REGULAR MEETING OF THE
FACULTY OF THE UNIVERSITY OF IDAHO
Monday, November 26, 2007 - 3:30 p.m., Administration Auditorium - President Tim White Presiding

Call to Order

Minutes Meeting of August 20, 2007

Announcements

Special Orders

Report of the Faculty Council

[Hardcopies of all pertinent documents for this meeting can be accessed at the Faculty Council Website at http://www.webs.uidaho.edu/facultycouncil/General%20Faculty%20Meetings/univ_faculty_meetings.htm]

I. Proposed Changes/Additions to the Faculty-Staff Handbook (FSH).

Miscellaneous:

- FC-07-058: FSH 3370: Promotion or Reassignment of Non-Faculty Exempt Employees. Clarification/change in terminology.
- FC-07-059: FSH 3080: Classification and Appointment of University Positions. Clarification and change in terminology.
- FC-08-002: 1420 C-1: University Administration. General Counsel. Clarify statement with respect to responsibility and advising.
- FC-08-014: FSH 3065: Affirmative Action & Equal Opportunity Hiring. Address legal definitions, update current process, and eliminate redundancy by incorporating 3085.
- FC-08-015: FSH 3085: Recruitment Procedures for UI Employees – eliminated and incorporated into 3065.

Retirement Policy:

- FC-08-010: FSH 3730: Retirement Privileges & Programs emergency policy. Address inadvertent omissions and eligibility standards with respect to employees with disabilities.

Leave Policy:

- FC-08-013: FSH 3710: Leave Policies for All Employees. Address changes in law, clarification, attempt to reinforce flexibility and diversity for employees and allow for best practices.

Ethical Guidance and Oversight Issues Committee (This committee was charged by President White to review, revise and develop clearer policies in this area.):

- FC-07-050 (Rev0708): FSH 3170 – University Ethics
- FC-07-051a (Rev0708): FSH 6240 – Conflicts of Interest or Commitment
  - FSH 3320 – Annual Evaluation.
- FC-07-051b (Rev0708): FSH 6240 – Form A: Disclosure of Conflicts
- FC-07-051c (Rev0708): FSH 6240 – Form B: Disclosure of Outside Employment
- FC-07-052 (Rev0708): FSH 6241 – Nepotism
- FC-07-053 (Rev0708): FSH 6242 – Organizations and Oaths
- FC-08-011a: FSH 3260 – Professional Consulting and Additional Workload
- FC-08-011b: FSH 3260 – Form A
- FC-08-011c: FSH 3260 – Form B

Annual Evaluations, Promotion and Tenure:

- FC-07-056: FSH 3320: Annual Evaluation Forms 2a, 2b, (2c-eliminated) Changes to address enforcement/accountability issues.
- FC-08-004: 1565, 3050, 3520, 3560, 3570: P&T Policies. Update administration positions and names of units and to bring into greater conformity the requirements and processes of tenure and promotion.
- FC-08-005: 3520 G-9: Faculty Tenure. Compassionate Extension. Change to bring this new addition as approved by the General Faculty on 5/1/2006 and President on June 14, 2006 into compliance with the State Board policy and to remove references to and distinctions between specific reasons for requests.

II. Proposed Changes to the University of Idaho Catalog.

- FC-08-001: NOI: Discontinue Bachelor of Science in Computer Science at Idaho Falls
- FC-08-007: NOI: CNR (minor name change) Timber Harvesting to Forest Operations
- FC-08-008: Regulation B-13: Registration in Joint-Listed Courses. Prohibits taking for credit both levels of joint 400-500 courses.
- FC-08-009: Regulation J-9-a: Academic minor credit change. Raising to 20 the minimum number of credits necessary for a minor to accord with board policy.
- FC-08-012: Registration Change for Student Athletes
- FC-08-019: NOI: Ag & Life Science, Discontinue Extension Nutrition Program Certificate
- FC-08-020: NOI: Art & Architecture, Change BFA to BID Interior Design
- FC-08-021: NOI: Business & Economics, Department of Business(combine departments)

President’s Remarks

Adjournment

Douglas Q. Adams, Secretary of the Faculty,

http://www.webs.uidaho.edu/facultycouncil, (885-6151)

117 faculty members constitute a quorum. Those who are recognized by the president for the purpose of speaking should identify themselves by name and discipline or position.

NOTICE: Also available at this site will be a streaming video link that can be viewed after the meeting for those unable to attend.
University of Idaho
University Faculty Meeting Minutes
August 20, 2007

The meeting was called to order by President Tim White at 3:35 in the University Auditorium, some 150 faculty and staff present.

In Memoriam: The president read the names of faculty members who had died since our last meeting and asked for a moment of silent reflection on their life and labors.

John W. Dickinson
Professor of Computer Science and Department Head Emeritus
— January 2007 —

Kenneth A. Laurence
Professor Emeritus of Zoology
— August 2007 —

Roy E. Williams
Professor Emeritus of Hydrogeology
— April 2007 —

The president asked if there were any additions or corrections to the minutes of the April 30th, 2007 meeting of the university faculty. There being none, it was moved and seconded to approve the minutes as distributed. The motion carried unanimously.

The president welcomed back the faculty after what he hoped was a fruitful and restful summer. He noted that there were some sixty-six new permanent faculty members to be introduced this year. That was equivalent to almost 10% of the university’s faculty and it represented a tremendous renewal for the university.

Introductions: The president introduced new members of the central administration: Bruce Barnes, assistant vice president for enrollment management, Steven Martin, director of the Native American Student Center, and Arthur Taylor, Native American tribal liaison (and member of the Nez Perce).

The provost, Douglas Baker, noted a substantial number of long-time university faculty who were newly appointed to new administrative posts, including, inter alios, Katherine Aiken, dean of CLASS, Lynn Baird, dean of libraries, Scott Wood, interim dean of the College of Science, associate vice presidents and center executive officers Trudy Anderson (Boise) and Robert Smith (Idaho Falls).

The provost then introduced the various college deans who, in turn, introduced new faculty members in their units. (The new associate dean of the College of Natural Resources, Mike Whiteman, two days on the job, substituted for the dean of the college who was recuperating from a bicycle accident.) The introductions were met with a well-deserved round of applause from the assembly.

President’s Remarks: The president noted the presence of Mr. Paul Agidius, a member of the university’s Board of Regents. Regent Agidius noted that he was very impressed with
the new faculty members and said that today's introductions showed the university was heading in the right direction to continue as the state's flagship university. He also noted that there had been many changes at the board's office in Boise that also boded well for the future of education in Idaho. Finally he remarked that individual board members were open to discussions with individual faculty and staff.

The president noted that the university had experienced several accomplishments during the summer but that none were more striking to him than the group of individuals who had just been introduced. He noted that those who had been at the university for a while could easily remember occasions when the introductions had been few, and mostly of those new faculty who were replacing some who had retired. What the university had now was an opportunity to renew the fabric of this institution. He urged the continuing faculty to realize that these new faculty represent an asset to harvest and pull new ideas from. He hoped the new faculty would not be shy in offering new ideas in their units.

The president went on to say that the administration and faculty needed to be proper stewards of the institution, not only within short time-horizons but also for the next generation and next century. Thus we were simultaneously dealing with day-to-day issues, the strategic action plan that would govern our near future, and certain big-ticket items that would secure our further future. Two major investments in that further future were the creation of a new campus in Sandpoint and a major bond issue to renew the ageing infrastructure of the Moscow campus.

With regard to the first he reported that Coldwater Creek's Wild Rose Foundation would, through a series of transactions, in essence be giving the university some $35 million towards the creation and support of a new campus in Sandpoint. This gift presented enormous opportunities for the university and would allow the institution to bring higher education to northern Idaho in a much greater way.

With regard to the second he said that by renewing the infrastructure in Moscow we would be decreasing our need for fuel and reducing the institution’s carbon footprint. The proceeds of the proposed bond issue would be visible all across campus as various buildings were fitted and retrofitted so as to be more energy efficient. Major projects within this infrastructure renewal would include the steam-plant, Brink-Phinney, the Wallace Complex, and the College of Law's building, and the Kibbie Dome.

Of only somewhat lesser standing than these two just mentioned, the creation of the Idaho Center for Livestock and Environmental Studies in southern Idaho has been given the go ahead by an exception of the Morrill Act which allows income arising from that act to be used to support this enterprise. The Center for Advanced Energy Studies received funding for six new positions; it will be a leader in developing safe, reliable energy. The College of Law is in the preliminary stages of producing a report on what we need to do in legal education, research, and outreach to educate students for Idaho and the country at large; he expected a report from the college in the near future.

He also spoke of the capital campaign, “Campaign for Idaho: Silver and Bold,” which is in its developmental stage. The campaign means increasing dramatically the fund-raising staff and it also means that the deans will devote more of their time to making and maintaining external contacts. In anticipation of this campaign the University of Idaho Foundation has been reorganized to help open doors for fund-raising. Fees on future gifts will be clear to align with (1) best practice, and (2) transparency to donors. It will also create the revenue
necessary “to grow the enterprise.” With regard to the Foundation the president also noted that for FY07 its return on investment was 15.61%, resulting in $7.1 million being distributed to the university.

The president also noted more briefly a number of other ongoing tasks. (1) We have hired a new assistant vice president for enrollment management and the university will be taking a more sophisticated approach in recruitment that emphasized capacity in various programs, more targeted financial aid, and starting earlier in the potential student’s life. Our integrated marketing and imaging campaign stressing leadership has already proven a powerful magnet. After nine months since being rolled out it is now subject to refinement and minor tweaking. (2) The institution has taken several steps to improve campus security and safety. He also reiterated that it would continue to be the university’s policy to forbid loaded weapons on campus. (3) The university is examining how to make the infrastructure of our “research engine” more helpful in a greatly changing world. Historically an important fraction of our research funding has come through federal earmarks. That piece of the “pie” will be diminishing and the competitive portion increasing. The university will need to develop relationships with all funding agencies. (4) Our new hires in the area of diversity and community have enormously increased the university’s pool of experience and talent. The rest of us will need to learn from them and take the actions necessary to change our landscape. (5) Internal communications remain a problem. We are working on redoing our website and the president and provost will be visiting every unit and center in the state during the course of this fall semester to hear at first hand everyone’s challenges and areas of excitement.

**Discussion:** Professor Jodie Nicotra (English) raised the issue of low graduate stipends and our resultant non-competitiveness. The president responded by saying that the institution was very much aware of the problem. It has put $350,000 more into graduate stipends this year than last but clearly it is not enough and we will have to work harder on the problem.

Professor William McLaughlin (Conservation Social Sciences) was concerned about how the expansion into Sandpoint might affect the university as a whole, both in terms of personnel and of finances. The president replied that the expansion had been carefully considered. If despite appropriate advertising and program offerings we are not able to attract enough students to make Sandpoint pay for itself we do have an exit strategy. Lloyd Mues, vice president for finance and administration, seconded the president’s remarks saying that Sandpoint needs to sustain itself without taking resources from the “mother ship.”

**Adjournment:** The meeting was adjourned at 4:55 p.m. with the president urging those who could to join him at his house for a reception.

Respectfully submitted,

Douglas Q. Adams
Faculty Secretary
PROMOTION OR REASSIGNMENT OF NON-FACULTY-EXEMPT EMPLOYEES

PREAMBLE: This section was added July 2003. For further information, contact Human Resources (208-885-3609).

CONTENTS:
A. General
B. Promotion
C. Reassignment

A. GENERAL: The classification “non-faculty-exempt” (NFE) includes employees with academic rank and employees without academic rank. NFE-Exempt employees with academic rank are classified in two ways: 1) as faculty members with academic rank and 2) as NFE-exempt with administrative responsibilities. This policy applies only to the NFE-exempt classification and does not affect promotions in academic rank.

B. PROMOTION.

B-1. A promotion is a career opportunity for an employee that involves greater responsibilities, and may also involve an increase in salary, and a change in title. Promotions are intended to be non-interim. Promotions may occur only within the employee’s unit (i.e. college or division); an employee may not be promoted to a position outside his or her unit.

B-2. A promotion may occur in a unit that has a vacancy or is undergoing reorganization. A supervisor may wish to promote an employee into a vacant position in the unit if the employee has demonstrated exceptional competency and skill for that position. In other circumstances, a supervisor may wish to assign additional, higher-level responsibilities to an employee as a result of an internal reorganization or change in workflow in the unit. In either case, the employee may be considered for the promotion on the basis of his or her past record, length of service, performance in the present position, and qualification to perform the duties of the higher position [See also 3380D].

B-3. To ensure compliance with the University of Idaho’s equal opportunity policy, a UI-only search may be required (see FSH 3065 B-1).

B-4. HR works with the approving authority for all non-faculty-exempt promotions for positions without academic rank. The Provost is the approving authority for all NFE-exempt positions with academic rank and works with the Human Rights Compliance Officer and Employment Services to coordinate the process for NFE-exempt employees with academic rank.

B-5. Salary recommendations for a promotion made by the hiring authority must be reviewed by Employment Services. Employment Services will compare the market value of the position and the salaries of similar positions at the University, and where appropriate, comparisons of salaries of similar positions at peer institutions, prior to a final salary recommendation.

B-6. To promote an employee, the hiring authority or designee must take the following steps:

a. If the promotion is a result of the assignment of additional higher-level responsibilities, send a completed and approved Position Authorization Form and a memo of justification to the director of Employment Services stating the name of the employee considered for promotion, the proposed increase, an explanation of the office or unit changes, and the reasons why the employee is qualified for the promotion. Include the employee’s current job description, the new job description, and the employee’s resume with the documentation.
b. If the promotion involves a vacant position, the position authorization form and justification must be sent to the Human Rights Compliance Officer for review and approval before it is sent to Employment Services.

cb. Employment Services will review the promotional job description for the responsibilities, job title and salary range, and review the individual’s minimum qualifications with the minimum qualifications stated in the job description.

dc. Employment Services will communicate to the hiring authority the results of the review.

B-7. When there is more than one internal candidate who meets the minimum qualifications for the position within the unit, the hiring authority must, at a minimum, conduct a UI-only search, document the qualifications of each candidate using the Internal Promotion Form available at www.uidaho.edu/hr. This form must be submitted to Employment Services for review prior to offering the position.

C. REASSIGNMENT

C-1. Reassignment of an non-faculty exempt employee may occur when required for administrative reasons such as the combining of positions, or the elimination of positions. [Refer to FSH 3085 Section C]. Reassignments must be coordinated through Employment Services in HR and reviewed by the Human Rights Compliance Officer. Employees who are reassigned due to unit restructuring are not entitled to use the grievance procedures outlined in 3890.

C-2. Effect of Reassignment on Salary. When an employee is reassigned, his or her salary is not reduced at the time of reassignment, unless agreed upon by the hiring administrator and the employee; however, salary may be affected based on the analysis of the reassigned duties at the beginning of the next annual contract cycle. Recommendations for a salary increase or decrease due to reassignment must be reviewed by Employment Services. Employment Services will compare the market value of the position and the salaries of similar positions at the University, and where appropriate, comparisons of salaries of similar positions at peer institutions, prior to making a final salary recommendation. A revised signed position description noting the change in assignment should be placed in the official personnel file of the employee.

C-3. The reassignment of an employee does not affect his or her prior earned credited state service. However, the reassignment may affect the employee’s leave accrual rate, which is based on years of service and hours worked if the employee is moving from a classified position to an non-faculty-exempt position or if there is a reduction or increase in percentage of appointment.
CLASSIFICATION AND APPOINTMENT OF UNIVERSITY POSITIONS

PREAMBLE: This section defines the types of employment positions at UI, how they are created, and the terms and instruments of appointment. It was revised in 1983, 1988, and again in 1996. In 2002 many sections of the handbook, including this one, underwent comprehensive review and substantial revision to bring them in line with revised SBOE/Regents policy. Further information may be obtained from Human Resources (208-885-3609) [ed. 7-97, 7-00, 7-02, 9-06].

CONTENTS:

A. Positions Classified on the Basis of Duration
B. Employee Classifications
C. Appointing Authority and Legal Compliance
D. Terms of Appointment
E. Instruments of Appointment

A. POSITIONS CLASSIFIED ON THE BASIS OF DURATION.

A-1. Permanent Positions. A permanent position is one that is established with the intention that it will continue indefinitely. Once established, it continues to exist, whether filled or vacant, until abolished. In summary, a position is designated as “permanent” solely on the basis of intent as to its duration, irrespective of the duties, the appointment, the funding source, or any other consideration.

a. A permanent position may be a faculty (teaching, research, extension, or service) position or a staff (nonclassified professional, exempt or classified) position.

b. A permanent position may be part time (50% or greater) or full time and it may be filled by an appointment that is temporary, probationary, fixed-term, continuing, with or without tenure, or at the pleasure of the president or the regents, i.e, it is the position, not the appointment, that is permanent.

c. A permanent position may be supported by appropriated or nonappropriated funds.

A-2. Authorization of Permanent Positions. Any permanent new position, regardless of funding source, requires Board approval prior to any form or manner of recruitment of applicants. [RGPIII.3.a(1)]

A-3. Temporary Positions. A temporary position is one that is established for a definite period: typically, the duration corresponds to the period of a grant, or contract, or duration of work or project. Temporary hourly positions are governed by FSH 3090. Irregular help, student help, graduate assistant, and instructional assistant positions, are, for the purposes of this and related policies, not considered to be permanent ones.

A-4. Authorization of Temporary Positions. Temporary classified, irregular help, student help, graduate assistant, and instructional assistant positions may be established by the president or designee. There can be no commitment to continue a temporary position beyond the length of time specified when it is established; in particular, there can be no commitment to continue on appropriated funds a position initially established with nonappropriated funding.

B. EMPLOYEE CLASSIFICATIONS. Every UI employee, on regular appointment, belongs to one of two categories—classified or exempt—that are defined as follows:

B-1. Classified Employees. “Classified employees at the University of Idaho are subject to the policies and procedures of the University of Idaho for its classified employees. Such policies and procedures require
approval by the Board, and should be, in so much as practical, parallel to the provisions provided for state of Idaho classified employees in Chapter 53, Title 67, Idaho Code.” [RPG II.D1.b]

B-2. Exempt Employees. Exempt means any person appointed to or holding a position at an institution, agency, or school designated by the Board as non-classified and thus is not subject to the provisions of Chapter 53, Title 67, Idaho Code or the policies and procedures of the University of Idaho for its classified employees. The Board's designation of a position or employee as non-classified constitutes any designation necessary under Idaho law to designate such position or employee as an officer. [RGP II.D.2 See also 3460 A-3.] Faculty employees comprise a large and unique subset of the Board's exempt employees. Thus, faculty employees are addressed specifically throughout these policies and procedures. [RGP II.D.2.c]

C. APPOINTING AUTHORITY AND LEGAL COMPLIANCE. By law, the Board of Regents is the appointing authority for the University of Idaho.

In the case of all appointments, compliance with UI’s affirmative action and equal employment opportunity policy (see 3065) and with the requirements of all applicable immigration and naturalization laws (see 3070) is required. These procedures must be followed to ensure legal compliance.

C-1. Regents policy provides: “The Board [Regents] delegates all authority for personnel management not specifically retained to the executive director [of the State Board of Education] and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.” [RGP II.B.2]

C-2. The Regents specifically retain the authority to make the initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of president’s annual salary. In addition the Regents specifically retain the authority to approve, for longer than one year, the employment agreement of any head coach or athletic director and all amendments thereto. [RGP II.B.3.b and c]

D. TERMS OF APPOINTMENT.

D-1. Classified Employees. UI classified employees are appointed subject to the policies of the University and the Regents. Initial appointment procedures are included in FSH 3065.

D-2. Exempt Employees. All salaried employees of UI, except classified employees and faculty members with tenure [see 3520], and also excepting the category described in b below, have fixed terms of employment. A contract for a fixed term of employment may not exceed one year without prior approval by the Regents. Employment beyond the contract period cannot legally be presumed. Reappointment to an additional fixed-term contract is at the discretion of the president and where applicable of the Regents. Policies and procedures covering reappointment or nonreappointment of these employees are included in 3900.

a. A category of exempt employees, referred to as “temporary or special project nonclassified employees,” is recognized by the Regents. This category includes (1) employees who are appointed to positions that are either temporary or for special projects [See A-3 above], and who generally meet specific position requirements for (a) grants or contracts of specified duration or (b) part-time teaching or other responsibilities, and (2) employees who are appointed to fulfill the responsibilities of continuing positions on an emergency or temporary basis. [RGP II.D.2.d[1]] These are employees who are appointed to temporary positions [see A-3 above], who have no expectation of continuing employment beyond an existing contract period, and whose service in no way qualifies them for consideration for tenure in that position. In no case are such employees legally entitled to advance notice of or reasons for a decision.
not to enter into another contract of employment for another period and such decision is not grievable or
appealable in any way.

b. The UI president serves as such at the pleasure of the Board of Regents and may be dismissed from that
position at any time with or without cause or written notice. [See also 1420 A-1.]

E. INSTRUMENTS OF APPOINTMENT.

E-1. Classified Employees. Each classified employee receives on appointment a letter from the department that
defines his or her appointment and specifies the terms of employment.

E-2. Exempt Employees. Each salaried exempt employee serves pursuant to a letter of appointment and a
salary agreement. The employee acknowledges receipt and acceptance of the terms of the letter and salary
agreement by signing and returning a copy of each to the administrator who initiated the offer of appointment.
Failure or refusal of the employee to sign and return a copy of the letter and salary agreement within the
specified time is deemed rejection of the offer of employment unless the parties have mutually agreed to extend
the time. If the employee does not sign and return the initial offer within the specified time UI may, at its
discretion, extend another offer to the employee. Any alteration by the employee of the offer is deemed a
counteroffer requiring an affirmative act of acceptance by the president or the president’s designee.

E-3. Faculty Members. Offers of academic employment are made by academic deans. Every faculty
hire is approved by the dean to ensure consistent and diligent hiring practices have been followed. The letter
offering the position should indicate: (1) that the offer is made on recommendation of the appropriate
department faculty and with the approval of the president and Regents, (2) the specific salary, (3) the term of
service and date of entry on duty, and (4) any special conditions of employment applying to this appointment. In
addition, in the case of joint academic appointments, the letter of appointment will specify a single tenure-
granting department. The letter may also specify such other matters as are desirable in order to define the
primary elements of the contract of employment. In the case of joint academic appointments, the letter of
appointment will specify a single tenure-granting department for the faculty member to advance in rank. The
department administrator of the tenure-granting department will be responsible for coordinating the annual
performance evaluation and other performance reviews with the other department(s) participating in the joint
appointment. [rev. 7-97]

(Form on next page.)
UNIVERSITY OF IDAHO

SALARY AGREEMENT FOR FACULTY AND EXEMPT PERSONNEL

(Name, Department, Title, and Rank)

TERM OF APPOINTMENT*:

*Enter dates if for period shorter than fiscal or academic year:

FROM:      TO:

This agreement confirms the concurrence of the University and the employee regarding the compensation to be provided to the employee for services rendered during the period indicated. The employee is subject to, and responsible for compliance with, the Idaho State Board of Education and Regents of the University of Idaho Governing Policies and Procedures Manual and Rule Manual, as well as the University of Idaho Faculty-Staff Handbook, as all may be amended from time-to-time without notice. The employee specifically recognizes and agrees to abide by the terms set forth in Faculty-Staff Handbook Section 5400, Employment Agreement concerning Patents and Copyrights, as all may be amended from time-to-time without notice.

Academic-year appointees are committed to fulfill duties and assignments for 1,560 hours (19.5 bi-weeks or 39 weeks -- nine-month appointments). The majority of the faculty will fulfill this assignment during the fall and spring semesters, beginning on August __________ and ending on May ____________. Payroll dates for academic year employees are June __________ through June ___________.

It is further agreed that any academic-year appointee who ceases to work for the University during the term of employment provided herein and has received more than a pro-rata portion of the salary to which that person is entitled must repay the University the excess payment within 30 days after the termination of his or her service. This provision is applicable to persons who resign, are discharged for cause, or are granted leave of absence without pay.

All fiscal–year employees are subject to regular assignment throughout the year. Appointment and payroll dates for fiscal year employees are June __________ through June ___________.

Salary will be paid in bi-weekly installments on the usual paydays of the University.

This agreement constitutes the entire agreement of the parties, and there are no oral or other written agreements existing relative to the employment relationship of the parties unless specifically incorporated under “Other Conditions” below. This agreement may be modified only in writing when signed by all parties and approved by the Regents of the University of Idaho.

This agreement is subject to final approval by The Regents of the University of Idaho and must be signed by the employee and returned to your college/unit administrator by ____________, to make the appointment effective.

