. The academic units that comprise this internal UI reorganization have long histories as quality programs.

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.

The overall structure of the Martin School, clustering in a single administrative unit the disciplines of International Studies, Philosophy, and Political Science, represents an academic structure unique to Idaho and the region. Most comprehensive institutions in the state and region offer degree programs in IS, Political Science, and Philosophy. The programs typically take the form of independent, self-standing departments. Boise State University has undergraduate majors in self-standing departments of Philosophy and Political Science. Idaho State University offers B.A. degrees in IS, Philosophy, and Political Science. The ISU Philosophy major is consolidated with English. No institution in the state or region offers the combination of disciplines presented here by the Martin School.

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

The enrollment data for the Martin School requested below is not applicable because we are not requesting a modification to the existing programs. This request only addresses an administrative reorganization.

<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>
</tr>
<tr>
<td>BSU</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>CSI</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>EITC</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>ISU</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>LCSC</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>NIC</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>UI</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
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>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>CSI</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>EITC</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>ISU</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>LCSC</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>NIC</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>UI</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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).

The vision of the Idaho State Board of Education (SBOE) is to produce “an intelligent and well-informed citizenry capable of active participation in the process of a democratic government [that] enables all individuals to … become contributing members of society” (SBOE 8-Year Plan, p. 5). This vision parallels the curriculum objectives of the proposed Martin School with respect to societal issues and literacy in politics, international studies, ethics, and critical thinking. The School is consistent with the University of Idaho’s statewide mission, in that it will support International Studies, Philosophy and Political Science, all of which are listed in the “program inventory list” of the SBOE 8-Year Plan. The cost sharing and collaboration the School fosters is consistent with the SBOE’s goal to “optimize the delivery of academic programs while allowing institutions to grow and develop consistent with an appropriate alignment of strengths and sharing of resources.”

Neither the School nor any of its component faculties or degree/certificate programs conflict with the state-wide missions of any of the University of Idaho’s sister state institutions.

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

Yes ____  No  XX

If not on 8-year plan, provide a justification for adding the program.

The proposed Martin School involves an internal UI reorganization of academic units and hence it is not within the purview of the 8-year plan.
Budget Narrative:

Reorganizing the current Martin School of International Studies with the Departments of Political Science and Philosophy will result in some administrative savings. Costs for course releases for departmental coordinators should be minimal. The explanation below aids the budget on the following page and is relevant to this organization not the operation of the entire unit.

Administrative costs
As noted previously, reorganizing the current Martin School of International Studies with the Departments of Political Science and Philosophy will result in some administrative savings. The elimination of one Department Chair will save $10,437. The course release for the department coordinator will cost approximate $4,000, creating a savings of $6,437.

Additional curriculum funding
This proposal does not require any curricular changes.

Impact on existing coursework
The new Martin School is fundamentally an internal UI reorganization. No change in courses offered by the School’s currently existing disciplines will be required as a result of this reorganization.

Impact on Facilities
The new Martin School and its three academic disciplines will utilize existing facilities and allotted space.
10. This section requires institutions to reference all cost savings and/or additional resources needed. (Use additional sheets if necessary.):

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY 2012</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>Cumulative Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recurring</td>
<td>Non-Recurring</td>
<td>Recurring</td>
<td>Non-Recurring</td>
</tr>
<tr>
<td><strong>A. Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Personnel</td>
<td>-$10,437</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Operating</td>
<td>$4000</td>
<td></td>
<td>$4000</td>
<td></td>
</tr>
<tr>
<td>3. Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>4. Facilities</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$4000</td>
<td>-$10,437</td>
<td>$4000</td>
<td></td>
</tr>
</tbody>
</table>

| **B. Source of Funds**  |          |          |          |                  |
| 1. Appropriated - Reallocation | $0   | $0       | $0       |                  |
| 2. Appropriated - New     | $0       | $0       | $0       |                  |
| 3. Federal               | $0       | $0       | $0       |                  |
| 4. Other (Specify)        | $0       | $0       | $0       |                  |
| **Total Expenditures**   | $0       | $0       | $0       |                  |