OTHER CONDITIONS:

ACCEPTED:

Employee  Date  For the University  Date
C. OTHER OFFICERS REPORTING DIRECTLY TO THE PRESIDENT. [sec. C rev. 7-99, 7-06]

C-1. General Counsel. The university’s general counsel is solely responsible for all legal matters pertaining to UI, including retaining outside legal counsel. The general counsel represents the University, including advising the president and all members of the central administration, and others designated by the president or other administrators. The general counsel is an ex officio member of the president’s cabinet. [ed. 7-06]
AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY HIRING

PREAMBLE: This section outlines UI's policy with regard to Affirmative Action and Equal Employment Opportunity hiring and the procedures for implementation. This section combines two sections of the 1979 Handbook. Both were original to that edition and one (section A) has remained unchanged while the other (sections B through C) have been repeatedly changed. All sections are as of July 1996 except where specifically noted as being more recent. Further information may be obtained from the Human Rights Compliance Officer (208-885-4212). [ed. 7-03, 9-06]

CONTENTS:
A. Policy
B. Definitions
C. Affirmative Action Procedures and Reporting Process

A. POLICY. The University of Idaho is an equal opportunity and affirmative action employer. It is the policy of the regents that equal opportunity be afforded in education and employment to qualified persons regardless of race, color, national origin, religion, sex, age, disability, or status as a disabled veteran or Vietnam-era veteran. [See 2200 III-4, 2300 VII, 3060 A, 3210, and the “Statement of Nondiscrimination” on page ii of this handbook]. It is also the policy of the University of Idaho to not discriminate based on sexual orientation.

A-1. Scope of this policy. This policy specifically applies to faculty, classified, and exempt positions. However, a good faith effort to follow and document affirmative action and equal opportunity procedures for all positions should be made, including student and temporary hires. With the exception of students applying for the work-study program, postdoctoral fellows, or teaching/research assistants, anyone who is seeking UI employment should be directed to Employment Services' website www.hr.uidaho.edu/employment, to view all available openings. (Applications for work-study are taken at the Student Financial Aid Office. Teaching and research assistant appointments are made in the academic units.) For more information on postdoctoral fellowships or exceptions to this policy, contact the Human Rights Compliance Officer at (208) 885-4212. The Human Rights Compliance Officer approves all job descriptions for postdoctoral fellows, as well as the recruitment, selection, and offer of all postdoctoral positions.

B. DEFINITIONS.
B-1. Open Search. An open search is defined as a search that is open to all applicants and is publicly advertised for an appropriate time period to allow applicants equal opportunity to apply. Classified searches are posted for a minimum of two weeks and faculty and exempt positions are posted for a minimum of four weeks. The UI has limited criteria for exceptions to open searches or reducing the recruitment period. Hiring departments must contact the Human Rights Compliance Officer to determine if there may be exceptions to the open competitive search process, including UI-only searches. Waivers or exceptions to the open competitive process must be in writing from the Human Rights Compliance Officer and kept in the search file in the event of an audit if approved by the Human Rights Compliance Officer (HRCO) or Employment Services, as appropriate, a search may be open to UI employees only. The UI has limited criteria for exceptions to open searches. Contact (HRCO) for additional information. [ed. 9-06]

B-2. Affirmative Action. The UI strives to hire qualified employees through open search processes. Affirmative action procedures document the qualifications of applicants, the extra effort made to recruit women, persons of
color, persons with disabilities, disabled veterans and Vietnam-era veterans, and the objective, job-related justification for the ranking of applicants.


a. Minorities and Persons of Color. The terms “minorities” and “persons of color” refer to members of certain racial and ethnic groups. Persons who are nonresident aliens of Black, Hispanic, or Asian descent are not included in this definition and are not included among the protected-group applicants listed on forms required by this policy. For the purposes of this policy, minorities and persons of color are further defined as follows:

i. “American Indian or Alaskan native or Native American”—all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

ii. “Black (not of Hispanic origin)”—all persons having origins in any of the black racial groups of Africa [ed 11/01].

iii. “Hispanic”—all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

iv. “Asian American or Pacific Islander”—all persons having origins in any of the original peoples of the Far East (including the Indian subcontinent and Southeast Asia, but not the Middle East). [rev. 11/01].

v. “Hawaiian Native or other Pacific Islander”—all persons having origins in any of the original peoples of the Pacific Islands [rev. 11/01].

B-4. Persons with disabilities. The term “disability” refers to the condition of a person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment. Federal law may further modify this definition.

B-5. “Status as a Vietnam-era veteran” refers to a person who served on active duty in the armed forces during the period from August 5, 1964, through May 7, 1975.

d. All women are included in protected groups.

B-4. Job Descriptions and the Americans with Disabilities Act. The Americans with Disabilities Act of 1990 (ADA) requires job descriptions to identify “essential or non-marginal functions” and “non-essential or marginal functions of positions. When positions are established or vacant, departmental administrators shall consult with Employment Services to ensure that job descriptions are fully in compliance with ADA provisions. This HR review precedes the beginning of the recruitment process.

B-6. Affirmative Action Coordinators. Each responsibility center college or administrative unit has an affirmative action coordinator. The coordinators provide knowledge and expertise to are trained to (a) explain affirmative action requirements to members of search/screening committees and others who express interest or concern, (b) help screening committees develop the required documentation for recruitment and screening procedures, and (c) brief HRCo—the Human Rights Compliance Officer and Employment Services, as appropriate, on issues that arise during the search process related to affirmative action and equal opportunity employment. The Human Rights Compliance Officer may delegate selected responsibilities to affirmative action coordinators. [9-06]

B-7. Search or Selection Committee. The search or screening committee should consist of at least three people, but five to six people are recommended. It is not necessary that all members of the committee be faculty or staff from within the hiring department or unit, but it is important that the search committee be as diverse as possible. Gender balance and racial/ethnic representation are to be attempted if at all possible. The committee composition must be reviewed and approved by the unit/department head and the Human Rights Compliance Officer. Further definition of the scope and responsibility of the committee may be determined by the hiring dean or unit.
C. AFFIRMATIVE ACTION STEPS AND REPORTS PROCESS.

C-1. Recruitment. Recruitment for all positions at the UI must be conducted in full compliance with UI's affirmative action and equal employment opportunity procedures (below) and with the requirements of all applicable immigration and naturalization laws (see 3070). To ensure compliance with applicable laws and reporting requirements, all searches must be entered into the applicant tracking system. The chair of every search committee should be familiar with the affirmative action and equal employment opportunity requirements of the UI. The chair should also consult with the Human Rights Compliance Officer for assistance in conducting a search that maximizes the potential for attracting a diverse pool of applicants. All positions subject to this policy shall be filled using an open search process as defined in this policy. The “Report of Recruitment” form, with attachments, including the Signed Position Authorization Form, must be obtained from the President, Provost, or Vice President, as applicable, prior to initiating recruitment. The Human Rights Compliance Officer and Employment Services will review and approve all recruitment materials shall be submitted to and approved by HRCO for faculty positions, and to Employment Services for all other positions, before announcement is made of any position vacancy, including any to be filled on a part-time or temporary basis, e.g., a sabbatical replacement. Failure to secure necessary approvals from either HRCO or Employment Services will result in nullification of the process and attempted hire. Temporary hourly employment and student employment are not included in this requirement. However, if an employee is hired on a temporary basis without an open search, an open search must be conducted to move the employee into a non-temporary position. Employment Services will assist with the development of results-oriented job descriptions, recruiting, advertising, and collection of applications, upon request. Items called for by the “Report of Recruitment” form include: (ed. 9-06) Recruitment materials must include:

a. Search Firms. When used, search firms are required to comply with all state and federal laws, as well as UI and Regents policies regarding affirmative action and equal employment opportunity. The chair of the search is responsible for disseminating the internal policies to the search firm and ensuring they are followed. The positions are recruited in the same manner as similar positions and are subject to the same approvals and documentation.

b. Salary Range. An appropriate salary range is defined initially, but this must be defined initially for internal record keeping, but need not be advertised to potential applicants.

c. Text of Announcement and Advertisement. Vacancy announcements appear in the Idaho Register and/or on the Human Resources’ (HR) website in the applicant tracking system, as well as in other media and websites. The announcement is made available to each applicant. It documents that UI has communicated to applicants the qualifications on which they will be judged. It is also the basis for the selection screening forms. The form of the announcement may vary, but it must include the basic components that are noted on the vacancy announcement outline (See the Employment Services website at www.hr.uidaho.edu/employment/forms) and shall be consistent with the job description. The “minimum required” or “essential” qualifications referred to in ADA regulations as “non-marginal” or “essential” must be the absolute minimum that would be acceptable in an applicant; once defined, they are inflexible. An applicant who does not possess these qualifications cannot be hired. “Preferred” or “non-essential desirable” (or “marginal”) qualifications include any and all attributes believed to be desirable for the position. A candidate may not possess all of the “preferred” characteristics; nevertheless, any specific attribute that might be a reason for preferring one candidate over another should be included as a basis for ranking. When applicants self-identify as disabled under the definition of ADA and indicate they can, with reasonable accommodation, perform the essential or non-essential functions of the position, UI has a duty to attempt reasonable accommodation under the ADA. The announcement must include the statement,
“To enrich education through diversity the University of Idaho is an equal opportunity/affirmative action employer.” If a background check, education verification or post offer medical screen is required for the position, it must be stated in the announcement. The advertisement is an abbreviation of the vacancy announcement and, at a minimum, must contain the job title, closing date, contact information, and the tagline “AA/EOE.” [rev. 7-97].

dc. Statement of Distribution of Announcement and Advertisement. Departments may This section documents the publicity efforts undertaken by the department or committee. Some departments place paid advertisements in newspapers and journals, --and/or others rely primarily on mailing announcements to institutions that grant degrees to potential applicants or posting on professional society websites or listservs. The hiring department also shall send announcements to any known protected group organizations representing the interests of minorities and women within the discipline or field, e.g., Women in Science. Employment Services or HRCO can assist with the identification of such groups and Employment Services can also assist with the placement of advertisements. Due to the quantity of advertisements placed by the University of Idaho, many times savings can be realized by centralizing the placement of advertisements with Employment Services. Employment Services will provide a standard description of the university and its setting to ensure consistency in advertising. See A-2 [rev 7-97, ed. 9-06].

ed. Dates of Recruitment. The period of recruitment should be discussed with the Human Rights Compliance Officer or Employment Services to ensure that reasonable time is allowed to recruit a diverse pool of candidates. The recruitment period may be somewhat shortened, provided that the departmental administrator furnishes the reasons for doing so and assurance that any extra efforts necessary to recruit thoroughly in the time available will be made. [9-06]

fe. Job Description--All positions require an up-to-date position description. Standard electronic forms are available for this purpose.

ga. The position description for non-faculty positions must be created using the Results Oriented Job Description (ROJD) form available for downloading at the Human Resources website at www.hr.uidaho.edu. If a description of and the qualifications for the position have not been established, the departmental administrator in consultation with Employment Services will define these and the salary range. An Employment Services approved ROJD is required prior to the initiation of search proceedings. Faculty positions must have a position description using the format set forth in FSH 3050.

gba. The Americans with Disabilities Act of 1990 (ADA) requires job descriptions to identify “essential or non-marginal functions” and “non-essential or marginal functions” of positions. When positions are established or vacant, departmental administrators shall consult with Employment Services to ensure that job descriptions are in full compliance with ADA provisions. This HR review precedes the beginning of the recruitment process.

Standard forms are available for this purpose. Employment Services will provide a standard description of the university and its setting to ensure consistency in advertising. Note remarks on qualifications above.

fg. Application Form. The standard UI application form for classified positions is available through the applicant tracking system on the referenced HR website. Those not completing their application materials electronically may submit the equivalent information to the contact listed on the announcement via hard copy, by the closing date. The Required Applicant Disclosure Form and Affirmative Action Form are available from the Affirmative Action Coordinators for those not completing their application materials online.
from Employment Services and on the HR website (www.uidaho.edu/hrs).

bg. **Affirmative Action Form.** The chair of the search committee must ensure that all applicants have access to complete on-line or are given or sent the Affirmative Action form inviting applicants to identify themselves as members of protected groups. Applicants may choose not to provide such information, but UI has a responsibility to request it.

**h. Selection Forms.** Report of Recruitment, Report of Screening Procedures for Interview Candidates, and Report of Interview Procedures for Final Selection forms (available on the HR website) are used to document the comparison of candidates. They are based on the criteria specified in the announcement. A member of the committee, or other person designated by the committee, may conduct a preliminary screening based on required qualifications that can be readily and unquestionable assessed on a yes or no basis. The disqualified applications should be made available for review by members of the search/screening committee. In addition, the applications of known protected group members that are disqualified in the preliminary stage should be reviewed by the affirmative action coordinator of the hiring unit, and HRCO for faculty searches and Employment Services for all other searches. As a result of preliminary screening, the pool of candidates who meet minimum qualifications is established. Intermediate screening is conducted to make distinctions among the qualified candidates in this pool in an equitable manner. Forms used for this purpose should show the basis for numerical values assigned to weighting and judgment factors. Both the required and the preferred criteria should be evaluated, but the weights assigned to various criteria may vary. Selection forms document the date of the evaluation, the signature of the evaluator, and comments that supplement or explain numerical scores and should be completed in ink. Questions and discussions during interviews must be confined to clearly job-related topics; consistency in interviews is important and there must be a procedure for documenting the re-evaluation of candidates on the basis of the interview. Members of the search or screening committee should document their evaluation of each candidate interviewed. Telephone interviews may be conducted provided they follow a structured outline that provides for rating of the applicant’s responses; conference calls should be arranged so that more than one person can take part in evaluating the applicant; also, some of the same evaluators should be involved in all of the interviews. [ed. 9-06]

i. **Approval of Planned Procedures.** Written approval of the recruitment and selection procedures, as reflected on the “Report of Recruitment” form and attachments discussed above, must be obtained from HRCO for faculty positions and Employment Services for all other positions. [ed. 97-06]

C-2. **Selection.** Screening forms are used to document the comparison of candidates. They are based on the qualifications specified in the announcement. As a result of preliminary screening, the pool of candidates who meet minimum qualifications is established. Forms used for this purpose should show the basis for numerical values assigned to weighting and judgment factors. Both the required and the preferred qualifications should be evaluated, but the weights assigned to various criteria may vary. Selection forms document the date of the evaluation, the signature of the evaluator, and comments that supplement or explain numerical scores and should be completed in ink. The hiring unit may conduct other job-related evaluations, after consultation with Employment Services. The Director for Employment Services or designee is responsible for reviewing any supplemental application evaluation material the hiring department wants to use in the screening process.
Section 3065: Affirmative Action and Equal Employment Opportunity Hiring

a. Preliminary Screening. Employment Services conducts preliminary screening for classified positions. All other searches may designate a member of the committee, or other person designated by the committee, to conduct a preliminary screening based on minimum/required qualifications that can be readily and unquestionably assessed on a yes-or-no basis. The disqualified applications should be made available for review by members of the search committee. In addition, the applications of known protected-group members that are disqualified in the preliminary stage will be reviewed electronically by the Human Rights Compliance Officer.

b. Intermediate Screening. Intermediate screening is conducted to make distinctions among the qualified candidates in this applicant pool in an adequate manner. Each committee member should complete a selection screening form for each applicant retained in the pool so that meaningful comparisons can be made. Comments explaining the ratings should be entered on the form. Committee members should work independently without access to the evaluations completed by others and should be cautioned to refrain from making any written comments on the applicants’ resumes, reference letters, or other application materials. In the case of a large pool of candidates, the applications may be divided among subcommittees for screening. Following the independent evaluations, it is appropriate that the selection committee meet as a group to compare and discuss the candidates. Because individual committee members’ numerical ratings vary greatly, scores should not be added together or averaged. The final recommendation forms should reflect committee consensus rather than a mere collection of individual opinions. If new interpretation or insight has resulted from committee discussions, a committee member may change his or her rating forms and such changes should be entered in ink, initialed, and dated on the same form with the original ratings. It is important to record and keep minutes of the committee discussion of applicants.

cb. Review of Preliminary and Intermediate Selection Screening Procedures. The Human Rights Compliance Officer will review and sign off on approve electronically all screening procedures (see C-1,h) for all faculty searches prior to the interview phase. In the case of faculty hiring, the Human Rights Compliance Officer cannot approve proceeding to interviews until the Office of the Provost has had an opportunity to review the credentials of all finalists. Employment Services in HR will review and sign off on all non-faculty searches. Completion of these procedures form provided for this purpose will constitute a record of the applicants considered and reasons for having eliminated protected-group members. Reasons given for the rank ordering or elimination of applicants should be directly related to the qualifications listed on the announcement. Though numerical scores or numerically based rank-order are a part of the explanation, they should be supported by additional narrative. Reasons should be stated in comparative terms so that differences between candidates are readily apparent. Comments in the applicant tracking system The Report of Screening Procedures for Interview Candidates should be complete and detailed so that they will stand alone as an explanation for the results in selection, apart from applicants’ folders, which are retained in the hiring department. The completed comments report shall be submitted electronically to the Human Rights Compliance Officer and Employment Services through the unit Affirmative Action Coordinator for faculty positions and Employment Services for all other positions. It is recommended that the files, including preliminary and intermediate selection forms, for all finalists and protected-group members be available for reference for five years. [ed. 9-06]

d. Interviews. Questions and discussions during interviews must be confined to clearly job-related topics; consistency in interviews is important and there must be a procedure for documenting the re-evaluation of candidates on the basis of the interview. Members of the search or screening committee should document their evaluation of each candidate interviewed. Telephone interviews may be conducted provided that they follow a structured outline that provides for rating of the applicant’s responses; conference calls should be arranged so that more than one person can take part in evaluating the applicant; also, some of the same evaluators should be involved in all of the interviews. For a list of acceptable and unacceptable interview inquiries visit http://www.webs.uidaho.edu/hrco. [7-97]
ee. Reference and Background Checks. The committee is responsible for checking references and contacting the potential employee regarding conducting criminal history background checks, education verification and post-offer medical screens, when appropriate. (See APM 50.16 & 50.17). HRCO or Employment Services will work with the appropriate resources to conduct the criminal history background checks and education verifications and provide the information necessary for the potential employee to complete a post-offer medical screen. If a criminal history background check and/or education verification and/or a post-offer medical screen is necessary for the position, the potential employee may not begin the job until Human Resources has received satisfactory results, provide guidelines for the proper procedures to follow in conducting these checks.

fd. Report of Interview Procedures for Final Selection. Completion and on-line submission of the “Report of Interview Procedures for Final Selection” to the Human Rights Compliance Officer for faculty searches and to Employment Services for all other searches precedes receipt of approval “sign-off” to offer the position. The instructions for completing these forms are the same as those for the “Report of Screening Procedures for Interview Candidates” explained above. [ed. 9.06]

g. Offer of Position. When the “Affirmative Action approval Sign-Off by the Human Rights Compliance Officer on Selection” is completed, the original is sent to the departmental administrator with a copy to the coordinator. This sign-off indicates that affirmative action procedures have been completed. After receiving approval to offer from Employment Services, Authority to offer the position and to make the offer is approved by the hiring college or unit administrator following established procedures in the college or unit.

C-3. Retention of Files. Hiring records, including job advertisements, applications and resumes, selection forms, minutes of meetings in which applicant qualifications are discussed, letters of reference, and interview notes, are to be retained by the hiring department for three to five years from the effective date of hire or close of the search when no hire is made.
RECRUITMENT PROCEDURES FOR UI EMPLOYEES

PREAMBLE: This section outlines the procedures for appointing the various categories of UI employees (see 3080 for definitions). From the 1979 Handbook three sections were combined to form the policy. Subsequently section A was elaborated concerning the formation and composition of search committees and several other changes were made in 1988, 1989 and 1996. In 2002 substantial changes were made in this policy to bring it into line with changes in SBOE/Regents policy. Further information may be obtained from the Provost’s Office (208-885-6448) or Human Resources (208-885-3609). [rev 7-97, 7-00, 7-02, ed. 9-06]

CONTENTS:

A. Procedures for Filling Positions - All Employees
B. Procedures for Filling Faculty Vacancies
C. Procedures for Filling Non-Faculty Vacancies

A. PROCEDURES FOR FILLING POSITIONS – ALL EMPLOYEES

A-1. All recruitment for vacant and new positions at the UI must be conducted in full compliance with UI's affirmative action and equal employment opportunity procedures (see 3065) and with the requirements of all applicable immigration and naturalization laws (see 3070). The chair of every search committee should be familiar with the affirmative action and equal employment opportunity requirements of the UI. The chair should also consult with the Human Rights Compliance Officer (HRCO) for help with how to conduct a search that maximizes the potential for attracting a diverse pool of applicants. [ed. 9-06]

A-2. All positions should have an up-to-date position description. The position description for non-faculty positions should be created using the Results Oriented Job Description (ROJD) form available at www.uidaho.edu/hrs to ensure that the position description is results oriented and consistent with other positions. All faculty positions should also have a position description using the format available from the Provost’s Office.

A-3. All recruitment is announced in the Idaho Register and/or on the Human Resources’ (HR) web site. In addition, the chair of every search committee should consult with HR for guidance on the advertising process. [ed. 9-06]

A-4. When a decision has been made to recruit for a position from among existing UI employees (an internal recruitment, see 3065), the procedures established by HR must be followed to ensure fair, objective recruitment. A position may be filled through promotion when approved by the unit and by the HRCO. [ed. 9-06]

A-5. Any exceptions to the university’s recruitment process must be requested in writing by the department administrator to the HRCO. The appointment is subject to final approval by the Provost. [ed. 9-06]

B. PROCEDURES FOR FILLING FACULTY VACANCIES

B-1. Selection.

a. The administrator of the department in which a position is to be filled should contact employment services in HR for search information, such as recruitment and advertising strategies, required documentation and interview guidelines, [ed. 9-06]

b. In consultation with the department faculty, the department administrator appoints a search committee. When practicable, at least two-thirds of the committee's membership is named from the department faculty. If the position is located in more than one department, each of the departments involved has appropriate representation on the committee.
B-2. Offers. Before any offer is made, HR Co must review and approve the selection process (see 3065). For information on terms and instruments of appointment, see 3080. [ed. 9-06]

C. PROCEDURES FOR FILLING NON-FACULTY VACANCIES. This section outlines the procedures for filling non-faculty exempt and classified staff vacancies.

C-1. Application.

a. With the exception of students applying for the work-study program, anyone who is seeking UI employment in a non-faculty position should be directed to Employment Services in (HR). (Applications for work-study are taken at the Student Financial Aid Office.) Applicants will be directed to all job openings. The director for Employment Services will assist with classification of the position and recruitment to ensure a pool of qualified applicants. Test scores, education, training, and previous work experience are considered in assessing applicant qualifications. [ed. 9-06]

b. The director for Employment Services is responsible for scheduling and administering employment tests for those positions that require them. Other job-related tests may be conducted following discussion with the director of Employment Services.

C-2. SELECTION. No position is to be filled except through Employment Services.

a. Department administrators should notify the director for Employment Services as soon as they become aware of the need to fill a position. If a description of and the qualifications for the position have not been established, these and the salary range will be defined by the departmental administrator in consultation with the director for Employment Services. An HR-approved results oriented job description is required prior to search proceedings (see A-2 above). [ed. 9-06]

b. With the exception of reduction in force circumstances (see 3930, B-3) approved internal promotions and continuous-recruitment positions, vacant positions will be announced by the director for Employment Services in the Idaho Register and/or on the 24-hour Job Line (885-3595), and/or on the HR website. “Continuous-recruitment” positions are those that have a high rate of turnover and for which applications are accepted at any time. Openings for these positions are posted on the HR website and referrals are made from those who have completed applications. [ed. 9-06]

c. If requested, the director for Employment Services will assist the departmental administrator in selecting applicants who, on the basis of tests, training, and experience, seem best qualified for a particular position and in arranging personal interviews. The selection of a person to be offered employment is done by the department administrator; the director for Employment Services acts only in an advisory capacity in this instance.

d. When selection procedures are completed, the department administrator is required to complete the “Report of Selection” form supplied by the director for Employment Services or available at www.uidaho.edu/hrs. The completed form—fully describing the selection procedures—must be kept on file for at least three years in HR (for classified and non-faculty exempt positions). [ed. 9-06]

C-3. OFFERS. For information on terms and instruments of appointment, see 3080.
PREAMBLE. This section was an original part of the 1979 Handbook, was changed in July of 1994 to add the optional retirement plan, and most recently changes were made in 2007 to the eligibility criteria and benefits available through the University of Idaho. This July 2007 version updates and supersedes all prior versions.

The benefits and programs described in this section are governed by applicable laws and plan documents and are subject to change at any time. In the event of a conflict between this policy and the applicable law or plan document, the law or plan document will control. Employees contemplating retirement should make an appointment with a Benefit Services Specialist to verify eligibility and discuss benefits and options for retirement.

Further information regarding retirement is available from Human Resources, Benefit Services www.hr.uidaho.edu/benefits (208-885-3697). [ed. 7-97, ed. 7-02, 9-06, 12-06, rev. 7-07]

CONTENTS:

A. Introduction
B. State and Federal Retirement Plans
C. University of Idaho Privileges and Programs
D. Disability Retirement
E. Surviving Spouse and Children

A. INTRODUCTION. This policy describes the retirement privileges and programs available to eligible University of Idaho employees upon retirement. The University of Idaho through its Board of Regents reserves the right to change, amend or discontinue any part of the programs described within or any one or all of these programs in part or entirely at any time, to the extent allowed by law. This policy should not in any way be construed as a guarantee of continued employment.

A-1. State and Federal Retirement Plans. These include state and federal retirement plans such as the Public Employees Retirement System of Idaho (PERSI), the Idaho Optional Retirement Plan (IORP), the Civil Service Retirement System and the Federal Employees Retirement System. Eligibility criteria and benefits are determined under each plan and can be found in the respective plan documents, which are subject to change. In the event of a conflict between this policy and the plan documents, the plan documents control in all respects.

A-2. University of Idaho Retirement Privileges and Programs. These include faculty emeritus and honored staff retiree privileges, eligibility to participate in retiree health programs of the University of Idaho (Retiree Health Program).

a. Emeritus Faculty and Honored Staff Retiree Privileges. This policy sets forth the eligibility criteria for, and benefits of, honored staff retiree privileges. For faculty emeritus privileges, see FSH 1565 H. Emeritus or honored staff retiree status does not automatically confer eligibility for the Retiree Health Program.

b. Retiree Health Program. This policy sets forth eligibility criteria for the Retiree Health Program. Information regarding specific benefits is contained in the applicable plan documents and may change. In the event of a conflict between the information in the Plan documents and those presented in this policy, the plan documents will control.

B. STATE AND FEDERAL RETIREMENT PLANS. University of Idaho employees participate in the following plans, depending on eligibility. Employee contributions are made to PERSI, IORP, the Civil Service Retirement System and the Federal Employees Retirement System through payroll deduction. The University of Idaho contributes a portion of salary and the employee contributes a portion of salary. These amounts vary
from year to year. Current contribution rates are available at [http://www.hr.uidaho.edu/benefits](http://www.hr.uidaho.edu/benefits) under the "Rates" menu option. Contributions are suspended while an employee is on leave without pay, except that IORP contributions may be continued by the plan during a qualified disability if a waiver is requested and approved.

**B-1. Public Employees Retirement System of Idaho (PERSI).** PERSI is a defined benefit retirement plan. Eligibility requirements and benefits are governed by the PERSI plan document, which is available at [www.persi.idaho.gov](http://www.persi.idaho.gov). Employees also may contact the plan administrator at the following address, internet site or telephone number:

PERSI  
Public Employee Retirement System of Idaho  
P.O. Box 83720  
Boise, Idaho 83720-0078  
(208) 334-3365 or (800) 451-8228  
[www.persi.idaho.gov](http://www.persi.idaho.gov)

**B-2. Idaho Optional Retirement Plan (IORP).** IORP is a defined contribution retirement plan. There are two plan administrator choices for employees: Teachers' Insurance Annuity Association/Consolidated Retirement Equities Fund (TIAA/CREF), and Variable Annuity Life Insurance Corporation (AIG-VALIC), each of which offers many different investment options. Eligible employees must enroll and select a Plan administrator and self-directed investments when they become eligible. In the event that a Plan administrator and/or investment options are not elected by the employee before contributions begin, default elections and/or investments will be selected. Employee and employer contributions will be directed to the default Plan administrator and deposited within default investment choices, unless or until these have been changed by the employee. Eligibility requirements and benefits are governed by the IORP plan document. For more information, contact the plan administrator at the following web address or telephone number:

TIAA-CREF: [www.tiaa-cref.org](http://www.tiaa-cref.org)  
1-800-842-2776  
AIG-VALIC: [www.aigvalic.com](http://www.aigvalic.com)  
1-800-892-5558

**B-3. Federal Retirement Plans.** The Civil Service Retirement System and the Federal Employees Retirement System are defined benefit plans available to certain University of Idaho employees working within the Cooperative Extension System. Eligibility requirements and benefits are governed by the federal government plan document and applicable federal regulations. For complete information, go to [www.opm.gov/retire](http://www.opm.gov/retire). If you need assistance, contact Benefit Services at the University of Idaho.

**C. UNIVERSITY OF IDAHO RETIREMENT PRIVILEGES AND PROGRAMS.**

**C-1. Definitions.**

a. **Retirement.** An employee may bring about the termination of his or her employment by resigning [see 3930 A and 3940]. Resignation is considered to be "retirement" if the employee has qualified for certain benefits based on age and length of qualified service (defined below).

b. **Retiree.** A retiree is a former employee who has terminated his or her employment through retirement.

c. **Qualified Service.** For purposes of determining retiree health program eligibility, qualified service includes service while employed at the University of Idaho in a position eligible for University of Idaho health benefits. Service to the University of Idaho will be counted if the employee has been on paid status at half time or greater. Employees on regular academic year appointments receive credit for twelve (12) months of service, provided all other requirements of qualified service are met. Service while employed on a temporary hourly (TH) basis will not be recognized as qualified service. Qualified service performed prior to a break in service is permanently forfeited, except as provided in C-1-e.
**d. Active Health Plan Enrollment.** For purposes of determining eligibility for the Retiree Health Program, years of active health Plan enrollment will be counted for each fiscal Plan year in which the employee has been enrolled as the primary subscriber for dental, life and disability benefits.

**ed. Break in Service.** A break in service occurs when there is a separation from qualified service for one day or more. For purposes of this policy, after a break in service an employee forfeits all prior qualified service, unless the employee had at least five (5) years of continuous qualified service prior to the break in service. A break in service does not include the following: (1) periods of any category of approved paid or unpaid leave of absence; or (2) periods during which the employee is eligible for and has opted to remain on the lay-off roster.

**ef. Part-time Employees.** Qualified part-time employees who are employed in a health benefits eligible position are eligible for the Retiree Health Program upon retirement. Service credit for part-time employees will be earned based on a prorated percentage of their full-time status. An employee who temporarily reduces his or her hours of work and remains employed in a health benefits eligible position may earn up to two (2) years of full-time service credit if hours have been temporarily reduced to accommodate transitioning into retirement or to accommodate a family or personal matter. In either case, the employee must obtain written approval in advance from his or her supervisor and Benefit Services.

**fg. Effective Date of Retirement.** The effective date of retirement shall coincide with the last work day in a calendar month or last work day of a fiscal year. The last day of employment is generally the last day worked [see FSH 3710 B-4].

**C-2. Honored Staff Retiree Privileges**

**a. Eligibility Requirements.** Upon retirement, each member of the classified or exempt staff whose service to the University of Idaho meets one of the following criteria, and whose employment was not terminated for cause, is designated an honored staff retiree:

1. Completion of 30 years of qualified service; or
2. Completion of 15 years of qualified service and attainment of age 64; or
3. Attainment of age 55 and completion of a number of years of qualified service, such that the sum of the years of age and the years of service is 80.

**b. Privileges.** Each member of the classified or exempt staff meeting the above eligibility requirements is awarded a presidential commendation for long and faithful service, and his or her name is entered on the list of honored staff retirees especially worthy of continued recognition as members of the University of Idaho community. Privileges available to honored staff retirees are as follows:

1. Membership in the University of Idaho Retirees Association (UIRA);
2. Education privileges [see FSH 3740];
3. One, free non-transferable gold parking permit each year;
4. Listing in the campus directory;
5. E-mail accounts are available without charge within the local dialing area;
6. Eligibility to receive mailings (upon request), such as the University of Idaho Register and similar publications; and
7. Inclusion in appropriate university, college, and departmental functions.

**C-3. Privileges for Emeritus Faculty Retirees.** Privileges for emeritus faculty retirees are enumerated in FSH 1565 H-3.

**C-4. Retiree Health Program Eligibility.** The Retiree Health Program is divided into four tiers of eligibility requirements and includes varying levels of benefits. Benefits offered in each tier are subject to change.
a. Tier I -- Eligibility Criteria. To qualify for Tier I, an employee must be retired and covered under the Retiree Health Program pursuant to a prior version of this policy, or meet the following criteria on or before September 30, 2007, but may retire later:

i. Hired on or before January 1, 2002; and
ii. Has been enrolled as the primary subscriber in the active health plan for at least (5) five years immediately prior to retirement; and
iii. Meets one of the following three criteria:
   1. Has completed at least 30 years of qualified service, regardless of age; or
   2. The sum of the number of years of age and qualified service is equal to or greater than 80, to include a minimum age of 55 years; or
   3. Has completed at least 15 years of qualified service and attained a minimum age of at least 64 years.

b. Tier II -- Eligibility Criteria. To qualify for Tier II, an employee must meet the following criteria on or before June 30, 2011, but may retire later:

i. Hired on or before January 1, 2002; and
ii. Has been enrolled as the primary subscriber in the active health plan for at least (15) fifteen years immediately prior to retirement; and
iii. Meets one of the following criteria:
   1. Has completed at least 30 years of qualified service, regardless of age; or
   2. The sum of the number of years of age, subject to a minimum age of 55 years; plus qualified service, subject to a minimum of 15 years, is equal to or greater than 80.

c. Tier III -- Eligibility Criteria. To qualify for Tier III, an employee must meet the following criteria on or after July 1, 2011, but may retire later:

i. Hired on or before January 1, 2002; and
ii. Has been enrolled as the primary subscriber in the active health plan for at least (20) twenty years immediately prior to retirement; and
iii. Meets one of the following criteria:
   1. Has completed at least 30 years of qualified service, regardless of age; or
   2. Has completed at least 20 years of qualified service, and the sum of the number of years of age, subject to a minimum age of 55 years, plus years of qualified service is equal to or greater than 90.

d. Tier IV -- Eligibility Criteria. To qualify for Tier IV, an employee must meet the following criteria:

i. Has been enrolled as the primary subscriber in the active health plan for at least (10) ten years immediately prior to retirement; and
ii. Has completed at least 10 years of qualified service; and
iii. Is at least 55 years of age, except that a person with a disability may qualify regardless of age.

C-5. Continued Eligibility for the Retiree Health Program. Once a Retiree has qualified for the University of Idaho Retiree Health Program, the following conditions must be met for continued eligibility.

a. Retirees and their dependents must enroll in the Retiree Health Program when first eligible or they will lose eligibility. Upon eligibility for the Program, retirees will be required to make a one-time, irrevocable election of available plan options. Current retirees must make this election no later than July 1, 2007. Retirees, who are enrolled in the Program; but fail to make a election will be automatically and irrevocably enrolled in the selected default Plan. Plan options and default plans may vary from year to year.
Information regarding plan options and which plans will be used for default is available from Benefit Services.

b. Retirees are first eligible on the date following the effective date of retirement.

c. Covered dependents are first eligible on the same date the retiree becomes eligible or on the date they later become a dependent.

d. All participants, including covered dependents, in any tier of the Retiree Health Program must elect Medicare Parts A and B as their primary payer of benefits when they first become eligible, except to the extent that federal law requires the Retiree Health Program to be primary. All participants must comply with rules set forth in the Plan document for each Plan and/or tier of eligibility with respect to Medicare Prescription Drug Coverage (Part D).

e. All participants, including covered dependents, in any tier are subject to coordination of benefits rules as set forth in the applicable plan documents.

f. If coverage under the Retiree Health Program is ended for any reason, there is no opportunity to rejoin the Program at a later date. The only exception is for a Retiree who returns to a benefit eligible position at the University of Idaho following his or her participation in the Retiree Health Program. In this instance, Retiree Health Program coverage will be temporarily suspended. After active employment ends, the Retiree will have the right of reinstatement in the same tier and Plan election(s) that applied on the original date of retirement.

C-6. Benefits. Programs offered vary from tier to tier and benefits vary within the Plans available within each tier, as set forth in the applicable plan document(s). These are subject to change without notice. Such benefits include medical coverage, and may include, but are not limited to, vision or hearing benefits, mental health coverage, access to the University of Idaho wellness or disease management programs, dental benefits, life insurance, and/or prescription drug coverage.

C-7. Contributions. Effective July 1, 2007, all retirees will share in the cost of coverage through a monthly contribution, unless a Plan option which requires no monthly contribution is elected (if applicable).

The University will offer at least one medical Plan option to Tier I retirees which does not require retiree cost sharing through monthly contributions. It is the intention of the University to offer at least one medical Plan option that is less costly, or that for tiers two and three may have no retiree cost sharing. The Plan with no cost or less retiree monthly cost sharing will have less generous benefits such as higher deductibles and higher out of pocket expenses.

a. Retirees: Effective July 1, 2007, retiree cost sharing will begin for retirees in Tier I at a rate of $30.00 per month for non-Medicare eligible retirees and $20.00 per month for Medicare eligible retirees; or with no required retiree contribution if the Plan option with less generous benefits (i.e.; higher deductibles and other out of pocket expenses) is elected.

Rates are subject to increase annually. Limits on the amount of increase apply only to Tier I retirees and shall not exceed:

(1) the percentage increase of the total cost of the Retiree Health and Life Insurance Programs; or (2) ten percent (10%) of the previous year’s premium paid by that retiree, whichever is less.

All future retirees will make contributions based on the rate in effect for their respective tier and Plan election at the time of retirement.
b. **Tier IV Retirees**: Except for retirees who qualify as a [disabled retiree](#) with a disability and are not yet eligible for Medicare, Tier IV retirees will be responsible for 100 percent of the cost of retiree coverage. [Disabled retiree](#) Retirees with a disability in Tier IV pay a subsidized rate until Medicare eligibility.

c. **Sick Leave Conversion**: One half of the unused sick leave hours available at the time of retirement accrued since July 1, 1976, not to exceed a benefit of 600 hours, may be used to pay for the cost of Tier IV retiree health coverage, or to pay for the retiree with a disability share of cost in Tiers I, II, and III.

**EXAMPLE #1**: At the time of retirement, Retiree has accrued 1000 hours of sick leave. Retiree may convert 500 hours to pay for retiree medical coverage.

**EXAMPLE #2**: At the time of retirement, Retiree has accrued 1400 hours of sick leave. Retiree may convert 600 hours to pay for retiree health coverage.

Only Retirees and [Disabled Retirees](#) in Tier IV and retirees with a disability in any tier of coverage who separated from employment due to disability and who had a sick leave balance eligible for sick leave conversion as described above are eligible for sick leave conversion. Sick leave conversion may not be used to pay for ported life insurance, voluntary dental, Medicare or any other voluntary benefit, or to cover the cost of coverage for dependents.

d. **Dependents**: Retirees in all tiers will be responsible for payment of one hundred percent of the cost of coverage for all covered dependents.

e. **Payment**: The cost (if applicable) of retiree and/or dependent coverage must be paid in a timely manner. All plans of coverage (medical, dental, etc., if applicable) will be terminated if the required payment for all plans of coverage is not received within 30 days of the date it is due.

### D. DISABILITY RETIREMENT

**D-1. State and Federal Retirement Plans.** An employee who becomes permanently disabled may be able to receive income benefits from his or her retirement plan, or to receive continued contributions to his or her retirement plan at no cost. The respective plan documents govern in all respects. For information regarding disability retirement and plan benefits, contact the applicable plan administrator:

- **PERSI**: [www.persi.idaho.gov](http://www.persi.idaho.gov) 1-800-451-8228
- **TIAA-CREF**: [www.tiaa-cref.org](http://www.tiaa-cref.org) 1-800-842-2776
- **AIG-VALIC**: [www.aigvalic.com](http://www.aigvalic.com) 1-800-892-5558
- **Federal Plans**: [www.opm.gov/retire](http://www.opm.gov/retire) (contact Benefit Services for assistance)

**D-2. University of Idaho Retiree Health Program for [Disabled Employees](#) [Employees with a Disability].**

a. **Eligibility.** An employee qualifies for participation in the Retiree Health Program as a [disabled retiree](#) retiree with a disability if he or she meets the following criteria:

- **i.** Qualifies for disability retirement or retirement contribution replacement benefits during disability under the employee’s state or federal retirement plan or under the disability insurance plan in effect at the time of the disability, regardless of age; and

- **ii.** Is enrolled as the primary subscriber under the University of Idaho active employee medical plan at the time of disability and has been so enrolled for at least ten (10) years and is at least 55 years of age.

b. **Other Conditions.**
i. A disabled retiree with a disability must apply for Medicare disability benefits upon entry into the Retiree Health Program.

ii. The disabled retiree with a disability and all covered dependents must elect Medicare Parts A and B as their primary payer of benefits when they first become eligible, except to the extent that federal law requires the Retiree Health Program to be primary.

iii. If a disabled retiree with a disability qualifies for any tier of coverage under the Retiree Health Program that provides a more generous or less costly benefit, enrollment in that tier will take precedence.

iv. Disabled retirees and covered dependents are subject to coordination of benefits rules as set forth in the applicable plan documents.

E. Surviving Spouse and Children.

E-1. Faculty Emeritus or Honored Staff Retiree Privileges. There is no transfer of Emeritus or Honored Staff privileges as described above or in FSH 1565 H.

E-2. Retiree Health Program. A covered dependent spouse or child may continue under the Retiree Health Program under the following terms and conditions:

a. Following the death of the retiree, a covered dependent spouse or child may continue coverage under the Retiree Health Program, provided all other Program and plan eligibility requirements are met.

b. Effective July 1, 2007, a covered dependent spouse of a deceased retiree may remain enrolled in the Retiree Health Program even if he or she later remarries, provided all other Program and plan requirements are met.

c. A new spouse of a former covered dependent spouse, or any other newly acquired dependent, may not be added to the Retiree Health Program. However, a dependent child of the retiree who is born after the death of the retiree may be added within 30 days of birth.

d. The covered dependent spouse or eldest covered dependent child will become the new “primary subscriber” in the same Plan election and tier of coverage that applied prior to the retiree’s death, provided all other Program and plan eligibility requirements continue to be met. However, regardless of which tier applies, the new primary subscriber will be responsible for the entire cost of coverage based on the full subscriber rate for himself or herself and for all covered dependents, based on the subscriber and dependent rates in effect at that time.

e. If the covered dependent spouse or eldest child does not have the same Medicare eligibility as the retiree had at the time of death, the surviving covered dependent(s) will be transferred to the retiree plan that is consistent with the new primary subscriber’s own Medicare eligibility.

f. If a covered dependent spouse or child becomes eligible for coverage under another employer’s health plan as either the primary subscriber or as a dependent, eligibility for coverage under the Retiree Health Program will end. Waiving coverage under another employer’s plan also will result in a loss of eligibility for the Retiree Health Program.
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. Unless explicitly noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609).

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A. GENERAL.

A-1. The University of Idaho university (hereinafter referred to as university) strives to offer leave benefits programs that are both comprehensive and flexible to meet its employees’ needs. Leave with or without pay is extended to employees under a variety of circumstances described below in the following section Exceptions may be granted in special circumstances [Q: APM 50.06, 50.07, 50.38; FSH 3120, 3720 and 6230]

A-2. The term “leave” refers to an employee’s absence from duty, that prevents the employee from performing his or her assigned duties. Each leave type as contained in this policy discusses circumstances in which such an absence may be continued with pay when leave accruals are available or when leave is approved without pay. Certain types of leave may require or provide options to take one leave concurrent with another. For example, sick and annual leave may be taken or may be required to be taken concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse as recognized by Idaho State law, your child, parent, brother, sister, grandparent, and these same relationships of a spouse, by marriage, adoption, or foster arrangement. An immediate family member other than your spouse may also include an individual who has assumed a similar relationship to those above, other than the relationship of spouse, and for whom the employee or the individual has had financial responsibility for the other. An immediate
family member also and may also include any individual who is a qualified dependent under IRS code regulations. The university reserves the right to request documentation establishing financial responsibility or qualifying status as an IRS dependent.

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty Council, is unable to include domestic partnerships.

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three (3) business days prior to re-employment with the University of Idaho or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at least half time or greater.

b. Individuals who are employed at least half time or greater as Temporary Help (TH) and who are expected to complete five (5) months or more of continuous University of Idaho service and are eligible to participate in the Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual of eligibility.

A-8. Leave may not be taken on an employee’s first day of employment. If an employee is unable to report for work on their specified first day of employment, employment will not begin until the first day that the employee reports for active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-weekly time reports and complying with the terms of leave policies, including, but not limited to the official University of Idaho Time Report form (available electronically at www.uidaho.edu/hrs/downloads) and giving it to the appropriate administrator. Departmental administrators are responsible for approving and reporting, via Banner, the paid leave taken by the employees in their respective units. For procedures for reporting and monitoring leave, see APM 50.05. The Banner system records are the official university leave records.

a. completing application for leave and providing medical evidence and other requested information;

b. abiding by any and all return-to-work restrictions; and

c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve employment may be affected and/or the employee may be subject to disciplinary action, up to and including termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Employees who are exempt from overtime accrual or payments may be absent from work for approved periods of less than ½ work day without charge to sick or annual leave. Sick, annual or other paid time off must be charged in ½-day increments when ½ day of work or more is not performed, except when alternative work has been reformed in conjunction with an approved flexible schedule.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.
A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement plan vesting (see your PERSI, IORP or federal retirement personal retirement plan document for details), and earns annual and sick leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue during terminal leave [J], or in some circumstances during Administrative Leave [see I-5]. An employee typically will not be given such credit for any periods of unpaid leave.

A-12. No break in service will occur during any approved paid or unpaid leave for the purposes of determining eligibility for retiree health benefits.

A-13. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 50.05. The Banner system and Human Resources Department records are the official University leave records.

A-14. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than Sick. Annual and medical appointment leave discussed in this section, [APM 50.06]

A-4. At the employee’s option, annual leave may be used in lieu of sick leave. [RGPP II.1.2.b.]

B. ANNUAL LEAVE.

B-1. All Employees receive annual leave based on their classification of employment. [FSH 3080]

a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 192 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. Twice the annual allowance may be accumulated. [see RGPP II.3; FSH 3080; APM [50.06 and HRS website]

b. Faculty members on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, all non-classified employees accrue annual leave at the rate of approximately 7.4 hours bi-weekly and may accumulate a maximum of 30 240 hours days. [RGPP II.3, and FSH 3080; see also APM 50.06 and HRS website]

c. Faculty members who hold academic-year appointments do not accrue annual leave as such. Their periods of duty obligation and of annual leave from such obligations are governed primarily by the academic calendar, subject to stipulation by the employee’s dean. [FSH 3120]

d. Postdoctoral fellows and research fellows accrue eligibility for paid annual leave at the rate of .0462 hours for each hour worked and may accumulate a maximum of 192 hours of eligibility.

B-2. Annual ILave for classified and exempt appointment of less than 100% full-time, but equal to or greater than accumulation for half-time, but less than full-time service, is accrued proportionately based on hours worked and at a rate based on the employee’s classification [B-1]. No annual leave is accrued for less than half-time service. Employees eligible for overtime will accumulate annual leave on the overtime hours worked.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of .0462 times hours worked within each bi-week, however leave is not earned until the benefit qualification period has been satisfied.

Annual leave for qualified temporary employees accrues, but is not earned until the employee has worked at least 20 hours per week and for a period of at least five (5) months (the benefit qualification period). Approval to use accrued, but unearned annual leave may be approved by the employee’s supervisor under special circumstances. However, in the event that accrued annual leave is taken before it is earned and the employee
also voluntarily separates or is terminated for cause before annual leave is earned, the value of unearned annual leave taken will be withheld from pay, other earning or payments or must otherwise be repaid to University.

Leave Accrual Example:
Annual leave accrues based only on hours worked.
62 hours worked times .0462 results in 2.90 hours of accrual and may accumulate to a maximum of 192 hours.

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on annual leave, sick leave, compensatory time, holidays or any other paid time off.

B-6. Annual leave must be scheduled in advance and REQUESTED IN WRITING BY THE EMPLOYEE. ANNUAL LEAVE MAY NOT BE TAKEN WITHOUT THE SUPERVISOR’S WRITTEN APPROVAL. Deans and equivalent administrative officers are responsible for coordinating and approving requests for annual leave by the faculty and staff members under their jurisdiction. Both the employee’s vacation preference and the effect on efficient operation of the units must be considered in establishing mutually agreed periods of leave [APM 50.06].

B-7. At the employee’s option. accrued annual leave may be used along with accrued sick leave, and leave without pay, if necessary, in the case of any approved leave that could otherwise be taken as sick leave. [RGPP II.1.2.b] Shared leave (if eligible) may be used in the case of family or medical leave after all other leave has been exhausted and no other benefit is available.

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor’s written approval. Both the employee’s vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 50.06].

a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave with approval from his/her supervisor. Documentation to support the use of sick leave may be required.

B-9. Leave balances are paid to employees upon separation (i.e., resignation, retirement, layoff, non-renewal, termination) from all State of Idaho employment [IC 67-5334]. Leave balances are transferred from the University of Idaho to other State of Idaho employers when the University of Idaho employment ends and a new position is accepted with any State of Idaho employer where there is no break in State Service [A-45]. An employee is paid for unused accrued annual leave in a lump sum. However, the University of Idaho reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation, in the case of an employee’s death, a corresponding payment is made to his or her estate. The effective date of the employee’s termination, resignation, retirement, or death is the last day on which he or she actually works for UI. The termination is reported via Banner with a notation as to the amount of accrued annual leave, if any, for which the employee is to be paid. If an employee’s termination, resignation, or retirement is to be effective at the end
of a fiscal year or at the expiration of a grant or contract, his or her final date of work must be adjusted so that additional payment for terminal leave does not exceed the budgeted amount. [ed. 7-00] [See also APM 50.22]

Employees separating upon the expiration or termination of a grant will be required to use annual leave before the last day of employment.

In the event of an employee’s death, payment is made to his or her estate.

The effective date of the employee’s separation is the last day on which he or she reports to work for the University of Idaho, unless the Assistant Vice President (AVP) for Human Resources or designee has approved a written request for alternative termination arrangements that are in the best interests of the University.

A termination extended through the use of accrued annual leave must be approved in advance, in writing, by the AVP for Human Resources or designee and unit administrator and shall be treated as terminal leave. [J and see APM 50.20 and section J of this policy].

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources, or his/her designee.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the University.

B-12. For eligibility requirements for annual leave for Temporary Help (TH) employees for annual leave, can be found in FSH 3090. [ed. 7-97]

C. SICK LEAVE.

C-1. Salaried Employees, and those employed on an hourly basis who

work at least 40 hours in a bi-weekly pay period for at least five (5) consecutive months, accrue eligibility for paid sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service at the rate of .0462 for each hour worked, which is 3.7 hours biweekly for full-time service [See also FSH 3090 C, Section C for Temporary Help].

C-2. Sick Leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .0462 for each hour worked.

C-3. Sick-leave eligibility may be accumulated without limit.

C-45. Sick Leave cannot be taken in advance of accrual. If, at the end of a the next leave update for a bi-weekly pay cycle, period in which an employee has been absent, excess sick leave accruals will be determined. Sick leave cannot be taken for reasons stated in C-4 for more than the amount of accrued eligibility for sick leave. The excess absences will be charged to compensatory time first, if available, and then to annual leave, (or compensatory time, if available). If there is no leave accumulation, time will be unpaid. When accrued annual leave (or compensatory time) has been exhausted, the time recorded must reflect the exact hours worked and leave taken, this will result in a reduced paycheck. The paycheck of the employee must be reduced to pay only for hours worked. [ed. 7-00f]. If sick leave or other types of
In the case of adoption, the child reported C-7 met. C-6.

In the case of terminal leave, hours of compensatory time C-5 in accordance with the guidelines of this policy see section 4 8.

Employees continue to accrue C-3 and may not be taken as unpaid leave, unless such absence has been approved as a personal leave [N]. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

Sick leave may be taken only as for the following reasons (if the reason is not listed, the leave taken must be reported as annual leave):

a. Illness of Employee. An employee’s own illness, injury, or childbirth or disability that prevents the employee from performing his or her assigned duties; or in the event of b. Exposure to contagious disease if, in the opinion of responsible authority, the health of others employee’s presence on duty would be jeopardized in the work place. When this is the reason given, the employee’s supervisor may require authentication in the form of a written explanation by the employee or a statement from the employee’s physician.

b. Illness of an Immediate Family Member. When the In situations where the employee’s personal attendance is required or desired because of serious illness or injury of an immediately family member as defined in [A-3] of this policy requires the attendance of another, the employee may use his or her own available sick leave, disability, or death and funeral in the family. In this case, “family” includes the employee’s spouse, child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage.

c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in [A-3] of this policy; up to fifteen (15) days of close relative (not defined as a family member in C-4.c). Sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and the AVP for Human Resources or designee may approve an extension of leave for up to a total of thirty (30) -days of sick leave taken for this reason is generally limited to five working days per year.

d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in [A-3] of this policy is limited to a maximum of five (5) days of sick leave immediately following the event.

e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided satisfactory arrangements have been made with the employee’s supervisor. If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month to month.

f. Parenting/Adoption. Up to ten (10) days of sick leave may be used during an approved family medical leave for either parent for parenting as defined in M-5 of this policy. In the case of adoption, the child must be younger than 18 years of age and may not be a stepchild.

g. Organ Donation. Full- and part-time benefit eligible employees may use up to five (5) days of sick leave for bone marrow donation and may use up to thirty (30) days of sick leave to serve as a human donation organ donor during an approved family medical [M] or personal leave [M].
C-8. Attendance at work is a job requirement for all positions at the University of Idaho. Excessive absenteeism can affect job performance. Supervisors have the right to set attendance standards and require medical evidence to support absences that exceed these standards. Absences that occur during an approved family medical leave [Section ML of this policy] are exempt from these requirements.

C-9. The Federal Family Medical Leave (FML) Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The University may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee’s own illness, work-related injuries, or an illness of a family member is covered by FML. In these circumstances, sick leave must be used before unpaid FML is taken [see ML-2].

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence [see ML-4] and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the University may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five (5) consecutive workdays or longer by providing the employee with an absence questionnaire and FML application. A failure to comply with a request to complete the absence questionnaire and/or the FML application (if applicable) may result in absence without pay and/or disciplinary action, up to and including dismissal from employment as provided in relevant University policies [see FSH 3910, 3920 and 3930].

C-11. Employees transferring without a break in service from a qualified one Idaho state agency or from the University of Idaho to another state agency to another will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the University of Idaho. If an employee returns to state service or to the University of Idaho within three (3) years after separation, any sick leave that was forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the University of Idaho may not be entitled to reinstatement of sick leave balances. In this instance, only the unused portion of sick leave that was converted at the time of retirement [C-13 and see FSH 3730, section C-13 below] to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the University of Idaho.

C-13. An employee who retires under the eligibility conditions for retirement or disability retirement as stated in FSH 3730 D-1, but does not qualify under FSH 3730 D-4, may apply a pre-determined amount of unused sick leave up to one-half the value of unused sick leave accrued since July 1, 1976, as to the payment for continued coverage under the University of Idaho retiree health program. [See FSH 3730, for specific details. See also APM 50.39.]

D. HOLIDAYS.

D-1. The University is closed at least eleven (11) holidays each fiscal year. [See 3460, F-2, for a list of official holidays.]

D-2. Board-appointed employees [FSH 3080] and temporary employees participating in PERSI [FSH 3090] are eligible to receive holiday pay.
D-3. Benefit-eligible employees [as described in A-6.a.4 of this policy] who are employed full time (greater than 87.5 percent or greater appointment) receive holiday pay based on eight (8) hours for each holiday. An employee who works a compressed work schedule to include more than eight (8) hours each day, such as four (4) ten-hour workdays in one week, will still receive only eight (8) hours of holiday pay. With supervisor approval, the employee may make up the difference between their regular hours of work and the holiday pay for that day (two [2] hours in this example) through a flexible work schedule within the same work week [FSH 3460], or may use accrued compensatory time or annual leave, or take the time as unpaid.

D-4. Benefit-eligible employees [see A-6.a.] who are employed at least half time but less than full-time, are entitled to receive holiday pay, pro-rated based on the average number of hours scheduled each week. The number of hours scheduled on a routine basis (not the hours worked in the week in which the holiday falls) is divided by five (5) days. For example:

- 20 hours per week / 5 = 4 hours of holiday pay
- 25 hours per week / 5 = 5 hours of holiday pay
- 30 hours per week / 5 = 6 hours of holiday pay

D-5. The University of Idaho embraces diversity and recognizes that our workforce is derived from many diverse cultures to include many different religious preferences. An individual may be absent from work to observe a religious holiday consistent with his or her own religious beliefs and practices when the day is not consistent with the university’s official holidays, provided advance notice is given. Pay for these absences are as follows:

a. Benefit-eligible employees may use their accrued compensatory time or annual leave to receive pay for an observed religious holiday that is not an official University holiday.

b. Employees who are not benefit-eligible, or who do not have compensatory or annual leave available, may observe the holiday without pay; or, with advance supervisory approval, employees may make up the hours in the same work week [FSH 3460].

D-6. Benefit-eligible employees are entitled to holiday pay while they are on other approved paid leave, or during any portion of paid or unpaid family medical leave.

E. MILITARY LEAVE.

E-1. Members of the Faculty and staff, regardless of whether or not they hold a regular fiscal year or academic year appointments, are eligible for allowed leave of up with pay for required military service not to fifteen exceed (15) working days in a twelve (12) month period for active duty or military training fiscal year. Leave for State of Idaho military duty or training is limited to fifteen (15) days within a calendar year. Employees who are in board-appointed positions [FSH 3080] are eligible for paid Military Leave. When called to active duty or training, the University will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. This is accomplished by full pay during an approved military leave. The employee must provide documentation of military pay received during leave, within ninety (90) days of return from leave or upon earlier job separation. The employee is required to repay to the University any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their military pay will exceed their University pay. Annual and sick leave credit towards length of service for retirement plan, and other vesting will continue to accrue during the fifteen (15) working days of military leave and eligibility for employee health benefits will continue whether military leave is requested with or without pay. An employee at their own option may instead request annual leave on the same basis as any other vacation or other time off and if approved, may use annual leave and retain full military pay. [See also APM 50.06 and 50.38]

Such military leave is not charged to the employee’s accumulated eligibility for paid annual leave. [See also APM 50.06 and 50.38]
FE-2. Any employee who is called to active duty and/or is required to serve more than fifteen (15) working days is eligible for up to five (5) years of military leave. Eligibility for employee health coverage will continue at a minimum through the first thirty (30) calendar days of service while on an approved military leave. The employee will be required to pay the employee share of the health care costs, as well as the costs for his/her dependents.

FE-3. An employee may use annual leave and/or accrued compensatory time for military service and continue to receive pay and benefits before commencement of military leave.

FE-4. Military leave beyond the first fifteen (15) working days is generally granted without pay and benefits. Health care coverage will end for the individual who is called to active duty after the first thirty (30) days of service. However, coverage for his/her dependents may continue for up to an additional six (6) months, provided that the employee has made arrangements with Benefit Services to pay the full cost of coverage, on at least a monthly basis. In this instance, any other coverage provided by U.S. military programs will be primary.

FE-5D-2. When The University will continue the military leave or when his/her dependents are not eligible for coverage elsewhere, the employee or his/her dependents, individually or as a family, may be eligible to continue health care coverage through COBRA. Employee health insurance coverage for up to 30 days of service at the normal cost to the employee. Employees going onto military leave may extend UI-paid health insurance coverage by electing to use annual leave and/or compensatory time (if available) prior to moving onto military leave without pay and benefits status. Dependent coverage may be extended for as long as the employee remains on paid status.

FE-6. An employee may elect to continue group life insurance benefits in effect for the employee or his/her dependents on the date the employee is called to active duty for a maximum period of thirty (30) days. However, the employee must self-pay the full cost, based on rates and eligibility rules afforded to others who are actively at work. Benefits from these programs generally exclude losses resulting from participation in a military organization or from an act of war. An employee may also have the right to life insurance portability or conversion to an individual life insurance policy following termination of benefits in the group plan.

FE-7. Upon reinstatement, the employee’s health plan will resume as if their employment had not been interrupted. After the initial University-paid period, an employee on military leave without pay and benefits status may elect to continue enrollment in the University group health insurance plan for an additional six months, provided the employee or his/her designee pays both the employee and the employer share of the premiums for each month of coverage. At the end of the six-month period, the employee may elect to continue health insurance coverage for self and any enrolled dependents for up to eighteen (18) months at the current fiscal year COBRA rates.

FE-8D-4. In accordance with state and federal law, an employee upon his/her return will be reinstated to his/her former positions or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable discharge and within five (5) years from departure date from the University of Idaho University.
UI FACULTY-STAFF HANDBOOK
Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF
Section 3710: Leave Policies for All Employees
February-August 2007 (editorial)

a. In some situations, re-employment may not be possible, such as when there has been a significant change in circumstances, if re-employment would impose an undue hardship on the University or department, or if the person’s employment was temporary in nature, such as positions that are grant-funded for a specific duration and/or temporary help (TH) positions.

1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted position, the University will make reasonable efforts to refresh or update these skills unless such efforts would create undue hardship for the University.

2. When an employee with a service-related disability is not qualified to perform the essential functions of his/her job after the University has made reasonable efforts to accommodate the disability, the employee may be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the University with written timely notification of their intent to return to their position. The University may require documentation that the person’s application for reemployment is timely and that the person’s discharge from uniformed services was under honorable conditions. University procedures will follow the applicable state and federal law, including but not limited to the Uniformed Services Employment & Reemployment Rights Act (USERRA), 38 U.S.C. 4301-4333, enforced by Department of Labor’s Veterans’ Employment & Training Services (VETS)(www.dol.gov/vets.)

c. Employees should apply for reinstatement in writing, by phone or in person to their employing department.

F E-9. D-5 Retirement benefit contributions are suspended while the employee is on unpaid military leave. Upon reinstatement employment after military leave, reenrollment in the retirement plan will be immediate.

a. Employee credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during the approved military leave. Such contributions must be paid into the plan within a period not to exceed three (3) times the length of the military leave, up to a maximum of five (5) years.

c. The University will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive University service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] the “Rule of 80” during the fifteen (15) days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] toward the rule of 80 for any unpaid military leave.

F E-10D-6. The University will not discharge an employee without cause, as that term is defined by federal USERRA regulations, who is reinstated under the provisions of the USERRA and has served thirty-one (31) to one hundred and eighty (180) days without cause for six (6) months following reinstatement. If the length of military service was more than one hundred and eighty (180) days, but less than five (5) years, the employee will not be discharged without cause for one (1) year following reinstatement.

F E-11. This policy is extended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or language of the Act will prevail.
**GFE. LEAVE FOR COURT REQUIRED SERVICE AND VOTING.**

**GFE-1.** Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave, with pay and any jury or witness fees may be retained by the employee. Benefit-eligible employees will be granted leave with pay, except as provided below in FG-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGPP II.I.6a; see also APM 50.06]

**GFE-2.** An employee must request annual leave or personal leave without pay for the following:

a. appearing as a party in a non-job-related proceeding involving the employee;

b. appearing as an expert witness when the employee is compensated for such appearance; or

c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGPP II.I.6a]

**GF-3.** Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.

**HGF. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE.**

**HGF-1.** The president approves requests for leaves of absence for the purpose of campaigning for public office [are approved by the president RGPP II. I.6.c.]. See [See Section E for provisions concerning leave for campaigning and serving in public office. [ed. 7-01]

**HGF-2.** It is the Board of Regent’s intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Therefore, any leave for serving as a member of the Idaho State Legislature will be unpaid when the employee must be placed on leave without pay during such time as the Legislature is in session [RGPP II.I.6.c.2]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

**IH. ADMINISTRATIVE LEAVE.**

**IH-1.** Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (Terminal leave [see section K] and academic transitional leave [see section J] are not considered administrative leave.)

**IH-2.** At the discretion of the president or his/her designee (dean or equivalent officer), an employee may be granted administrative leave with pay when the state or the university will benefit as a result of such leave. [RGPP II.I.6.d; 3470 B] [ed. 7-99]

**H-3. I-2.** Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees’ Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

**IH-4.** With the approval of the president or his/her designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations
issue), if approved in advance by Human Resources, The President’s Office or Provost’s Office, as appropriate must be notified. [ed. 7-05].

II-5. In all cases involving administrative leave with a duration that is more than one bi-week, an electronic personnel action form (EPAF) must be processed before the leave begins. When leave is less than one full bi-week, hours attributed to administrative leave shall be coded as “ADL” on the time/leave record and in the payroll system.

II-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular University business hours in the event that the employee’s services are required or he/she is otherwise requested to return to work.

II-7. Under certain circumstances, the University may require the use of accrued annual leave and/or compensatory time.

J. ACADEMIC TRANSITIONAL LEAVE

IIJ-1. Academic transitional leave may apply when an academic administrator steps down from his/her administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the University, must be approved by the provost, and approved by the president or his/her designee.

IIJ-2. There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources or his/her designee.

K. TERMINAL LEAVE

IIIJ-1. Terminal leave is paid leave received by a terminating employee in lieu of wages at the employer’s discretion. An example of terminal leave is leave paid to an employee who is not completing the term of his/her contract at the request of the employer. Additional sick and annual leave is not accrued during the terminal leave period. Time toward length of service for retirement vesting and eligibility for University of Idaho retiree health benefits [FSH 3730] will continue. The duration of terminal leave is determined at the discretion of the university.

IIIJ-2. During terminal leave, health benefits continue for an employee and his/her covered family members on the same basis as employees of the same classification who are actively at work. The employee’s share of all health care contributions, including employee and dependent medical/dental, supplemental life, and/or any other costs of coverage, will be withheld from the employee’s pay. Upon separation from employment, the employee and/or his/her covered family members, as a family or individually, may have rights to medical/dental coverage through COBRA. The University may require the use of any accrued annual leave and/or compensatory time during the terminal leave period or may pay out some or all accrued, but unused balances at the time of termination, be exhausted during this period of terminal leave. Another example is when an employee terminates due to ill health and the employer pays sick leave biweekly without allowing accrual of other leave until the sick leave is exhausted.

L. SHARED LEAVE
University of Idaho employees may donate annual leave hours to a fellow employee who has an extraordinary need for leave based on criteria established in the UI Shared Leave Program. Annual leave donated pursuant to the requirements of this program becomes shared leave. When shared leave is used, departmental timekeepers use the shared leave earn code for time reporting after all other leave balances are exhausted and for the duration of approved shared leave. Employees using shared leave maintain all employment benefits to which they are entitled while on active status. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. [See APM 50.07 for procedures and application materials]

**LK-2.K-1. Eligibility to Receive Shared Leave.**

1. *Qualifying Events.* If a benefit-eligible employee who has a health condition as defined below in L-2.a.1 or whose is suffering from, or who has a close relative, immediate family member, or household member suffering from, an extraordinary or severe illness, injury, impairment, or mental health condition which has caused or is likely to cause the employee to take leave without pay or terminate his or her employment is eligible to receive shared leave. The employee is required to take time away from work, and has exhausted all leave, the employee may apply for shared leave when time away from work is a qualified absence as described below (KL-2.a.1) but will not be compensated by paid leave or wage replacement programs such as disability and workers’ compensation benefits.

2. "Employee" includes benefit-eligible faculty, nonfaculty exempt, and classified staff on 50 percent or greater board appointment for at least six consecutive months.

3. "Close Relative" includes grandmother, grandfather, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, first cousin, or grandchild.


5. "Household member" may include a foster child or child in the process of adoption who is a dependent for income tax purposes.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the University and qualify as a serious health condition as defined by family medical leave [FML] to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.

2. Shared leave may be requested for routine pregnancy-related disability and complications of childbirth and pregnancy, but not for parenting or parent-child bonding. Sick leave benefits for eligible employees may be available for parenting [C-7.f.]

3. An applicant for shared leave who has used his or her own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave typically is not eligible for leave from the shared leave pool. Under extraordinary circumstances, such an applicant may request an exception to receive shared leave from directed donations.

4. Shared leave that is donated from the shared leave pool is intended for use by employees who intend to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of the program and does not intend to return to work may apply for shared leave; however, shared leave in this instance is available only from donations directed specifically to that one recipient.
bf. Prerequisites. An employee must have used all other available unrestricted leave balances such as sick leave, annual leave, and compensatory time to qualify as a recipient of shared leave.

cg. Effect on Workers’ Compensation and Disability Income Plans. To be eligible for shared leave for the employee’s own medical condition, employees receiving workers’ compensation or disability income benefits are not eligible for shared leave. Employees receiving workers’ compensation or disability income benefits must first apply for wage replacement benefits that may be available through workers’ compensation or disability coverage, in preference to continuing in the shared leave program. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible employee may use shared leave while satisfying the waiting period or after exceeding maximum disability periods for income replacement programs. Employees who would otherwise be on leave without pay status.

h. Maximum Benefit. Full-time applicants may be awarded up to 160 hours of shared leave in a fiscal year. Part-time applicants may be awarded a prorated number of hours based on their percentage of appointment.

i. Application Procedures. To be eligible to receive shared leave hours, an employee (or his or her designated representative) must submit an Application to Receive Shared Leave, forms are available from Human Resource Services or the HRS website. A “FITNESS FOR DUTY” release must be submitted to Human Resources Services prior to returning to work for employees who have used shared leave for their own illness.

j. Leave Reporting. Human Resource Services adjusts leave balances on the Banner system to reflect shared leave donated. Shared leave used is entered by department timekeepers pursuant to respective authorizations from donor and recipient on the Donation of Shared Leave form and the Application to Receive Shared Leave.

K-2. Shared Leave Review Committee. [See 1640.78]

Lkk-3. Donations of Shared Leave.

a. Eligible Donors. Employees who have an accrued but unused annual leave balance UI employees who accrue annual leave may donate to shared leave. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated directly to a specific shared leave recipient. A minimum of eight hours of annual leave to another UI employee who is eligible to receive shared leave, or they may donate leave to a Shared Leave Pool.

b. Share Increments. Leave donations are restricted to direct may not be donated to increments of less than eight hours. Donor Leave Balances. A shared leave donation may not cause the donor’s annual leave balance is less than forty (40) hours from the maximum leave accumulation limit. At the time the donation is processed. A donation to the Shared Leave Pool may not be used as a mechanism to avoid forfeiture of annual leave due to exceeding the maximum accrual. In this instance only, the amount of leave actually used by the recipient will be deducted from the donor’s account before any balance is taken from the shared leave pool. Donated leave not used by the recipient will be returned to the donor’s account or forfeited if the maximum accrual has been reached. Donors can choose to designate any unused direct donations to be added to the general shared leave pool.

c. Leave donations made for a specific individual will be drawn from donors’ accounts based on a first-received basis. The first donation request received by Benefit Services will be processed before a second donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be drawn from the donor’s annual leave account as the time is transferred and used by the recipient. No leave donation in excess of the recipient’s shared leave needs will be taken, unless contributions to the shared leave pool also have been authorized, except as noted above in section b. when donations to the shared pool are restricted.
d. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

e. Donor Leave Balances. A Shared leave donations may not cause the donor’s annual leave balance to fall below forty (40) hours at the time the donation is processed. A donation to the Shared Leave Pool may not be used as a mechanism to avoid forfeiture of annual leave due to exceeding the maximum accrual.

d. Procedures. Prospective donors must complete a Donation of Shared Leave form and submit the form to Human Resources. [See APM 50.07][ed. 7-05]

**LK-4. Shared Leave Benefits.**

a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave within a rolling twelve (12) month period. Shared leave hours that are granted will be reflective of the employee’s regular percentage of appointment.

b. Shared Leave requests are reviewed and granted by the Director of Benefit Services or designee in accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request for shared leave. Appeals must be made in writing to the AVP for Human Resources within thirty (30) days from the date of denial and must reference the applicable sections of policy and reasons why there is disagreement. The AVP for Human Resources will respond to appeals within thirty (30) days.

**LK-54. Funding and Conversion.**

a. Salary source of the donor or the recipient affects the Shared Leave Program. (1) Donation. (2) Recipients. The recipient’s hours of shared leave need are multiplied by the recipient’s hourly rate and subtracted from the recorded as shared leave used from the pool.

b. Conversion. Hours of donated contributed shared leave are multiplied by the hourly rate of the donor; that amount is recorded as a deposit in the shared leave pool or the directed recipient’s account and subtracted as hours from the donor’s annual leave balance.

Sick leave is a liability that is funded only through base salary. Funding for a full year of base salary is provided for most positions. If an employee is absent without pay the department typically has received funding for the duration of the employee’s full appointment and would achieve salary savings as a result. The only exceptions would apply to those working from certain special funding sources or who hire a temporary replacement during the period of unpaid leave. Consequently, the department of the employee who will receive shared leave is responsible for funding the pay its employee will receive during leave from shared leave donations.

c. Donors may donate annual leave regardless of their salary--funding source. The department oreffect of a shared leave donation by an employee paid from a sponsored research project is that the project gains the hours the employee would have taken for annual leave when their employee makes a donation.

(2) A recipient whose salary source is sponsored research must be reassigned to a nonsponsored source.

(3) Employees whose salary sources are nonsponsored are not reassigned for purposes of donating or receiving shared leave.

(4) Human Resource Services is responsible for deducting donated annual leave.
ML. FAMILY AND MEDICAL LEAVE.

ML-1. Family and medical leave will be authorized for up to 12 weeks of unpaid leave during a 12-month period
when requested by an eligible employee for the following reasons: a) due to the birth, adoption or foster care placement of a child; b) parenting to the need to care for or bond with a child within twelve (12) months following the birth, adoption or foster care placement of a child; c) to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [L-5] of this policy; d) because of the employee’s own serious health condition [see ML-5]; or e) to serve as a human organ or bone marrow donor, which makes the employee unable to perform the essential functions of his or her job. The 12-month period will be a “rolling” 12-month period measured backward from the date the employee uses any family and medical leave (except that such “roll back” does not extend earlier than August 5, 1993.)

e. Family member includes the employee’s spouse, son, daughter or parent (but not a parent “in-law”.) A son or daughter is any child under 18 who is the biological child of the employee, who is adopted by the employee, or whom the employee supervises on a day-to-day basis and for whom the employee is financially responsible. A son or daughter may also be a child over 18 who is incapable of self-care because of a mental or physical disability. A parent is any individual who assumed day-to-day and financial responsibility for the employee when the employee was a child.

ML-2. a. Family and medical leave is leave offered without pay. However, when the absence to the extent the employee also qualifies for the use of sick leave, if available, sick leave and elects to use compensatory time, sick leave, annual leave or shared leave during part or all of the time absent from work, family and medical leave must be used first in conjunction with family medical leave before any period of unpaid absence taken with pay. Once sick leave has been exhausted if one does not elect to substitute paid leave during family and medical leave, he or she remains entitled to all earned or accrued leave. Short-term disability and long-term disability are considered family and medical leave and counted in the 12 weeks of allowable family and medical leave. To comply with state payroll reporting requirements, when submitting the request for family and medical leave to Human Resource Services, employees will need to specify on the form whether sick leave, annual leave or compensatory time will also be taken. [ed. 7-08] [see also APM 50.38] or when the type of absence does not qualify for the use of sick leave, the entire absence or remainder of the approved family medical leave will be unpaid, unless the employee chooses to use any combination of compensatory time, annual leave, or shared leave (if eligible; see section LK).

ML-3. Eligibility. If the employee has been employed by the University of Idaho for a minimum of twelve (12) months (52 weeks) of service with the University and has worked at least 1250 hours during the previous twelve (12) month period prior to the commencement of the requested leave, the employee is eligible for family medical leave.

ML-4. Length of Leave. A maximum of up to twelve (12) weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling twelve (12) month period. Eligible part-time employees may be granted up to twelve (12) working weeks of leave or a total number of hours consistent with their regular work schedule within a twelve (12) week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the University to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis.

a. An employee’s eligibility to use family leave for the birth, adoption or foster placement of a child in the family ends 12 months after birth or placement.
When both parents are University of Idaho employees, family medical leave taken for childbirth/parenting the birth, adoption or foster placement of a child consists of a single benefit of up to a total of twelve (12) weeks for either parent (but not both parents, see ML-15) or the single benefit may be shared between the parents. Up to ten (10) days of sick leave may be available to either parent for “parenting” (the bonding period after child birth related disability or for a non birth mother or father. [C-7, f]

b. Medical leave taken by two UI employees to care for a family member who has a serious health condition consists of a maximum of 12 weeks per employee.

ML-5. Definitions.

a. “Serious health condition” is defined as an illness, injury, impairment or physical or mental condition; treatment following in-patient care in a hospital, hospice, or residential medical care facility; any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such in-patient care; requiring more than three days absence from work and continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities); or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, due to a health condition (including treatment for or recovery from) if not treated would likely result in incapacity lasting more than three (3) consecutive days; and any subsequent or continuing treatment or period of incapacity relating to the same condition, that also includes: by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable; or prenatal care.

1. treatment two (2) or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or
2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).
6. “Parenting” is defined as the period of bonding that occurs within the first twelve (12) months of the birth, adoption or foster placement of a child in the family and ends twelve (12) months after birth or placement of an adopted or foster child for either parent. An employee who has given birth may be eligible for family medical leave related to child-birth disability and may continue leave followed by a period of bonding or parenting which begins at the expiration of the disability of the birth mother and/or child if applicable. Up to ten (10) days of sick leave may be used by either parent for the bonding--parenting period (C, FE-7 and ML-3).

b. An eligible employee includes any employee who meets all of the following criteria:

1. has completed twelve (12) months of service with the University, and
2. has worked at least 1250 hours during the twelve (12) month period prior to the commencement of the requested leave, and
3. returns to work from the approved leave for at least thirty (30) calendar days.

L-4. Applications for family and medical leave are available in Human Resource Services. After completing the Application to Receive Family and Medical Leave Form, the employee should obtain his or her supervisor’s signature and administrative approvals needed within the college or administrative unit, and then forward the application along...
with the completed Certification of Physician or Practitioner Form to Human Resource Services. Questions about the policy should be referred to Human Resource Services.

ML-5. Employees on leave may be required to report biweekly to HRS on their status and intent to return to work. During leave, the University may require that an employee re-certify the medical condition that caused the employee to take leave when the University obtains information that casts doubt on the continuing validity of the employee’s original certification, when the employee requests an extension of leave or when circumstances have changed.

ML-6. Health benefits are continued by the university while a board-appointed employee is in during family and medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid status. If family and medical leave is taken without pay, the employee’s share of cost for health coverage is the amount that is typically payroll-deducted for the employee’s own coverage and/or coverage for his/her dependents. The employee is responsible to make arrangements with the Human Resource Services for payment of these amounts during leave. Dependent and/or employee health benefit premiums as well as Flexible Spending Account premiums. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave. If the employee fails to self-pay premiums, all amounts due the University will be deducted from the employee’s payroll check upon return from leave. The employee and his or her dependents (if applicable) may be dropped from medical coverage if he or she is more than 30 days late in paying premiums. Since temporary employees (irregular help) do not receive health benefits and are not eligible to participate in the Flexible Spending Account plan, no premiums will be required while on family and medical leave status.

ML-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

ML-8. If there are reasonable circumstances to support that an employee’s absence qualifies as family medical leave, the University has the right to classify such absence as family medical leave.

ML-9a. When the need for an employee planning to take family and medical leave is foreseeable, an employee must request an application for family medical leave expected to provide at least thirty (30) days notice to his or her supervisor when the condition for which leave will be taken is known in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, or otherwise, employees must provide as much notice as is possible. In the case of planned medical treatment, employees are expected to make a reasonable effort to schedule such treatment so as to avoid disruption of business operations to the extent possible. In emergency or “unforeseeable” situations, the employee is expected to take the completed application and medical certification to Human Resource Services as soon as possible or within five days of the unforeseeable event. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an employee may not claim an absence as a qualified family medical leave event unless done so within the first two (2) days of return from an absence.

ML-10. When an employee taking medical leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be for intermittent and may include a basic, or by reductions in the employee’s scheduled hours worked hours. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent medical leave must attempt to schedule their leave so as not to disrupt University operations. The University reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee’s intermittent or reduced leave schedule in a prescribed manner. If medical leave is not taken continuously, it will be deducted on a prorated basis from the employee’s entitlement to leave, i.e., 12 weeks during a 12-month period, in increments of no less than one hour.
ML-11. b. Employees on family medical leave are The University required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the University may require an employee to re-certify information from the health care provider of the medical condition that caused him/her to take leave as necessary for treatment or care giving which is the basis of the request for family and medical leave. Completion of the Certification of Physician or Practitioner Form, available in Human Resource Services will satisfy this requirement. A health care provider is any doctor of medicine or osteopathy, podiatrist, optometrist, and nurse practitioner, or nurse midwife performing within the scope of their practice. Christian Science practitioners and Chiropractors are also health care providers. A return-to-work release will be required from the health care provider required before an for employees absent who have been on medical leave due to his or her her own serious health condition, may return to work.

ML-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

ML-13. Family medical leave requests for parenting must be approved in advance and completed within twelve (12) months of the birth, adoption, or foster placement of a child.

a. Shared leave under L of this policy may not be used for the purpose of parenting; however, shared leave may be used for the disability period related to childbirth.

b. Requests for intermittent leave or reduced work schedule requests for parenting (part-time) family leave after the birth, adoption, or foster care placement of a child will be considered on a case-by-case basis. The request should be made to Human Resources, which will coordinate with the appropriate dean or director. As a general rule, part-time arrangements or intermittent family leave may be approved: 1) For a maximum of 12 months after birth, adoption, or foster care; 2) For leaves in increments of four hours or one day (such as four four-hour days or three eight-hour days); 3) Subject to the ability of the employee’s supervisor to ensure that work is completed through scheduling changes or job sharing; and 4) Subject to the employee’s consent to alter schedules or work longer hours on an emergency basis, such as when other employees are out sick may or may not be granted, or may be. The University reserves the right to refuse intermittent family leave, or to cancelled by the University with thirty (30) days written notice, based on business if the University concludes that the needs of the University require the employee’s presence on a full-time basis. [ed. 7.05]

ML-14. Family medical leave taken by two (2) University of Idaho employees to care for a new born child or child placed for adoption or foster care or to care for a family member who has a serious health condition consists of a maximum shared twelve (12) weeks of leave for each employee.

ML-15. If the University obtains information from a credible source, such as the workers’ compensation authority, disability carrier, or a medical practitioner, that alters, changes, casts doubt, or fails to support continued leave or the leave application, the University has the right to:

_______ a. revoke leave;
_______ b. not grant leave;
_______ c. require new evidence to support the leave request;
_______ d. require the employee to return to work if the leave is not substantiated; and/or
_______ e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

ML-16. Upon return to work from authorized family and medical leave, board-appointed employees will normally be assigned to their same or similar equivalent position with equivalent pay, benefits, and status with or without reasonable accommodation, as other reasonable employment accommodations, if appropriate, in accordance
with the Americans with Disabilities Act. In unusual circumstances and preferable after advance consultation with the employee, the employee may be job reassignment reassigned to a similar position for which he or she qualifies. This should must be coordinated with the Employment Services and approved by the AVP for Human Resources or designee_. who knows where the vacancies exist within the university. With respect to irregular help (temporary) employees, if the employee was hired for a specific term or to perform work on a specific project, the University university has no obligation to restore the employee if the employment to temporary hourly (TH) or other employees if the employment term or term or project is over and the University university would not otherwise have continued to employment the employee

ML-174.8. Family medical leave is not intended for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least thirty (30) days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage provided by the University during any portion of family medical leave. If the University is notified by Human Resource Services that the employee does not intend to or she is not return to work from leave the family medical leave period will the University shall terminate immediately and the employee will be separated from employment on that date all of that employee’s benefits and he or she shall no longer have a right to restoration to the same or equivalent position. The employee will be entitled to continuation of Medical, dental and under some circumstances Health Care Spending Accounts may be continued health benefits only in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position. An exit interview with Human Resource Services staff will provide additional information on COBRA and related items. The employee is responsible for contacting Employment Services expected to call to arrange for an exit interview.

NMH-1. Any employee not covered by another University of Idaho leave type within this policy without pay may request a personal leave of absence be granted with or without University paid health and life insurance benefits.

H-2. Employees may be placed on leave without pay by the UI when unable to work due to illness or disability during the period of application for disability benefits, when absent from work and all sick and/or annual leave is exhausted or, in some situations, at the request of the employee. [APM 50.06, 50.38]

MN-2H-3. Personal leave is A UI employee may request leave without pay and without benefits. However, the supervisor may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available. Personal leave may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 50.38] Personal Leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours. Spread pay must be elected to continue pay and benefits beyond an academic or seasonal work period.

MN-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

MN-4. All requests for personal leave must be made to the supervisor in writing. A leave of three (3) working days or less can be approved by the supervisor and are recorded by the timekeeper on the employee’s time record as LWB. Without pay is granted at the discretion of The president or his/her designee (i.e., provost) must approve a and the employee’s supervisor. The initial grant of a personal leave which exceeds three (3) working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit
Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

Section 3710: Leave Policies for All Employees

MN-5. The president or designee (i.e., provost) without pay may grant personal leave without pay with or without benefits for a period of up to one (1) calendar year, with extensions of such a leave for one (1) year at a time may be granted by the president not to exceed a total of three (3) successive calendar years [RGPP II.I.6.c.1]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits, and the effect that granting it will have on the employee’s unit or program.

MN-6. When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

MN-7. During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

MN-8. An employee who has received approval from the president or his/her designee for personal leave without pay without paid benefits may continue to contribute toward and receive the benefits of the institution’s insurance and retirement programs, if the laws, rules, regulations, policies and procedures governing the administration of such insurance and retirement programs permit. [RGPP II.I.6.c.3]. Employees should consult Benefits with Human Resource Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 50.06 and 50.38]

MN-9. Employees who are granted leave for a personal leave of absence without pay are responsible for making arrangements with Benefit Services the Human Resources, before the leave begins, for the continuation or discontinuation of fringe benefits. [please see FSH 3700 B-3, B-4, and C-9; APM 50.38]. Also, they should call the Benefit Human Resource Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 50.38], [ed. 7-97, 7-05]

MN-10. Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours. Spread pay must be elected to continue pay and benefits beyond an academic or seasonal work period.

ON. EXTENDED FAMILY MEDICAL LEAVE

NO-1. Extended family medical leave (EFML) extends job protection and health benefits beyond the expiration of family medical leave. EFML is intended for the following:

   a. Individuals who plan to return to work and have a prognosis to support return to work with assumption of full duties and responsibilities of their position, with or without reasonable accommodation, within a total absence period of no more than twelve (12) consecutive months; or

   b. Individuals who do not have an acceptable prognosis to return to work, but whose absence qualifies for the use of sick leave and who have an unused sick leave balance upon the expiration of family medical leave.
NO-2. EFML and other options for an employee’s return to work following an approved family medical leave must be coordinated through Benefit Services, approved by the supervisor, and is granted at the discretion of the University of Idaho, but are not guaranteed. EFML may not exceed nine (9) consecutive months.

NO-3. Acceptable medical certification and/or other documentation to support a prognosis for return to work must accompany all requests for EFML. If acceptable medical certification and/or other documentation evidence are not provided, notice of contemplated job action to separate the employee from employment at the expiration of family medical leave may be served upon the employee if all sick leave has been exhausted.

NO-4. If there is not a prognosis to return to work as defined above [ON-1], notice of contemplated action for job separation will be issued. However, if the employee has a remaining sick leave balance and his/her condition qualifies for the use of sick leave, employment and EFML leave will be extended through the earlier of:

   - the date in which all sick leave will be exhausted; or
   - expiration of six (6) months of accumulated leave, measured from the date in which leave was first granted for the same condition.

All sick leave is forfeited upon separation from employment, except as provided in ON-6, or as provided in (Idaho State Code 53-4001) rights to reinstate sick leave upon return to work for any State of Idaho agency.

NO-5. Sick and all other available paid leave must be used concurrently with and taken first before any period on unpaid leave during EFML. EFML is leave with benefits but without pay, unless accrued sick or annual leave or compensatory time is used.

NO-6. An employee with a sick leave balance who separates from employment upon the expiration of EFML and qualifies as a disabled retiree, or as a retiree eligible for any tier of University of Idaho retiree medical coverage that requires retiree cost sharing, may convert a predetermined amount of the unused sick leave to pay for the retiree’s share of the cost for their own University of Idaho medical coverage. [FSH 3730]

NO-7. Health benefits will continue during an approved EFML in the same manner afforded to any employee of the same classification who is actively at work.

   a. The employee must make arrangements to self-pay his/her share of employee and dependent benefit costs during any portion of EFML that is unpaid.

   b. Sick leave, annual leave, holiday pay and credited service hours toward vesting of annual leave accruals and retirement are not continued during any portion of leave that is unpaid.

   c. Short and/or long-term disability wage replacement payments and/or actively at work provisions for death and other benefits provisions within PERSI and similar contracts refers to an employee being actively at work (employed and not on leave) on the date in which the disability has first begun. An employee whose condition began before taking a leave of absence and who has qualified or met the conditions in accordance with provisions set by the carrier will continue to receive benefits and/or remain eligible for such benefits during Extended Family Medical Leave, and/or upon separation from employment if unable to return to work. [Refer to Disability and Retirement Plan Handbooks, www.hr.uidaho.edu/benefits]

NO-8. Employees who have been granted EFML are required to provide documentation and evidence to support progressive medical improvement. Medical certification and other documentation may include temporary restrictions of duties and/or periods of part-time work. However, restrictions of job duties and/or part-time work restrictions must be approved by Human Resources and the hiring authority, and must intend and attempt to
phase an employee back to work to a level of full assumption of job duties, with or without reasonable accommodation.

**NO-9.** During EFML, the University may require reasonable periodic re-certification and updates regarding the employee’s medical condition, prognosis for improvement, and fitness for duty. A release to return-to-work from the health care provider is required before an employee may return to work. The University, at its own expense, may require medical pre-screening for return to work in a position that includes pre-employment medical pre-screening to ensure the safety and fitness for prescribed job duties before an employee is allowed to return to work with or without restriction of job duty.

**NO-10.** When an employee’s own medical condition or restriction is expected to be chronic, or when the condition fails to progressively improve, notice of contemplated action and job separation or accommodation of disability under ADA should be explored.

**NO-11.** If at the expiration of the EFML period the employee is still unable to perform the essential duties of his/her position with or without reasonable accommodation, the University has the right to separate any employee from employment and/or to end EFML and begin job separation when the medical prognosis ceases to support a return to work within EFML limits. [FSH 3910, 3920 and 3930]

### POG. LEAVE FOR PROFESSIONAL IMPROVEMENT.

**PO-1.** Leave for professional improvement is paid leave with benefits for the purpose of participating in professional development programs or experiences for an extended period of more than two (2) weeks to attain or enhance a skill set that will result in a mutual benefit to the both the University and the employee.

**PO-2.** Members of the faculty who hold the rank of instructor or above, or nonfaculty exempt employees, and classified staff who hold the equivalent of such academic rank, are encouraged to participate in programs of professional improvement because they are advantageous both to UI and to the employee. (Tenured faculty may also be eligible for sabbatical leave and should refer to FSH 3720.) Generally, On the recommendation of an applicant’s administrative supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave may be granted under the following conditions (individual departments may have additional requirements and restrictions): UI participates with the employee as follows:

**G-2a.** To participate in this plan, the faculty or staff member must have completed four (4) years of service before the time the leave is to begin.

**b. G-3.** Generally, at least two (2) years of service must intervene between a sabbatical leave and a leave for professional improvement or at least five (5) years of service must intervene between a leave for professional improvement and a subsequent request for the same type of leave.

**PO-3.** The employee requests professional improvement leave with pay by submitting a letter of application to the supervisor at least three (3) months before the leave is to begin. The letter should address the professional development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if known.

**PO-4.** Persons granted leave under this policy are expected either to return to the active service of the University for at least one academic or other full work year after completion of the leave, or are required to repay the money received from the University for the period of professional improvement leave granted.
PQ-5.G-7. The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his or her developmental experience upon return to active work status. A report of his or her activities each month while on leave.

PQG-361. The employee may request approval to use accrued annual leave and to have an equal amount of administrative leave with pay granted to permit his or her participation in a program of professional improvement.

QG-5. A faculty or staff member can use no more annual leave eligibility for this purpose than he or she has already accrued.

QP. EXCEPTIONS

QP-1. Exceptions to these policies may be considered to the extent that such an exception is not contrary to state and federal laws, the Board of Regent policies and procedures, and are considered in the best interest of the University. The respective unit administrator, the AVP for Human Resources or designee, and the president or designee as required, can grant exceptions. A request for exception must be submitted and approved by the supervisor and forwarded to the AVP for Human Resources for further consideration of all approvals.
UNIVERSITY ETHICS

PREAMBLE. As teaching, research, and educational outreach constitute the primary mission of the University, all members of the university will work to maintain an environment conducive to learning, scholarship, and service. All employees of the UI are also subject to the Conflicts of Interest and Ethical Conduct Policy of the Regents. This policy can be reviewed at the following website: http://www.idahoboardofed.org/policies/.

I. ETHICS

A. Within the University community, all participants have rights and obligations to uphold the functionality, dignity, and harmony of the University. This policy sets out the expectations and requirements of employees regarding ethical behavior and actions. Collectively, the policy and referenced related policies allow employees to take actions that are consistent with the institution’s core values and that move the institution towards its vision and goals. All UI employees shall work to maintain an environment conducive to research, learning and service, and all employees have an recognize their integral contribution to providing a high quality learning environment. All UI employees accept their share of responsibilities for the governance of the institution. They respect the rights of students and fellow employees. When they speak or act as private persons, they avoid creating the impression that they speak or act for their college or the university. They adhere to the stated regulations/policies of the institution (provided they do not contravene academic or constitutional freedoms), they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within the University. [See FSH 3260.] When considering the interruption or termination of their service, they recognize the effect of their decisions upon the programs of the institution and give due notice of their intentions. [See FSH 3940.]

A. Ethics in Instruction

All individuals engaged in teaching a course at the University of Idaho seek to promote the acquisition of knowledge and the expression of creativity. They seek to be effective teachers and present the accepted scholarly standards of their discipline. They demonstrate respect for the student as a person and adhere to their proper role as intellectual guide and counselor. They make every reasonable effort to foster honest academic conduct and thoroughly evaluate student performance. They respect the confidential nature of the relationship between professor/instructor/TA and student. They do not exploit the student for their private advantage, and acknowledge significant assistance when it is received. They protect the student's academic freedom.

B. Ethics in Scholarship

All individuals engaged in scholarly activity are to practice honesty and integrity in the pursuit of knowledge and creative expression. Their primary responsibility to their discipline is to seek and state the truth as they see it. To develop and improve their scholarly competence, they exercise critical self-discipline and judgment in using, extending, and transmitting information. In the exchange of criticism and ideas, they show due respect for the opinions of others and strive to be objective in their professional judgment of colleagues. As citizens engaged in a profession that depends upon freedom for its health and integrity, scholars (students, technicians, and faculty members) have a particular obligation to promote conditions of free inquiry and expression, and to further public understanding of academic freedom. They practice intellectual honesty and do not engage in plagiarism, fabrication, or deception. Subsidiary interests must never seriously hamper or compromise their freedom of inquiry.

II. ETHICS GUIDANCE AND REPORTING

A. Ethics Guidance
This policy is intended to inform UI employees of institution policies and administrative procedures that are expected to guide behavior, attitudes, and actions. Collectively, they allow employees to take actions that move the institution towards its vision and goals that are consistent with its core values.

B. Ethics Reporting

As state employees, UI faculty and staff recognize their responsibility to report unethical behavior when it is encountered. UI employees can confidentially report concerns about suspected issues of illegal, unethical or irresponsible acts. Information regarding the confidential reporting line may be accessed from the UI home page or directly from the following web site: http://www.uihome.uidaho.edu/hotline, or from the office of Internal Audit.

II. RULES

III. PRINCIPLES OF ETHICAL CONDUCT

CONTEXT STATEMENT. The purpose of Rules and Principles of Ethical Conduct is to establish and maintain high standards of honesty, integrity, and quality of performance for all employees of the University of Idaho. Individuals in public universities have positions of trust and responsibility that require observation of the highest ethical standards. Ethical conduct is of critical importance in our relationships with the public, students, other employees and agencies, and private contractors. The Rules and Principles of Ethical Conduct are intended to establish a general baseline for ethical conduct; they are not intended to be inclusive of all conduct. Guidelines are provided for each of these principles. These guidelines are offered as examples of the issues discussed in their respective sections. They are not presented as policy and do not replace approved policy in evaluating issues of ethics and professional conduct.

A. Integrity and Quality

The University must operate with integrity that includes, but is not limited to, operating in compliance with laws and regulations and its contractual obligations.

Guidelines: Integrity and Quality

B. Adherence to Law

Employees are responsible for becoming familiar with the laws and regulations pertinent to their areas of responsibility. Many but not all legal requirements are embodied in University policies. Failure to comply with laws and regulations can have serious adverse consequences both for the individuals and for the University, in terms of reputation, finances, and the health and safety of the community.

University business is to be conducted in conformance with applicable legal requirements, including contractual commitments undertaken by individuals authorized to bind the University to such commitments. Failure to do so will be grounds for disciplinary action up to and including termination of employment.

UI’s rules and procedures can be reviewed in the Faculty Staff Handbook: http://www.webs.uidaho.edu/fsh/ and the Administrative Procedures Manual: http://www.uihome.uidaho.edu/apm.

Guidelines: Adherence to Law

C. Conflicts of Interest and Commitment

1. Conflicts of Interest refers to situations in which financial or other personal considerations may directly and significantly affect an employee’s professional judgment in exercising any University duty or responsibility. Employees are expected to avoid conflicts of interest unless such conflicts are disclosed and managed in accordance with the Universities policies. [See FSH 6240.]

2. Conflicts of Commitment refers to situations where an individual’s distribution of effort between one’s university appointment and one’s outside activities may directly and significantly affect an employee’s ability to perform their university responsibilities in teaching, research and public service. Employees are expected to arrange outside activities and financial interests so as not to interfere with the primacy of these University duties. [See FSH 6240.]
Guidelines: Conflicts of Interest and Commitment

D. Privacy and Confidential Information

No employee shall disclose confidential records or information or use such information for his or her personal benefit. The collection, retention, and dissemination of university records is subject to federal law, including the Family Educational Right to Privacy Act (FERPA), and state law, including regulations, the Idaho Public Records Law, and university policies. [See FSH 2600 for information regarding FERPA.] Confidential information may include but is not limited to personnel information, information subject to a privilege recognized in the law, proprietary information, education records under FERPA, and information identified as confidential.

Guidelines: Privacy and Confidential Information

E. Discrimination and Sexual Harassment

The university must strive to maintain a learning and working environment that is safe, supportive, and responsible. Discrimination and sexual harassment toward any member of the university community violates federal and state laws and the policies of the University of Idaho. [See FSH 3200, 3210, 3215, and 3220] Incidents of discrimination and sexual harassment should be reported to the appropriate university administrator identified in the policies.

Guidelines: Discrimination and Sexual Harassment

F. Nepotism

UI employees may not give preferential treatment to individuals based on familial or other relationships, nor participate in institutional decisions involving a direct benefit to a family member. [See FSH 6241.]

Guidelines: Nepotism

G. Use of University Resources

Employees of the university have a responsibility to be financial stewards of the public resource. They are responsible for implementing, maintaining, and following proper administrative and accounting procedures, and for complying with all relevant governmental and regulatory requirements.

Guidelines: University Resources

H. Control and Security of University Assets

Employees of the university have a responsibility to maintain control and security of university assets. They are responsible for their use and protection including reporting requirements.

Guidelines: University Assets

I. Contracting Requirements

The UI enters and engages in multiple contracts and agreements to carry out its role and mission. Employees are responsible for being familiar with the various types of contracts, agreements, and memoranda of understanding that they use in the performance of their duties, and for obtaining the necessary review and approval for said contracts. [See APM Chapter 60 and State Board of Education/Board of Regents Policy and Procedures Manual (Board Policy), Section V.]

Guidelines: Contracting

J. Political Campaigns and Elections
An employee shall not use institutional time, funds, equipment, or other resources to run for an elected office, work on a political campaign or to influence the passage or defeat of legislation. [See FSH 6220]

Guidelines: Political Campaigns and Elections

K. Gifts

University employees concerned with contracts and pecuniary transactions, or who influence the allocation of business or exercise administrative decision making authority must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the University’s reputation for impartiality and fair dealing and may not accept any pecuniary benefit from persons interested in or likely to become interested in such action.

An employee may not accept a gift or business courtesy when a real or perceived attempt is being made to offer the courtesy in exchange for, or to influence favorable action by the University; motivate the employee to do anything prohibited by law, regulation, or University policy; or gain an unfair competitive advantage by improperly influencing an employee’s discretionary decisions.

Notwithstanding the above prohibitions, state law allows for public employees to receive trivial, incidental benefits not to exceed a value of fifty dollars ($50.00) provided that there is not substantial risk of undermining official impartiality. [See Idaho Code section 18-1356, and Board Policy Sections I.G. and II.Q.].

1. REPORTING UNETHICAL BEHAVIOR

As state employees, UI faculty and staff recognize their responsibility to report unethical behavior when it is encountered. UI employees can confidentially report concerns about suspected issues of illegal, unethical or irresponsible acts. Information regarding the confidential reporting line may be accessed from the UI home page or directly from the following web site: http://www.uihome.uidaho.edu/hotline, or from the office of Internal Audit. Credible reports to the confidential hotline or to the internal auditor shall be preliminarily investigated by the internal auditor or referred to another office, as appropriate. If the preliminary investigation results in cause to believe that there may be a violation of policy or law, the internal auditor shall either proceed to a full audit or refer the matter to general counsel for follow up.

Guidelines: Gifts

GUIDELINES

Guidelines, Section A: Integrity and Quality

• Rules of fairness, honesty, and respect for the rights of others shall govern the individual’s conduct at all times.

• No unethical practice will be tolerated on the grounds that it is “expedient” or “customary”.

Guidelines, Section B: Adherence to Law

• Inciting others to disobey university rules is unacceptable.

• Intentional disruption of university-sponsored or –authorized functions or activities is prohibited.

• Failure to comply with the terms and conditions of a grant or contract and its applicable laws and regulations after it has been accepted by the university, including sponsored project funding is unacceptable.

• Failure to adhere to good health and safety practices and comply with all environmental health and safety laws and regulations is unacceptable.

• All claims for reimbursement of expenses must be accurate and supported with all required receipts, and be related to official business.

Guidelines, Section C: Conflicts of Interest and Commitment
• An employee or any dependent member of his or her family may not have an interest in any organization that has, or is seeking to have, business dealings with UI where there is an opportunity for preferential treatment to be given or received, except (a) with written consent of the president or the president's designee or (b) in any case where such an interest comprises securities in widely held corporations that are quoted and sold on the open market or in private corporations where the interest is not material.

• An employee or any dependent member of his or her family may not sell or lease any kind of property, facilities, or equipment to UI or to any company, firm, or person that is, or is seeking to become, a contractor, supplier, or customer, except with written approval by the president or the president's designee.

• An employee may not serve as an officer or director of, or in any management capacity for, or as a consultant to, any company doing or seeking to do business with UI, except with written consent of the president or the president's designee.

• An employee, without proper authority, may not give or release to anyone not employed by UI any data or information of a confidential nature concerning UI, such as that relating to decisions, plans, financial or business forecasts, or competitive bids; or to use such information to personal advantage and not in the best interest of UI--for example, by acquiring or inducing others to acquire a financial interest in a company involved in, or that may become involved in, any transaction with UI that is not generally known to the public.

• An employee or any dependent member of his or her family may not accept from any organization, firm, or person doing or seeking to do business with UI commissions; a share in profits; gifts in cash; gift certificates or other payments, loans, or advances (other than from established banking or financial institutions); materials, services, repairs, or improvements at no cost or at unreasonably low prices; excessive or extravagant entertainment; or travel or gifts of more than nominal value.

Guidelines, Section D: Privacy and Confidential Information

• Breaching established rules governing confidentiality in personnel procedures is not acceptable.

• Posting or disseminating information from faculty or staff personnel records or student records or grades is not permitted.

• Posting or disseminating educational records, such as grades is not permitted.

Guidelines, Section E: Discrimination and Sexual Harassment

• Unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when such behavior overtly or covertly uses the power inherent in the status of the offender in not acceptable.

• Sexual behavior that has the effect of interfering with a student's learning environment or creating an intimidating, hostile or offensive work environment in not acceptable.

Guidelines, Section F: Nepotism

• An employee cannot provide preferential treatment or participate in decisions that impact individuals related by blood, marriage or adoption.

• An employee cannot provide preferential treatment or participate in decisions that impact an individual they intend to marry, with whom they intend to form a household, or with any other person having the same legal residence.

• An employee cannot provide preferential treatment or participate in decisions that impact an individual associated with a domestic partnership, dating or other personal relationship in which objectivity might be impaired.

Guidelines, Section G: University Resources
• Equipment and Supplies – An employee shall not use university-issued or procured machines, office supplies, and other equipment for other than university business purposes. [See APM Chapter 10.40]

• UI Vehicles – An employee shall not use any UI vehicle for any purpose other than official business of the institution. [See APM Chapter 5.9]

• Employee Time – An employee may not use work time for personal business.

• Institutional Credit Cards – An employee shall not use credit cards issued by the institution for personal expenses unrelated to institutional business.

• Telephones, Cell Phones, and Electronic Mail – An employee shall use university telephones, cell phones, and e-mail for institutional purposes. Incidental use for local personal calls or messages not interfering with work responsibility, however, is not a misapplication of university resources. An employee shall not charge personal long distance telephone calls to the institution. [See APM Chapter 20.13, and direct link to computer use policy: http://www.uidaho.edu/policy/]

• Internet – An employee’s access to the Internet via institutional computers is for institutional purposes. Incidental personal use not interfering with work responsibility, however, is not a misapplication of university resources. Improper or illegal use of the Internet by an employee may subject the individual to disciplinary action up to and including termination of employment. [See APM Chapter 20.13]

• Software – Software licensed to the university is to be used for institutional purposes, not for an employee’s personal purposes, and only purposes. Only properly licensed software may be loaded on institutional computer; computers and institutional licensed software may not be loaded on personal computers, except to the extent that the license authorizes loading and using the software on personal computers.

Guidelines, Section H: University Assets

• Liability for Property Loss – When institutional property disappears, whether through theft or other cause, as a result of an employee failing to exercise reasonable care for its safekeeping, the employee shall be liable for the loss sustained by the institution. [See APM Chapter 25.01]

Guidelines, Section I: Contracting

• Employees shall not personally sign contracts on behalf of the University unless they have written delegated signature authority from the President or the Vice President for Finance and Administration.

• Consulting Contracts with Previous Employees – No funds shall be used to enter into a consultant contract with any individual who has been previously employed by the institution within the past 12 months unless approved by the President’s designee.

• Purchases From/By Employees – An employee and their family members may not sell goods or services to the University unless the arrangement avoids any conflict of interest and is conducted consistent with University policy, approved by the President’s designee. No employee may directly purchase equipment or property from a department or office within the University. Sale of personal property is conducted by the University Surplus Property Office.

Guidelines, Section J: Political Campaigns and Elections

• An employee will not engage in partisan political activities while on university time.

• An employee will not use university materials or equipment for the purpose of influencing a political election of any sort.

Guidelines, Section K: Gifts

• An employee should not ask for a business courtesy.

• An employee may retain novelty, advertising, or promotional items with a market value of $50 or less, such as calendars, pens, and mugs, so long as such acceptance does not create a substantial risk of undermining impartiality. An employee may accept training opportunities provided by suppliers or customers if the training directly benefits the University, and if the training is offered to others on the same basis. Questions as to appropriateness of accepting training opportunities should be discussed with a supervisor.

• An employee should avoid a pattern of accepting frequent courtesies from the same persons or companies.

• An employee may not use their influence or authority to unduly pressure another employee or person to participate in gift giving.

• An employee’s participation in gift giving is always voluntary and shall not exceed $50.

• An employee cannot use University state appropriated funds to buy gifts.
CONFLICTS OF INTEREST OR COMMITMENT

CONFLICTS OF INTEREST OR COMMITMENT. In addition to the requirements set forth below, all employees of the UI are also subject to the Conflict of Interest and Ethical Conduct Policy of the Board of Regents, section IIQ, and to the Idaho ethics statutes applicable to public employees. The Board’s policy may be reviewed at http://www.boardofed.idaho.gov/policies/. The Idaho ethics statutes are set out in the Idaho Ethics in Government Manual, published by the Idaho Attorney General and available at http://www2.state.id.us/ag/manuals/index.htm. To the extent there is a conflict between this policy and the Board’s policy or the statutes, the statutes and the Board’s policy shall control, in order of authority.

A. Definitions

A-1. Conflicts of Commitment refers to an individual’s distribution of effort between one’s university appointment and one’s outside activities.

A-2. Conflicts of Interest refers to an individual’s involvement in activities in which financial or other personal considerations may directly and significantly affect, or have the appearance of directly and significantly affecting, an employee’s professional judgment in exercising any University duty or responsibility.

A-3. Apparent Conflict refers to an individual’s involvement in outside professional activities, outside employment, or personal direct or indirect financial or other interests, or acceptance of benefits from third parties that creates a can create actual or perceived conflicts between the University’s mission and an individual’s private interests, whether or not there is an actual conflict of commitment or interest. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee’s ability to act in the University’s best interests or perform contractual obligations is compromised by outside interests. For example, an employee may have an outside business interest that appears to influence judgment in University decisions. There may not be an actual conflict, but the situation may have the appearance of compromising a person’s professional judgment interests.

B. Policy

Employees are expected to devote their primary professional, time and energy to the University and to the mission of teaching, research and public service. Outside activities and financial interests shall be reported on an annual basis in accordance with this policy and must be arranged so as not to interfere with the primacy of these University duties.

B-1. Employees shall avoid situations that may result in a conflict of interest or commitment with that have the potential to directly and significantly affect the University’s interests, compromise objectivity in carrying out University responsibilities, or otherwise compromise the performance of University responsibilities. Examples of prohibited conflicts are set out in section C-3. Situations may be managed to avoid conflict are set out in section B-2; such situations may proceed if approved in writing by the president or the president’s designee, and subject to an authorized management plan that prescribes the necessary steps and management to avoid the conflict.

B-2. University employees who have apparent conflicts are expected to disclose them in compliance with this policy. In all matters, employees are expected to take appropriate steps, including consultation if issues are unclear, to avoid both conflicts of interest and commitment and the appearance of such conflicts.
B-3. In furtherance of this policy, UI requires that, absent circumstances that warrant sole source contracting as set out by the University’s Purchasing Department, competitive bidding must be used in the procurement of materials, supplies, equipment, and contractual services over $5,000 in one time or cumulative value.

C. Conflicts of Interest or Commitment Activities Reporting Requirements. Activities that may involve conflict of interest or commitment fall into three general categories that differentiate relationships according to potential for adverse impact. These include but are not limited to:

C-1. Activities that are routinely allowable and are not required to be disclosed pursuant to this policy include:

| a. Membership in and service to professional associations and learned societies; membership on professional review or advisory panels, presentations, participation in conferences, reviewing or editing scholarly publications, and service to accreditation bodies as long as they do not conflict or interfere with the timely performance of primary University duties. These activities are permitted even if they are performed for nominal honoraria or reimbursement of expenses, provided that payment or reimbursement is not in conflict with any other applicable University, State, or federal policy, rule or regulation. |
| b. Receiving royalties for published scholarly works and other materials or for inventions pursuant to the University’s Patent and Copyright Policies. |

C-2. Activities that may be allowable following disclosure and development of an authorized management plan, where necessary, the implementation of management plan procedures include but are not limited to:

1. Research Activities

| a. Participating in University research involving a technology owned by or contractually obligated (by license, option, etc.) to a business in which the individual or a family member has a consulting relationship that meets the definition of significant financial interest. |
| b. Receiving through contract or gift University-sponsored research support (whether in dollars or in kind) for research from a business in which the individual or a family member has a consulting relationship that meets the definition of significant financial interest. |
| c. Participating in University research involving a technology owned by or contractually obligated (by license, option, etc.) to a business in which the individual or a family member holds a significant financial interest, excluding a consulting relationship. |
| d. Receiving, through contract or grant, research support under University auspices (whether in dollars or in kind) for research from a business in which the individual or a family member has a significant financial interest, excluding a consulting relationship. |
| e. Assigning students, postdoctoral fellows, or other trainees to University projects sponsored by a business in which the individual or a family member has a significant financial interest. |
| f. Serving on the board of directors or scientific advisory board of a business from which that individual or a family member receives research support under University auspices or with which the University has a substantial contractual relation know to the individual. |
| g. Assuming an executive position in a not-for-profit business engaged in commercial or research activities in a field related to the individual’s University responsibilities. |
2. Other Activities

   a. Possessing a significant financial interest in a business that competes with the services provided by the University as part of its academic, research, or training mission.

   b. Assuming an executive position having a significant financial interest in a for-profit business engaged in activities in an area related to one’s University responsibilities.

   c. Possessing a significant financial interest in a business that is in a field related to one’s University responsibilities.

   d. Engaging in any other activity that has the potential for creating a conflict of interest or commitment as defined above.

   e. Ownership of or equity in a corporation used solely for one’s consulting activities.

   f. Requiring or recommending one’s own or one’s related individual’s (as defined in FSH 6241) textbook or other teaching aids, materials, software, equipment, or the like to be used in connection with University instructional programs from which the person receives income.

C-3. Activities that are presumptively not allowable include but are not limited to:

1. Public Disclosure Activities

   a. Accepting support for University research under terms and conditions that results be held confidential, unpublished, or significantly delayed in publication.

   b. Publishing or formally presenting results of research under University auspices, or providing expert commentary on a subject, without simultaneously disclosing any significant financial interest relating to such results or such subject.

   c. Unauthorized use of privileged information acquired in connection with one’s University responsibilities. This is not intended to apply to standard publication activity.

2. Administrative Responsibilities

   a. Taking administrative action in the course and scope of University responsibilities that is beneficial to a business in which the individual or a family member has a significant financial interest.

   b. Influencing the negotiation of contracts between the University and an outside organization with which the individual or a family member has a significant financial interest.

3. Other Activities

   a. Assigning or allowing the participation of students in any consulting relationship of the individual that meets the definition of significant financial interest.

   b. Making referrals of University work to an external business or professional office in which such individual or family member has a significant financial interest.

   c. Associating one’s name or one’s work with an external activity in such a way as to profit monetarily by trading on the reputation or good will of, or implying sponsorship or endorsement by, the University. Mere identification of the University as one’s employer and of one’s position at the University is permitted, provided that such identification is not used in a manner that implies sponsorship or endorsement by the University.
d. Accepting or soliciting any gift favor, or service that might influence or appear to influence the employee in the discharge of his or her official duties, or that the employee knows or has reasonable cause to believe is being offered with the intent to influence their conduct. Notwithstanding this prohibition, employees may accept trivial benefits that are not in excess of $50.00 provided that such benefit is incident to personal, professional or business contacts and involves no substantial risk of undermining their impartiality.

**D.C-4. Conflicts of Interest or Commitment Reporting and Approval Requirements.**

**D-1. Disclosure of Potential Conflicts.** All employees are required to complete and submit a Disclosure of Potential Conflicts of Interest and Commitment Form on an annual basis whether or not the employee has any situation that presents an actual or potential conflict to disclose. The disclosure form shall be included with the performance evaluation. Persons who disclose a conflict on their performance evaluation shall complete Form 6240A. An updated Form 6240A must be submitted throughout the year within 30 days of any change that arises if changes arise that may either create or give rise to a potential conflict, or eliminate a potential conflict previously disclosed.

1. **Employees without potential conflicts:** All employees shall complete the disclosure included in the performance evaluation on an annual basis. If an employee does not have any actual or apparent conflicts to report, then the employee need only complete the disclosure that is included with the performance evaluation.

2. **Employees with potential conflicts:** Any employee who has an actual or apparent conflict of interest or commitment to disclose must complete Form 6240A and include a proposed management plan with the submission of their completed disclosure form to their supervisor or department head/chair. The proposed management plan must be reviewed and signed off on by the supervisor and the dean or unit head, and submitted to the Committee on Ethical Guidance and Oversight. The committee shall review the proposed plan and make a recommendation to the president or the president’s designee as to whether to approve the proposed plan and allow the situation to proceed under the management plan. The president or president’s designee shall make the final decision of whether to approve a proposed plan. The committee during its review shall work with the employee and the employee’s supervisor and/or unit head or dean to amend the proposed plan as needed. The management plan must be approved by the president or president’s designee prior to any party thereto implementing any part of a proposed plan.

**D-2. Disclosure of Outside Employment and Consulting.** All employees who work more than 20 hours per week for the university and who have outside employment of more than 20 hours per week or who perform consulting for compensation, pursuant to FSH 3260, must complete the Disclosure of Outside Employment or Consulting form (Form 3260B/6240B) on an annual basis. An updated Form 3260B/6240B must be submitted throughout the year if a person accepts outside employment or consulting.

**D-3. Both disclosure forms are available at the following website(s) (insert).**

**D-4. The membership and staff of the Committee on Ethical Guidance and Oversight shall be appointed by the president.** Membership of the Committee shall be made up of a minimum of four faculty members and two staff members. Committee members shall serve a term of three years, and may be appointed to consecutive terms. Staff to the committee shall serve as directed by the president.
<table>
<thead>
<tr>
<th>Strategic Action Plan reference numbers</th>
<th>Faculty-Staff Handbook reference documents</th>
<th>Assigned Responsibilities</th>
<th>Position Description Percentage</th>
<th>Numeric Score *</th>
<th>Weighting (optional)</th>
<th>COMMENTS INCLUDING ACCOMPLISHMENTS and IMPACTS WHEN APPLICABLE (Use back if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>1565 A-2 &amp; FSH 3050 Pos. Des. 1.</td>
<td>TEACHING**</td>
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<td></td>
<td></td>
<td>(Course design, and delivery; involvement in course, program, and university level assessment activities; peer course evaluation processes; workshops and training programs for students; boundary crossing efforts – interdisciplin ary, inter-college, with student or academic affairs; developing teaching grants or contracts, etc.)</td>
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<tr>
<td>A.2</td>
<td>1565 A-4 &amp; A-10</td>
<td>SCHOLARSHIP and CREATIVE ACTIVITIES</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(Performances; exhibits; written contributions; media/electronic contributions; technologies and patents; scholarly events participated in; boundary crossing efforts - interdisciplinary, inter-college, with student or academic affairs; scholarly presentations, etc.)</td>
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<tr>
<td>A.2</td>
<td>1565 A-3-a</td>
<td>Teaching and learning **</td>
<td></td>
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<tr>
<td>A.2</td>
<td>1565 A-3-b</td>
<td>Artistic creativity</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>A.2</td>
<td>1565 A-3-c</td>
<td>Discovery</td>
<td></td>
<td></td>
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<tr>
<td>A.2</td>
<td>1565 A-3-d</td>
<td>Integration</td>
<td></td>
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<tr>
<td>A.2</td>
<td>1565 A-3-e</td>
<td>Application/Engagement</td>
<td></td>
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<tr>
<td>A.1-4</td>
<td>1565 A-5</td>
<td>ADVISING and MENTORING STUDENTS</td>
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<tr>
<td></td>
<td></td>
<td>(Number and types of undergraduate advisees; number and types of graduate students guided to completion; undergraduate and graduate students mentored in a variety of activities; student club/organization advisor; etc.)</td>
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<tr>
<td>D.</td>
<td>1565 A-6</td>
<td>EXTRAMURAL SERVICE (Scholarly review activities and judging; leadership in professional, scientific or arts and humanities organizations; free services rendered to external organizations; etc.) and/or UNIVERSITY SERVICE (university and college governance – committees, task forces; participation in signature academic events; etc.)</td>
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<tr>
<td>A.3.</td>
<td>1565 A-3-e &amp; A-7</td>
<td>OUTREACH/ENGAGEMENT and/or EXTENSION (Program design, evaluation, and delivery; engagement materials; engagement activities, one-to-one engagement contacts, interdisciplinary engagement efforts, developing outreach grants or contracts, etc.)</td>
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<tr>
<td>A-4, B.</td>
<td>1565 A-8 &amp; A-9</td>
<td>ADMINISTRATION (Management of personnel and unit resources; implementation of university administrative processes and procedures; mentoring of faculty for promotion and tenure; leadership in implementing the strategic plan; communication with faculty, staff and administrators; management to foster excellence in teaching, scholarship, outreach/engagement and extension; efforts to engage constituents, etc.)</td>
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<tr>
<td>C</td>
<td>No Direct Reference</td>
<td>ADVANCEMENT (Participation in identifying, soliciting, and/or obtaining contributions for university campaigns; developing program proposals, etc.)</td>
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<tr>
<td>E</td>
<td>No Direct Reference</td>
<td>PROFESSIONAL DEVELOPMENT (Participation in opportunities for self-improvement of capacities necessary to enhance or remain competitive in areas such as teaching, advising, technology, research techniques, human resource management, administrative procedures, interdisciplinary skills, etc.)</td>
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<tr>
<td>A-4.</td>
<td>No Direct Reference</td>
<td>OTHER</td>
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</tbody>
</table>

** The Scholarship of Teaching and Learning is defined in Section 1565 A-3-a of the FSH and is differentiated from Teaching by the requirement that it must be communicated and validated (FSH 1565 A-3). (Continued on next page)
Scoring Example:
Position Description %  Numeric Score  Weighting
Teaching 85%  4  .85X4 = 3.40
Scholarship 15%  1  .15X1 = 0.15

Narrative evaluation on progress toward promotion and/or tenure is to be completed by all appropriate evaluators (Unit, Center, and/or Interdisciplinary Administrators). Each evaluator is expected to include a signed narrative using separate pages and attach to this form.

FSH 6240 Required Disclosure of Conflicts

You must complete this disclosure annually with your performance evaluation. If you have a conflict to disclose then you also will need to complete Form FSH 6240A. Likewise, if there is any change in your circumstance that may give rise to potential conflicts or eliminate potential conflicts previously disclosed, then you will need to complete Form FSH 6240A within 30 days of the change. University of Idaho FSH Policy 6240 Conflicts of Interest or Commitment is available at http://www.webs.uidaho.edu/fsuex/6240.html. If you have any questions about the form or about specific potential or actual conflicts of interest, please contact your supervisor/department head/unit administrator or the Chair of the university’s Ethical Guidance and Oversight Committee. Disclose outside employment for compensation of more than 20 hours/week by completing FORM 6240 B – Disclosure of Outside Employment or Consulting for Compensation.

☐ I have reviewed FSH 6240 and DO NOT have any conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date below.

☐ I have reviewed FSH 6240 and DO have conflicts of interest, conflicts of commitment or apparent conflicts to report. Please, sign below, and fill out form FSH 6240A. Submit completed FSH 6240A to your supervisor/department head/unit administrator along with separate pages describing a plan to manage each conflict or apparent conflict.

Your signature below certifies that you have reviewed FSH 6240 regarding disclosure of conflicts, and that the information that you provide regarding disclosure of any conflict is accurate to the best of your knowledge as of the date of this document, and you commit to providing an update if a material change occurs in the information you have provided.

____________________________________________________
Unit Administrator Signature

____________________________________________________
Interdisciplinary/Center Administrator (when appropriate)
WILL BE BI-FURCATED, FORMER TOP HALF MOVED TO PERFORMANCE EVALUATION, BOTTOM HALF WILL REMAIN AS FORM FSH 6240A AND WILL NEED TO BE COMPLETED IF A POTENTIAL CONFLICT IS REPORTED OR TO REPORT A CHANGE IN CIRCUMSTANCES REGARDING POTENTIAL CONFLICTS.

FORM FSH 6240A – Disclosure of Conflicts
TO BE COMPLETED WHEN YOU HAVE A CONFLICT TO DISCLOSE OR A CHANGE IN CIRCUMSTANCES

This form will be treated confidentially. You must complete this form if you indicated that you have a conflict to disclose on your performance evaluation, annually and within 30 days of any changes that may give rise to potential conflicts or eliminate potential conflicts previously disclosed. University of Idaho FSH Policy 6240 Conflicts of Interest or Commitment is available at http://www.webs.uidaho.edu/fs/6240.html. If you have any questions about the form or about specific potential or actual conflicts of interest, please contact your supervisor/department head/chair or the Chair of the university’s Ethical Guidance and Oversight Committee. Disclose outside employment for compensation of more than 20 hours/ week by completing FORM 6240 B – Disclosure of Outside Employment or Consulting for Compensation.

EMPLOYEE INFORMATION
Name ____________________________________________ Department ________________________________
Vandal No.________________________________________ Position Title _______________________________
Campus Phone No. _________________________________ Email Address ______________________________

□ I indicated that I have a conflict to report on my performance evaluation and am completing this as part of that report DO NOT have any conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date this form and submit it to your supervisor/department head/chair.

□ This report is made following a change of circumstances and replaces my report on my most recent performance evaluation. If you check this box please indicate whether your change gives rise to or eliminates a potential conflict:
  I DO have conflicts of interest, conflicts of commitment or apparent conflicts to report. Please sign and date this form and submit it to your supervisor/department head/chair along with separate pages describing a plan to manage each conflict or apparent conflict.

Employee Conflicts of Interest Disclosure

By signing here, you are certifying that the information that you provide in this form and in the management plan is accurate to the best of your knowledge as of the date of your signature, and you commit to providing an updated form to your supervisor if a material change occurs in the information you have provided. Please sign and date this form and submit it to your supervisor/department head or chair supervisor/institute director along with separate pages describing the nature of the reported conflict and a plan to manage the reported conflict (Please obtain template for management plan from the Chair of the Ethics Committee).

Signed _________________________________________ Date _________________

Supervisor Review —required only for those reporting conflicts or apparent conflicts

□ I concur with the employee’s conflict(s) and the plan(s) to manage the conflict(s).

□ I do not concur with the employee’s management of one or more conflicts. Attached are my reasons for not concurring.

Department Head or Chair /or Unit Supervisor /or Institute Director Date
### Unit Head Unit Administrator Review — required only for those reporting conflicts or apparent conflicts

- [ ] I concur with the supervisor’s review.
- [ ] I do not concur with the supervisor’s review. Attached are my reasons for not concurring.

### Dean / or Unit Head Administrator

<table>
<thead>
<tr>
<th>Committee Action — required only for those reporting conflicts or apparent conflicts</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ I concur with the <a href="#">above reviews and the proposed management plan</a>unit head’s review and actions.</td>
</tr>
<tr>
<td>□ I do not concur with the <a href="#">above reviews and the proposed management plan</a>unit head’s review and actions. Attached are the required actions.</td>
</tr>
</tbody>
</table>

### Chair, Ethical Guidance and Oversight Committee

- Copy to employee, employee’s [unit](#)supervisor, employee’s [unit head](#)administrator, and human resources
- Original document on file in the office of the Ethical Guidance and Oversight Committee
FORM 6240B - Disclosure of Outside Employment (20 hours/week or more) or Consulting for Compensation

Name _________________________________________________    Department ______________________________________________

Vandal No. _____________________________________________   Position Title _____________________________________________

Please provide the following information for all non-University of Idaho employers that are providing you compensation.

<table>
<thead>
<tr>
<th>Outside Employer</th>
<th>Period of Employment</th>
<th>Estimated Hrs Per week/Month</th>
<th>Nature of Outside Employment and its Relationship to the University</th>
</tr>
</thead>
</table>

Employee Disclosure of Outside Employment

By signing here, you are certifying that the information that you provide in this form is accurate to the best of your knowledge as of the date of your signature, and you commit to providing an updated form to your supervisor if a material change occurs in your compensation from outside employment.

Signed _______________________________________________ Date _________________

Supervisor Review

The supervisor’s signature here reflects that he or she has reviewed this form.

Department Chair / or Unit Head / Administrator / or Institute Director Date

- Copy to employee, supervisor or unit head/administrator, and human resources
- Original document on file in the office of the chair of the Ethical Guidance and Oversight committee, campus zip: 3010
NEPOTISM. No preferential treatment will be afforded to individuals based on relationships that may place undue or inappropriate influence on terms and conditions of employment.

A. Definitions.

1. “Relationship” is defined as individuals related by (a) blood, marriage, adoption; (b) a person a public employee intends to marry, or with whom the public employee intends to form a household, or any other person having the same legal residence as the public employee; (c) domestic partnership, dating or other personal relationship in which objectivity might be impaired.

2. “Related individuals” are individuals who stand in a relationship as defined herein.

3. “Line of authority” is defined as authority extending vertically through one or more organizational levels of supervision or management.

4. “Work unit” is defined as department, division or any other unit or office.

B. Policy.

1. Direct supervision or control or line of supervision: Relationship to another individual employed by the University shall not constitute a barrier to hiring, promotion or reappointment provided that no employee is under the direct supervision or control or line of supervision of a related individual. No UI employee may function as judge or advocate in specific situations involving members of his or her immediate family (such as the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law). Nor may any UI employee initiate or participate in institutional decisions involving a direct benefit (such as initial appointment, retention, promotion, salary, or leave of absence) to members of their immediate families.

2. Indirect supervision or same work unit: The University discourages indirect supervision of related individuals. A person may work under the indirect supervision of a related individual, or in the same work unit of a related individual provided that such personnel action is pre-approved by the Assistant Vice President for Human Resources under a management plan [FSH 6240]. In reviewing a proposed personnel action, the Assistant Vice President for Human Resources shall consider all aspects of the proposed action including, but not limited to, the effect on supervision, morale, safety, security, nature of job description and applicant pool, and any potential conflicts of interest. The University retains the right to refuse to appoint an individual to a position that results in indirect supervision by a related individual or related individuals working in the same work unit.
ORGANIZATIONS AND OATHS

A. Professional and Labor Organizations
B. Loyalty Oaths

A. PROFESSIONAL AND LABOR ORGANIZATIONS. UI employees have a right to join, without fear of reprisal, any professional association or labor organization, including those concerned with employee representation; even so, UI neither bargains with nor enters into work or employment contracts with such groups.

B. LOYALTY OATHS. No loyalty oath shall be required of any UI employee.
UI FACULTY-STAFF HANDBOOK
CHAPTER THREE:
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3260

PROFESSIONAL CONSULTING AND ADDITIONAL WORKLOAD

PREAMBLE: One of UI’s objectives is to “apply the benefits of knowledge by making expert faculty available to individuals and organizations for consultation or research on problems in the state.” To maintain and increase the competence of faculty and staff members, the regents encourage professional consulting under the conditions outlined below. As used in this policy, “consulting” is defined to include any professional activity for which the person is paid that is external to UI or clearly beyond the assigned duties for which the employee is appointed and paid by UI. This section was original to the 1979 Handbook; only relatively minor changes have been added since that time and Section B on Regents Policy was added July 2002. Unless otherwise noted, the text is that of 1996. Further information may be obtained from the Provost’s Office (208-885-6448). [rev. 7-02]

CONTENTS:
A. Definitions
B. Basic Policy
C. Regents Policy
D. Institutional Procedures and Requirements

A. Definitions
A-1. Consulting: As used herein shall mean any professional activity for which a UI employee is paid that is external to UI or clearly beyond the assigned duties for which the employee is appointed and paid by UI.

B. BASIC POLICY. Faculty and staff on full-time appointment owe their primary employment responsibility to UI. They are expected to fulfill, to the best of their abilities, the responsibilities established in their respective position descriptions. Full-time employment requires a work effort of at least 40 hours a week. No employee is to receive additional compensation from any source for work performed as a part of his or her regular full-time UI employment. [See also FSH 3170 B.] [ed. 7-99]

AB-1. Private Consulting. Private consulting activity must have prior written approval by the employee’s departmental head or administrator/supervisor and dean or director/administrator consistent with section C herein, prior to initiation of the consulting activity. Each department must have a process for implementing this policy that has been approved by the dean of the college or the head of the unit. Approval of consulting activity may only be granted if the proposed activity satisfies the following criteria: [rev. 7-02]

a. It is compatible with the employee’s professional competence.

b. It does not constitute unfair competition with a similar non-UI service already available. (Fees charged should be commensurate with the professional standing and experience of the consultant.)

c. It will not impair, in quality or quantity, the performance of the employee’s assigned duties. (Full-time employees are expected to limit consulting to 39 days in an academic year or 48 days in a fiscal year—normally one additional day each week over the full-time commitment. This limitation does not apply to activities in which the employee engages during periods of vacation leave or on legal holidays, or during the summer for nine month appointments, or where actual practice in an employee’s professional field is required by the employee’s job description and any such practice has the approvals required herein.)

d. It does not involve the use of any UI supplies, equipment, or facilities, except as provided in a current agreement (further discussed in B-3) signed by the vice president for administration and finance.

e. The clients is informed that the faculty or staff member is acting as a private consultant and that UI is not a party to the contract, nor liable, nor responsible for the performance thereof.
f. It is not contrary to UI’s best interests.

g. It complies with the restrictions stated in FSH 3170 (University Ethics), including the Regents’ policy on conflict of interest and ethical conduct, and FSH 6240 (Conflicts of Interest or Commitment), including submission of all applicable disclosure forms under FSH 6240, and all other applicable University policies and procedures. (see below).

B. REGENTS POLICY.

B-1. In addition to the requirements set forth below, all employees of the UI are also subject to the Conflict of Interest and Ethical Conduct Policy of the Regents RGPIIQ. This policy can be reviewed at http://www.idahoboardofed.org/policies/ and is quoted below.

B-2. General Principles of Ethical Conduct.

1. All employees of the institutions, agencies, school and office:

   a. shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities.

   b. shall not engage in any financial transaction in order to further any private interest using nonpublic information of the Board, institution, school, agency or office.

   c. shall put forth honest effort in the performance of their duties.

   d. shall make no unauthorized commitments or promises of any kind purporting to bind the Board or any Board-governed entity.

   e. shall not use their public offices for private gain.

   f. shall act impartially and not give preferential treatment to any private or public organization or individual.

   g. shall protect and conserve public property and shall not use it for other than authorized activities.

   h. shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.

   i. shall promptly disclose to their chief executive officer waste, fraud, abuse, or corruption in accordance with applicable law and policy.

   j. shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the Board or the relevant Board-governed entity.

   k. shall disclose potential conflicts of interest to the chief executive officer, or designee, of the institution, agency, school or office, and avoid Conflicts of Interest, potential Conflicts of Interest, and circumstances giving rise to the appearance of a Conflict of Interest.

2. Conflict of Interest. A conflict of interest occurs when a person’s private interests compete with his or her professional obligations to the Board-governed entity to a degree that an independent observer might
reasonably question whether the person’s professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial or otherwise.

3. Consideration of Transactions

a. In the event that a person subject to this policy shall be called upon to consider a transaction involving a Board-governed entity and a person, entity, party, or organization with which the person is affiliated, as defined below, such person, as soon as he or she has knowledge of the transaction, shall: (i) disclose fully to the chief executive officer, or designee, the precise nature of his or her interest or involvement in the transaction and/or such organization, and (ii) refrain from participating in the institution’s, agency’s, school’s or office’s consideration of the proposed transaction.

b. Each person subject to this policy shall disclose to the chief executive officer, or designee, of the entity all relationships and business affiliations that reasonably could give rise to a Conflict of Interest because of the employee’s duties and responsibilities. This disclosure obligation is ongoing, and each employee has a duty to supplement or amend his or her disclosure when the employee knows that the disclosure was incorrect in a material respect when made or the disclosure, though correct when made, has become inaccurate in a material respect.

c. For the purposes of this policy, an employee is “affiliated” with an organization if the person, a member of the person’s immediate family (i.e., spouse, parents, children, brothers, and sisters), or a person residing in the employee’s household or a legal dependent of the employee: (i) is an officer, director, trustee, partner, employee, or agent of such organization; (ii) is either the actual or beneficial owner of more than one percent (1%) of the voting stock of or a controlling interest in such organization; (iii) has any other direct or indirect dealings with such organization from which the employee is materially benefited. It shall be presumed that an employee is “materially benefited” if he or she receives, either directly or indirectly, money, services, or other property in excess of one thousand dollars ($1000) in any year in the aggregate.

d. All disclosures required to be made hereunder must be directed, in writing, to the chief executive officer, or designee, of the institution agency, school or office.

C. INSTITUTIONAL PROCEDURES AND REQUIREMENTS.

C-1. General reporting: All employees who have outside employment of more than 20 hours per week or who perform any outside consulting, subject to the approval required herein, must complete the Disclosure of Outside Employment or Consulting for Compensation form (Form 3260/6240B) on an annual basis. An updated Form 3260B/6240B must be submitted throughout the year if a person accepts outside employment or consulting. The disclosure form is available on the following website(s): [insert].

C-2. Consulting Approval:

a. Administrative approval for consulting by UI employees may be granted only when the proposed activity satisfies the conditions outlined in A-1 or A-2 as applicable section B. The Consulting Approval Form (Form 3260 A) approval form is accessible on the provost’s following website(s): [insert]web page. [ed. 7-00]

C-2b. In requesting approval, employees are to supply the following information to the departmental administrator: (a) an estimate of the time that will be required, (b) the subject and scope of the consulting services, (c) to the extent UI facilities may be used, a request to use them with an estimate of the extent of such use of UI facilities.

C-2c. If UI supplies, equipment, or facilities (other than library and assigned office space) are to be used (subject to priority for their use in regular UI activities), the consultant must enter into a contract with UI through the vice president for administration and finance, prior to using any
UI supplies, equipment or facilities. The contract shall be signed by the vice president for finance and administration or his designee. The vice president should also be consulted in any case that involves collections from or payments by UI students or that could, in the opinion of the departmental head/supervisor and/or dean/director, affect the UI’s result in litigation or questions concerning UI insurance coverage. Such agreements must: (a) stipulate the kind and extent of equipment usage, personnel to be involved, the direct costs to be incurred, and liability for personal injury or damage to UI property; (b) include provisions for appropriate reimbursement to UI; (c) indicate that the required administrative approvals have been obtained; and (d) be approved by the vice president for administration and finance or his designee.

C-4. Every employee performing consulting services must submit an annual report thereon, documenting the subject and scope of and time spent on consulting activities, to his or her departmental administrator and dean.

C-5. Any work by a UI employee for the UI that is in addition to the employee’s primary employment, whether or not it is termed consulting, must be approved by the President, Provost, or appropriate Vice President with a copy to Human Resources and otherwise comply with FSH 3440. Compensation for any such work in addition to certified salary that is paid for services rendered under A-2 or A-3 above must be handled by the UI payroll system.

C-6. The name, “University of Idaho,” is the exclusive property of UI and consequently should not be used in support of claims, advertisements, or the contents of any private consulting reports. UI stationery or letterhead may be used only for official UI business. [See 6620.]
FORM 3260 A University of Idaho
CONSULTING : Request to Engage in Professional Consulting

[Approval must be received at least two weeks prior to any consulting activity]

Name: ____________________________________________
University of Idaho Employee

Department: ___________________________ Phone: ___________________________

Mailing and E-mail Address: __________________________________________________

Dates/times of professional consulting: from __________________ to __________________

[Attach additional pages if necessary]

- Describe the subject, scope and purpose of consulting activity including client details:

- Describe how the proposed activity will contribute to your professional growth. Provide an estimate of the amount of time that will be required to complete the consulting activity:

- Describe how the proposed activity will contribute to the University, your division and department. State whether the proposed activity will require the use of University resources, and if so, identify the resources you would use:

If your outside professional consulting activity will require involves the use of university resources (i.e., supplies, equipment, or facilities), please explain you must enter into a contract with the University to use those resources at a reasonable rate. The contract for use of University resources must be approved and signed by the Vice President for Finance and Administration or his designee, and must be executed prior to initiation of the consulting activity.

I affirm that I have read and understand Faculty-Staff Handbook FSH 3260 and 6240 and that the professional consulting described above:
- is compatible with my professional competence,
- does not constitute unfair competition with a non-UI service already available,
- will not impair, in quality or quantity, the performance of my regular duties at UI,
- does not constitute a conflict of interest, and
- is not contrary to UI's best interests.

I affirm that I will inform each client that I am acting in a private capacity and the UI is not a party to my professional consulting activity and is not liable or responsible for the performance thereof. I affirm that I will submit an annual report documenting the subject of and time spent on consulting activities to my unit administrator and dean as required by Faculty-Staff Handbook FSH 3260 and 6240. [Form Routing: department, director/college/unit, VP for Finance & Administration if applicable]

Applicant’s Signature ___________________________ Date ________________

Approval – Department Head /Supervisor ___________________________ Date ________________

Approval – Director ___________________________ Date ________________

Approval – Dean /Director ___________________________ Date ________________

[Form Routing: department, director/college/unit]

Approval – Financial Vice President ___________________________ Date ________________

_________________________ (required if using UI facilities/equipment/supplies)

October 10, 2007. C:\My Documents\FORMS\2CONSULT\DOC
FORM 3260B/6240B ANNUAL Disclosure of Outside Employment (20 hours/week or more) or ANY Consulting for Compensation

Name _________________________________________________ Department _________________________________
Vandal No. ____________________________________________ Position Title ________________________________

Please provide the following information for all non-University of Idaho employers that are providing you compensation.

<table>
<thead>
<tr>
<th>Outside Employer</th>
<th>Period of Employment</th>
<th>Estimated Hrs Per week</th>
<th>Nature of Outside Employment and its Relationship to the University</th>
</tr>
</thead>
</table>

**Employee Disclosure of Outside Employment**

*By signing here, you are certifying that the information that you provide in this form is accurate to the best of your knowledge as of the date of your signature, and you commit to providing an updated form to your supervisor if a material change occurs in your compensation from outside employment.*

Signed _______________________________________________ Date _________________

**Supervisor Review**

*The supervisor’s signature here reflects that he or she has reviewed this form.*

Department Chair / or Unit Administrator / or Institute Director Date

- Copy to employee, supervisor or unit administrator, and human resources
- Original document on file in the office of the chair of the Ethical Guidance and Oversight committee, campus zip: 3010
**FORM 2A DEAN’S ANNUAL EVALUATION OF DEPARTMENT/DIVISION/UNIT ADMINISTRATORS**
(Completed by the Dean for Evaluation of Department/Division Administrators.)
(CONFIDENTIAL)

<table>
<thead>
<tr>
<th>Strategic Action Plan reference numbers</th>
<th>Faculty-Staff Handbook reference documents</th>
<th>AREA OF RESPONSIBILITY:</th>
<th>Numerical Score* (optional)</th>
<th>Comments (Use back if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 &amp; B</td>
<td>No direct reference</td>
<td>ADMINISTRATION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Management of personnel and unit resources; implementation of university administrative processes and procedures; mentoring of faculty for promotion and tenure; leadership in implementing the strategic plan; communication with faculty, staff and administrators; management to foster excellence in teaching, scholarship, outreach/engagement and extension; efforts to engage constituents, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Effective Leadership of Personnel and Management of Department Resources</td>
<td>Successful Mentoring of faculty for promotion and/or tenure</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leadership in Development and Implementation of Unit Planning</td>
<td>Communication with Faculty and Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fostering Excellence in Teaching, Scholarship, and Service</td>
<td>Representation of all Constituents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1565 A-2 &amp; FSH 3050 1. Pos. Desc.</td>
<td>INSTRUCTION (Course design and delivery; involvement in course, program, and university level assessment activities; peer course evaluation processes; workshops and training programs for students; boundary crossing efforts – interdisciplinary, inter-college, with student or academic affairs; developing teaching grants or contracts, etc.)</td>
<td>(course design, content, and delivery; student evaluation; recent professional development for teaching and learning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.2.</td>
<td>1565 A-4 &amp; A-10</td>
<td>SCHOLARSHIP and Creative Activities</td>
<td>(Performances; exhibits; written contributions; media/electronic contributions; technologies and patents; scholarly events participated in; boundary crossing efforts - interdisciplinary, inter-college, with student or academic affairs; scholarly presentations, etc.)</td>
<td></td>
</tr>
<tr>
<td>A.1.</td>
<td>1565 A-3-a</td>
<td>Teaching and learning</td>
<td>(1565 A-2-a)</td>
<td></td>
</tr>
<tr>
<td>A.2.</td>
<td>1565 A-3-b</td>
<td>Artistic creativity</td>
<td>(1565 A-2-b)</td>
<td></td>
</tr>
<tr>
<td>A.2.</td>
<td>1565 A-3-c</td>
<td>Discovery</td>
<td>(1565 A-2-c)</td>
<td></td>
</tr>
<tr>
<td>A.2.</td>
<td>1565 A-3-d</td>
<td>Application/engagement</td>
<td>Integation (1565 A-2-d)</td>
<td></td>
</tr>
<tr>
<td>A.2.</td>
<td>1565 A-3-e</td>
<td>Integration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1-4.</td>
<td>1565 A-5</td>
<td>ADVISING and MENTORING STUDENTS</td>
<td>(Number and types of undergraduate advisees; number and types of graduate students guided to completion; undergraduate and graduate students mentored in a variety of activities; student club/organization advisor; etc.)</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>1565 A-6</td>
<td>EXTRAMURAL SERVICE</td>
<td>(Scholarly review activities and judging; leadership in professional, scientific or arts and humanities organizations; free services rendered to external organizations; etc.) and/or UNIVERSITY SERVICE (university and college governance – committees, task forces; participation in signature academic events; etc.)</td>
<td></td>
</tr>
<tr>
<td>A.3.</td>
<td>1565 A-7</td>
<td>OUTREACH/ENGAGEMENT and/or EXTENSION</td>
<td>(Program design, evaluation, and delivery; engagement materials; engagement activities, one-to-one engagement contacts, interdisciplinary engagement efforts, developing outreach grants or contracts, etc.)</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>No Direct Reference</td>
<td>ADVANCEMENT</td>
<td>(Participation in identifying, soliciting, and/or obtaining contributions for university campaigns; developing program proposals, etc.)</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>No Direct Reference</td>
<td>PROFESSIONAL DEVELOPMENT</td>
<td>(Participation in opportunities for self-improvement of capacities necessary to enhance or remain competitive in areas such as teaching, advising, technology, research techniques, human resource management, administrative procedures, interdisciplinary skills, etc.)</td>
<td></td>
</tr>
<tr>
<td>A-4.</td>
<td>No Direct Reference</td>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**ADDITIONAL NARRATIVE EVALUATION (use additional pages on back if needed):**

<table>
<thead>
<tr>
<th>Scoring Key</th>
<th>Summary Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 = Needs improvement</td>
<td>Should reflect a weighting—not necessarily a mathematical average—of the numerical scores</td>
<td></td>
</tr>
<tr>
<td>2 = Satisfactory</td>
<td>scores by the appropriate position description percentages.</td>
<td></td>
</tr>
<tr>
<td>3 = Excellent</td>
<td>To be transferred to summary form (4).</td>
<td></td>
</tr>
</tbody>
</table>

*Scoring Key

**Evaluation Score**

5 = Exceptional performance  
4 = Above expectations  
3 = Meets expectations  
2 = Below expectations  
1 = Unacceptable performance

---

Evaluator: [Signature]

Dean: [Signature]

Faculty: [Signature]

Department/Division Administrator: [Signature]

> Agree ☐  Disagree (summarize reasons below) ☐
Name of Administrator: ________________________________

Administrative Unit: ________________________________

Date: _______________ Evaluator: _______________________

### Strategic Action Plan reference numbers

<table>
<thead>
<tr>
<th>Areas of Responsibility</th>
<th>Numerical Score* (optional)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Management of Personnel and Departmental Unit Resources: Is the administrator effectively in:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• organizing in a timely manner to accomplishing tasks,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• assigning individuals to tasks (courses, curriculums, research or outreach programs, etc.),</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• and other tasks, managing and accounting for the departmental unit budget,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• is the administrator effective in recruiting and appointing new faculty, staff, and/or students, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• promoting teamwork and working to foster diversity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1-4, B, E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Successful Mentoring of Faculty for Promotion and Tenure: Is the administrator effective in:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• by completing reviews and evaluations, and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• providing mentoring and professional development opportunities for faculty to be successful at achieving promotion and tenure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.4, B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership in Development and</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Implementation of the **Unit Strategic Planning**: Does the administrator provide leadership in:

- addressing and integrating unit priorities with the university and/or college priorities with those of the department, and in successfully articulating and communicating these goals/priorities.
- Is the administrator effective in involving the faculty in setting goals, establishing priorities, and developing action plans, that lead to success? Is the administrator effective in reaching stated goals?

Communication with Faculty and Staff:

- Is the administrator open to suggestions and communicates proactively?
- Does he/she respond to constructive criticism, respect the rights of faculty and staff, and provide for faculty and staff participation in decisions?
- Are there regularly scheduled faculty meetings? Is time effectively used at meetings?
- Does the administrator respond to requests for information in a timely manner?
- Are decisions carried through?

Foster Excellence in Teaching, Scholarship, and Service Outreach and Engagement:

- Is the administrator effective in student recruitment and retention and does the administrator:
  - give attention to student needs?
  - support professional development and growth of the faculty?
  - encourage and support scholarly activity of the faculty?
  - encourage and support appropriate service and outreach activities of the faculty?

Representation of all Constituents:

- Is the administrator effective in representing the unit, department, and collaborating effectively to both inside and outside constituents?

**Teaching** (if known) Demonstrates effectiveness in the classroom based on student evaluations (S65), peer evaluations, and student assessment outcomes.

**Research** (if known) Evidence of professional contributions to field of interest. Continued efforts in professional improvement (see form 2A).
### ADDITIONAL NARRATIVE EVALUATION (on back if needed):

<table>
<thead>
<tr>
<th>Scoring Key</th>
<th>Evaluation Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Exceptional performance May reflect a weighting—not necessarily a mathematical average—of the numerical</td>
</tr>
<tr>
<td>4</td>
<td>Above expectations scores by the appropriate position description percentages. The weighted,</td>
</tr>
<tr>
<td>3</td>
<td>Meets expectations department and college scores may extend one decimal place.</td>
</tr>
<tr>
<td>2</td>
<td>Below expectations</td>
</tr>
<tr>
<td>1</td>
<td>Unacceptable performance</td>
</tr>
</tbody>
</table>

---

**Anonymous evaluation cannot be used as a basis for any official action that may result from the evaluation process, such as tenure and promotion recommendations, salary determination, or dismissal from an administrative position. If this evaluation form bears the evaluator’s signature, it is mandatory and of the utmost importance that the academic dean and/or the provost for academic affairs protect the confidentiality of this evaluation.**
### Form 2C: Faculty Evaluation of Academic Administrators

(To be used for evaluation of intracollege-unit administrators, assistant deans, associate deans, and deans.)

(Confidential)

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Percentage of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching:</td>
<td></td>
</tr>
<tr>
<td>Research:</td>
<td></td>
</tr>
<tr>
<td>Service:</td>
<td></td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
</tr>
<tr>
<td>Other (Specify):</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Administrative Unit:</th>
<th>Date:</th>
<th>Evaluator (Optional):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Work.** The items under each major heading are optional. Variations may be more appropriate in individual cases.

<table>
<thead>
<tr>
<th>Administration</th>
<th>Numerical Score* (optional)</th>
<th>Comments (Use back if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability and performance in initiating and coordinating work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Maintenance of standards of performance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Effectiveness in budgetary and funding matters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Concern with staff support and morale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Objective and balanced viewpoint of total program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Use of democratic practices and delegation of authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching-Research (if appropriate)</th>
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**Narrative Evaluation (Use other side if necessary)**

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*Scoring Key Summary Score. Should reflect a weighting–not necessarily a mathematical average–of the numerical scores by the appropriate position description percentages. To be transferred to summary form (4).

**Anonymous evaluation cannot be used as a basis for any official action that may result from the evaluation process, such as tenure and promotion recommendations, salary determination, or dismissal from an administrative position. If this evaluation form bears the evaluator’s signature, it is mandatory and of the utmost importance that the academic dean and/or the provost for academic affairs protect the confidentiality of this evaluation.

[ed 7-98, 7-99]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions.)
[7-06]

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
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<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 1565, 3050, 3520, 3560, 3570</td>
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All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

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

<table>
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<tr>
<th>Originator:</th>
<th>Faculty Affairs Ad-Hoc Committee on P&amp;T</th>
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<tr>
<td>Telephone &amp; Email:</td>
<td>Bob Zemetra, Chair, <a href="mailto:rzemetra@uidaho.edu">rzemetra@uidaho.edu</a></td>
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<tr>
<th>Policy Sponsor:</th>
<th>Faculty Secretary, Douglas Adams</th>
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<tbody>
<tr>
<td>Telephone &amp; Email:</td>
<td><a href="mailto:dqadams@uidaho.edu">dqadams@uidaho.edu</a></td>
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I. **Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. To update administrative positions and names of units and to bring into greater conformity the requirements and processes of tenure and promotion.

II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?

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

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

V. **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. Effective Jan. 2008

[Approval Options]

Policy Coordinator

If not a minor amendment forward to: ________________________________
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-5), ‘graduate assistant’ (K-3, and ‘research fellow’ (K-4) were revised in July 1996. Section K-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 “Voxman 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), C, D, and E, in July 1998. Further, less extensive revisions were made to D-1, E-1, and F-1 in July 2000. Further information may be obtained from the Provost’s Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [rev. 7-98, 7-00, 7-01, 7-06]

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B. Professional Portfolio
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D. Criteria for the Rank of Assistant Professor
E. Criteria for the Rank of Associate Professor
F. Criteria for the Rank of Professor
G. Officer Education Faculty
H. Faculty Members Emeriti
I. Adjunct Faculty
J. Affiliate Faculty
K. Other Academic Titles
L. Graduate Assistant Appointees
M. Qualifications of Non-Faculty Members for Teaching UI Courses

A. INTRODUCTION. [rev. 7-98]

A-1. The principal functions of a university are the preservation, advancement, synthesis, application, and transmission of knowledge. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty. The University of Idaho, therefore, strives to recruit and retain distinguished faculty members with outstanding qualifications. In order to carry out its functions and to serve most effectively its students and the public, the university supports the diversification of faculty roles. Such diversification ensures an optimal use of the university’s faculty talents and resources. [rev. 7-06]

Diversification is achieved through developing a wide range of faculty position descriptions that allow the faculty to meet the varying responsibilities placed upon the institution, both internally and externally. While the capabilities and interests of the individual faculty members are to be taken into account, it is essential that individual faculty position descriptions are consonant with carrying out the roles and mission of the university, the college, and the department. Annual position descriptions are developed by the department head in consultation with the department faculty and with the incumbent or new faculty member. In each college, all position descriptions are subject to the approval of the dean and must be signed by both department head and faculty member. If the faculty member, department head, and dean are unable to reach agreement on the position description, the faculty member may appeal the department head’s decision to the Faculty Appeals Hearing Board [3840].
As indicated in Sections 3320-AC, 3520-H.2, 3560-G.1 below, faculty performance evaluations that are used for yearly reviews as well as for promotion, tenure, and post-tenure decisions are to be based on faculty members’ annual position descriptions. [ed. 1-08]

A-2. Effective teaching is the foundation for both the advancement and transmission of knowledge. The educational function of the university requires the appointment of faculty members devoted to effective teaching. Teaching may take many different forms and any instruction must be judged according to its central purposes and the conditions which they impose. Active participation in the assessment of learning outcomes is expected of all faculty at the course, program, and university-wide levels. Individual colleges and units have the responsibility to determine appropriate teaching loads for faculty position descriptions. Teaching appointments must be reflected by hours and level of effort spent in teaching activity, and justified in position descriptions. Any adjustments to a teaching appointment (e.g. teaching unusually large classes, team-teaching, teaching studios or laboratories, intensive graduate or undergraduate student mentoring, technology-enhanced teaching, and others) must be documented in the position description. [rev. 7-06]

A-3. Scholarship is creative intellectual work that is communicated and validated. The creative function of a university requires the appointment of faculty members devoted to scholarship. Scholarship or scholarly activity takes diverse forms and is characterized by originality and critical thought. Scholarship must be validated through internal and external peer review or critique and disseminated in ways having a significant impact on the university community and/or publics beyond the university. Active scholarship is an ongoing obligation of all members of the faculty. [rev. 7-06]

The basic role of a faculty member at the University of Idaho is to demonstrate continuing sound and effective scholarship in the areas of teaching and learning, artistic creativity, discovery, integration, and application/engagement. While these areas may overlap, these distinctions are made for purposes of defining position descriptions and for developing performance standards. Demonstrated excellence that is focused in only one of these areas is acceptable if it is validated and judged to be in the best interests of the institution and the individual faculty member. [rev. 7-06]

a. Scholarship in teaching and learning can involve classroom action research (site-specific pedagogy), qualitative or quantitative research, case studies, experimental design and other forms of teaching and learning research. It consists of the development, careful study, and validated communication of new teaching or curricular discoveries, observations, applications and integrated knowledge and continued scholarly growth. Evidence that demonstrates this form of scholarship might include: publications and/or professional presentations of a pedagogical nature; publication of textbooks, laboratory manuals, or educational software; advancing educational technology; presentation in workshops related to teaching and learning; development and dissemination of new curricula and other teaching materials to peers; and individual and/or collective efforts in securing and carrying out education grants. [ed. 7-00, rev. 7-06]

The validation of scholarship in the area of teaching and learning is based in large measure on evaluation by the faculty member’s peers both at the University and at other institutions of higher learning. [rev. 7-06]

b. Scholarship in artistic creativity involves communication and may be demonstrated by significant achievement in an art related to a faculty member’s work, such as musical composition, artistic performance, creative writing, mass media activity, or original design. [rev. 7-06]

The validation of scholarship in the area of artistic creativity is based in large part on the impact that the activity has on the discipline and/or related fields as determined by the peer review process. Many modes of dissemination are possible depending on the character of the art form or discipline. For example, a published novel or book chapter for an anthology or edited volume or similar creative work is regarded as scholarship. Each mode of dissemination has its own form of peer review that may include academic colleagues, practitioner or performance colleagues, editorial boards, and exhibition, performance, or competition juries. [rev. 7-06]

c. Scholarship in discovery involves the generation and interpretation of new knowledge through individual or collaborative research. It may include: novel and innovative discovery; analyzing and synthesizing new and existing knowledge and/or research to develop new interpretations and new understanding; research of a basic or
The scholarship of application and engagement is the reduction to practice of scholarly knowledge to address societal problems, challenges, and understanding. This area of scholarship is a primary activity of outreach and extension, although it is a shared responsibility of all faculty. The acts of application and engagement often occur simultaneously, but may occur independently. Application and engagement often follow discovery, however they can and should initiate new discovery. It may be demonstrated by: transfer of new knowledge, new technologies and new integrated understandings into broader societal application; acceptance and adoption of new or modified practice with positive outcomes; licensing and commercialization of new technologies, processes or other intellectual property; and application and engagement of one’s scholarly expertise to serve society through cooperative relationships with individuals, groups, and agencies. [add. 7-06]

Broadly, the scholarship of application and engagement seeks: to identify, analyze, and solve problems of citizens, communities, businesses, and governmental units; to contribute to the economic development and general well-being of people; to enhance environmental quality and sustainability; to stimulate entrepreneurial activity; to integrate the arts and social sciences into people’s lives, and creatively to apply standard or novel techniques to address emerging or ongoing problems. Like other forms of scholarship activity, the scholarship of application and engagement involves active communication and validation. The scholarship of application and engagement is rigorously demonstrated by peer reviewed or refereed professional publications and presentations; patents, copyrights and commercial licensing; and adoption or citation of newly developed or derived practices as formal, documented standards of practice in general or specific applications (e.g. best management practices, regulatory rules, codes of practice, standard methods, best available technologies, and others) and may also include citation of a faculty member’s work; invited seminar, symposium, professional meeting papers and presentations. The validation of scholarship in the area of application is based on evaluation by other professionals in the faculty member’s discipline or sub-discipline. [add. 7-06]
1. “Clear goals—Does the scholar state the basic purposes of his or her work clearly? Does the scholar define objectives that are realistic and achievable? Does the scholar identify important questions in the field?”

2. “Adequate preparation—Does the scholar show an understanding of existing scholarship in the field? Does the scholar bring the necessary skills to his or her work? Does the scholar bring together the resources necessary to move the project forward?”

3. “Appropriate methods—Does the scholar use methods appropriate to the goals? Does the scholar apply effectively the methods selected? Does the scholar modify procedures in response to changing circumstances?”

4. “Significant results—Does the scholar achieve the goals? Does the scholar's work add consequentially to the field? Does the scholar's work open additional areas for further exploration?”

5. “Effective presentation—Does the scholar use a suitable style and effective organization to present his or her work? Does the scholar use appropriate forums for communicating work to its intended audiences? Does the scholar present his or her message with clarity and integrity?”

6. “Reflective critique—Does the scholar critically evaluate his or her own work? Does the scholar bring an appropriate breadth of evidence to his or her critique? Does the scholar use evaluation to improve the quality of future work?”

A-5. Advising students, faculty, and/or staff is also an important faculty responsibility and a key function of academic citizenship. Student advising may include: (1) overseeing course selection and scheduling; (2) seeking solutions to conflicts and academic problems; (3) working with students to develop career goals and identify employment opportunities; (4) making students aware of programs and sources for identifying employment opportunities, (5) facilitating undergraduate and graduate student participation in professional activities (e.g. conferences, workshops, demonstrations, applied research); and (6) serving as a faculty advisor to student organizations or clubs. Advising also includes attendance at sessions (e.g. workshops, training courses) sponsored by the university, college, department, or professional organizations to enhance a faculty member’s capacity to advise. [add. 7-06, ed. 1-08]

Effective advising performance may be documented by: (1) the evaluation of peers or other professionals in the department or college; (2) undergraduate or graduate student advisees’ evaluations; (3) level of activity and accomplishment of the student organization advised; (4) evaluations of persons being mentored by the candidate; (5) number of undergraduate and graduate students guided to completion; and (6) receiving awards for advising, especially those involving peer evaluation. [add. 7-06]

A-6. Service is an essential component of the University of Idaho mission. Both extramural and university service are the responsibility of faculty members in all units. Service by members of the faculty to the university, state, nation, and world in their special capacities as scholars should be recognized a part of both the job description and annual performance review. [add. 7-06, rev. 1-08]

Within the university, service includes participation in department, college, and university committees, and any involvement in aspects of university governance and academic citizenship. University, college, and department, committee leadership roles are seen as more demanding than those of a committee member or just regularly attending faculty meetings. Because faculty members play an important role in the administration of the university and in the formulation of its policies, recognition should therefore be given to faculty members who participate effectively in faculty and university governance. [add. 7-06]

Extramural and intramural service can include clinical service, routine support, and application of specialized skills or interpretations, and expert consultancies. The beneficiaries of these forms of service can be colleagues, co-workers, citizens, clients, collaborators, private and public organizations and their representatives, and government. [add. 7-06]

Extramural service also includes participation in professional and scientific organizations both as an elected office holder and/or a member; serving as a reviewer or editor for scientific or trade journals; serving as a paid consultant to individuals, businesses, agencies, and non-governmental organizations; representing the University/college or your discipline on governmental, non-governmental or private sector bodies; and/or building collaborative programs locally, regionally, statewide, nationally or internationally. [add. 7-06]
Effective performance in University service may be documented by a variety of means. Examples include: (1) letters of support from university clientele to whom your service was provided; (2) serving as a member or chairperson of university, college, or departmental committees; (3) receiving University service awards, especially those involving peer evaluation; and (4) the interdisciplinary nature of service. Effective performance in extramural or intramural service may be documented by a variety of means. Examples include: (1) numbers of individuals and types of audiences impacted as well as measures of significance to the discipline/profession, state, nation, region and/or world; (2) letters of commendation from individuals from within organizations to whom your service was provided; (3) service in a leadership role of a professional or scientific organization as an officer or other significant position; (4) professional service oriented projects/outputs; and (5) receiving service awards from external organizations, especially those involving peer evaluation. [add. 7-06]

**A-7. Outreach/Extension** is an essential component of the University’s land grant mission. Outreach/Extension includes teaching, training, certification, volunteer development, unpaid consultation, information dissemination to general public, practitioner, and specialty audiences; establishment/maintenance of relationships with private and public industries, as well as governmental agencies. Outreach/Extension activity may include: (1) teaching non-credit classes, workshops and short courses; (2) recruiting, training and supervising paraprofessionals and volunteers; (3) providing unpaid consultation to individuals, businesses, and other professionals; (4) providing information or technology transfer support through mass media; (5) providing leadership, facilitation, or subject-matter expertise in community coalitions and faculty teams; (6) developing or adapting extension-education materials; and (7) publishing in trade magazines.

Effective extension programs result when needs assessment leads to well-planned, carefully implemented, and well-documented efforts. Documentation may include: (1) evaluation by participants in extension outreach activities; (2) quantity and quality of extension publications and other mass-media outlets; (3) numbers and types of audiences impacted; (4) evaluation of the program’s effects on participants and stakeholders; (5) measures of significance to discipline/profession; and (6) extension awards, particularly those involving peer evaluation. [add. 7-06]

**A-8. Effective conduct of research programs** requires scholarship and activities that support scholarship, but are not of themselves scholarly activity. Research program support activities are to be noted in position descriptions and performance reviews. The role of the principal or co-investigator of a research program or project may include: (1) budgetary and contract management; (2) compliance with University purchasing and accounting standards; (3) supervision and annual review of support personnel; (4) purchasing and inventory management of goods; (5) graduate student and program personnel recruitment, training in University procedures/policies, and annual review; (6) collaborator coordination and communication; (7) management of proper hazardous waste disposal; (8) laboratory safety management; (9) authorization and management of proper research animal care and use; (10) authorization and management of human subjects in research; (11) funding agency reporting; (12) intellectual property reporting; and (13) compliance with local, state, and federal regulation as well as University research policy. [add. 7-06]

Demonstration of effective research program conduct, beyond scholarship attributes, may be documented by a variety of means. Examples include: (1) compliance with applicable rules, standards, policies, and regulations; (2) successful initiation, conduct and closeout of research contracts and grants as evidenced by timely reporting and budgetary management; (3) achievement of the research contract or proposal scope-of-work; organized program operations including personnel and property management; and (4) timely communication and validation of research outcomes into the scholarship domain. Documentation of effective research program operation, beyond scholarship, may also include review by graduate and undergraduate students participating in the research program; and input by collaborators, cooperators, funding agency and beneficiaries of the research. Absence of citation for non-compliance with laboratory safety guidance, hazardous material guidance or other research related policy, rule or regulation is regarded as a demonstration of effective research program operation. [add. 7-06]

**A-9. Effective administration** is essential to the smooth functioning of the University. Administration includes conducting and/or managing any unit, or significant operation within the University. For faculty in academic and extension units, administration is not normally considered in tenure and promotions deliberations. Administration is accounted for insofar as expectations are proportionally adjusted in teaching, scholarship, advising, service, and extension (outreach). For faculty in nonacademic units (e.g. faculty at large), administration may be considered in tenure and promotion deliberations. Documentation of effective administration may include evaluations by unit faculty and
staff, as well as objective measures of unit performance under the incumbent’s leadership. [add. 7-06]

A-10. All faculty are encouraged when feasible to cross unit boundaries to engage in interdisciplinary, multidisciplinary or transdisciplinary activities and cooperation as they perform their teaching, scholarship, advising, service, and outreach/extension responsibilities. [add. 7-06]

B. PROFESSIONAL PORTFOLIO. [add. 7-98, renumbered 7-01]

B-1. Evidence of effective teaching and scholarship in the areas of teaching and learning, artistic creativity, discovery, and application/integration are to be provided within the framework of a Professional Portfolio submitted by the faculty member for the third year review and when under consideration for tenure and promotion. The Professional Portfolio should be designed to complement the faculty member’s current Curriculum Vitae (maintained in the Faculty Secretary’s Office). For evaluative purposes, individual faculty members may also prepare and submit a portfolio on an annual basis. The Professional Portfolio addresses all aspects of an individual faculty member’s responsibilities. The preparation of a portfolio encourages one’s growth and development in all relevant areas. Through the collection and organization of a variety of materials in combination with self reflection, one gains an overview of one’s responsibilities as a member of the academic community. An individual faculty member understands best what he or she does and the portfolio explains the nature of the faculty member’s activities so that others will understand them fully for purposes of assessment. The format and method of presentation of the Professional Portfolio is a matter of faculty choice. When this portfolio is to be included with the files of candidates for tenure and/or promotion, the page limits indicated below should be followed. At the candidate’s discretion, a more comprehensive portfolio can be prepared and made available to colleagues in the unit evaluating his/her suitability for tenure and/or promotion. [renumbered 7-00]

B-2. Diversity rather than uniformity is encouraged since the portfolio serves to reflect the academic discipline and position description of each faculty member—the context within which each faculty member does his/her job. The following listing represents the minimal requirements of items that are to be included in a Professional Portfolio. The faculty member may provide additional material that offers further insight into individual responsibilities and accomplishments. (The portfolio is limited to twelve pages.) [ed. and renumbered 7-00]

B-3. Professional Portfolio for Tenure and/or Promotion [renumbered 7-00, 7-01]

a. **Context Statement** describing the faculty member’s academic unit and his/her scholarly responsibilities.

b. **Personal Philosophy Statement** regarding the faculty member’s professional activities relevant to his/her position description.

c. **Evidence** not included in the Curriculum Vitae (as appropriate to the position description) of the faculty member’s productivity, scholarly ability, and student success.

d. **Evidence** of professional growth in the faculty member’s areas of responsibility.

e. **Evidence** of other supplementary materials distinct to the individual faculty member.

[section B was moved to a new policy FSH 3570]

CB. CRITERIA FOR RANKS OF INSTRUCTOR AND SENIOR INSTRUCTOR. [renumbered 7-98, 1-08]

CB-1. Instructor. Appointment to this rank requires proof of advanced study in the field in which the instructor will teach, the promise of teaching effectiveness, and satisfactory recommendations. Instructors have charge of instruction in assigned classes or laboratory sections under the general supervision of the departmental administrator. When they are engaged in teaching classes with multiple sections, the objectives, content, and teaching methods of the courses will normally be established by senior members of the faculty or by departmental committees. Instructors are expected to assist in the general work of the department and to make suggestions for innovations and improvements.

CB-2. Extension Faculty with Rank of Instructor. Appointment to this rank requires sound educational background and
experience for the specific position; satisfactory standard of scholarship; personal qualities that will contribute to success in an extension role; evidence of a potential for leadership, informal instruction, and the development of harmonious relations with others. [rev. 7-98]

CB-3. Librarian with Rank of Instructor. Appointment to this rank requires an advanced degree in library science from a library school accredited by the American Library Association and: (a) evidence of potential for successful overall performance and for development as an academic librarian; (b) when required for specific positions (e.g., cataloger, assistant in a subject library), knowledge of one or more subject areas or pertinent successful experience in library work.

CB-4. Psychologist with Rank of Instructor. Appointment to this rank requires an advanced degree in counseling, counseling psychology, clinical psychology, or closely related field earned in a professional program accredited by the appropriate accrediting association; evidence of effective skills in counseling or therapy; and evidence of pursuit of a terminal degree.

CB-5. Senior Instructor. Appointment to this rank requires qualifications that correspond to those for the rank of instructor and evidence of outstanding teaching ability. Effective teaching is the primary responsibility of anyone holding this rank and this primary responsibility is weighted accordingly in the annual performance evaluation and when a senior instructor is being considered for tenure. Except in very rare instances, this rank is considered terminal (i.e., it does not lead to promotion to the professorial ranks and there is no limitation on the number of reappointments). Prospective appointees to the rank of senior instructor must be fully informed of its terminal nature. No more than 15 percent of the positions in any department or similar unit may be held by senior instructors; however, each such unit may appoint one person to this rank without regard to this limitation.

DC. CRITERIA FOR THE RANK OF ASSISTANT PROFESSOR. [renumbered 7-98, 1-08]

DC-1. Assistant Professor. Appointment to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons in the final stages of completing doctoral dissertations or with outstanding talents or experience may be appointed to this rank. Evidence of potential effective teaching and potential scholarship in teaching and learning, artistic creativity, discovery, and application/integration is a prerequisite to appointment to the rank of assistant professor. Appointees in this rank have charge of instruction in assigned classes or laboratories and independent or shared responsibility in the determination of course objectives, methods of teaching, and the subject matter to be covered. Assistant professors are expected to demonstrate an ability for conducting and directing scholarly activities, and to provide service to the university and/or his or her profession. [1565 A-2, A-3, A-4] [rev. 7-98, 7-00]

DC-2. Assistant Research Professor. Appointment to this rank requires qualifications, except for teaching effectiveness, that correspond to those for the rank of assistant professor.

DC-3. Extension Faculty with Rank of Assistant Professor. Appointment to this rank requires a master’s degree along with the qualifications of extension faculty with rank of instructor and: demonstrated leadership ability in motivating people to analyze and solve their own problems and those of their communities; evidence of competence to plan and conduct an extension program; a record of effectiveness as an informal instructor and educational leader; proven ability in the field of responsibility; evidence of continued professional growth through study and participation in workshops or graduate training programs; acceptance of responsibility and participation in regional or national training conferences; membership in appropriate professional organizations, and scholarship in extension teaching or practical application of research; demonstrated ability to work in harmony with colleagues in the best interests of UI and of the people it serves. [rev. 7-98]

DC-4. Librarian with Rank of Assistant Professor. Appointment to this rank requires the qualifications for librarian with rank of instructor and: (a) demonstrated ability, competence, and effectiveness in performing assigned supervisory-administrative, specialized public service, or technical service responsibilities; (b) demonstrated ability to establish and maintain harmonious working relationships with library colleagues and other members of the university community; (c) evidence of professional growth through study; creative activity; participation in workshops, conferences, seminars, etc.; participation in appropriate professional organizations; awareness of current developments in the profession and ability to apply them effectively in the area of responsibility; (d) service to the library, university, or community through
committee work or equivalent activities.

**DC-5.** Psychologist or Licensed Psychologist with Rank of Assistant Professor. Appointment to this rank requires the qualifications for psychologist with rank of instructor and: a doctoral or equivalent terminal degree; evidence of effective skills in counseling or therapy; awareness of current developments in the profession; and demonstrated potential for participation in appropriate professional organizations, service to the Counseling and Testing Center, the university, and the community through teaching, committee membership, or equivalent activities, and the development and execution of research projects or the development and execution of outreach services designed to benefit UI students.

**ED. CRITERIA FOR THE RANK OF ASSOCIATE PROFESSOR.** [renumbered 7-98, J-08]

**ED-1.** Associate Professor.

a. Appointment to this rank normally requires the doctorate or appropriate terminal degree. In some situations, however, persons with outstanding talents or experience may be appointed to this rank. Associate professors must have demonstrated maturity and conclusive evidence of having fulfilled the requirements and expectations of the position description. An appointee to this rank will have demonstrated effective teaching or the potential for effective teaching, the ability to conduct and direct scholarly activities in his or her special field, and provide service to the university and/or his or her profession. Evidence of this ability includes quality publications or manuscripts of publishable merit; and/or unusually productive scholarship in teaching and learning; and/or significant artistic creativity; and/or major contributions to the scholarship of application/integration. [rev. 7-98, rev. and renumbered 7-00]

b. Associate professors generally have the same responsibilities as those of assistant professors, except that they are expected to play more significant roles in initiating, conducting, and directing scholarly activities, and in providing service to the university and/or his or her profession. [1565 A-2, A-3, A-4] [rev. 7-98, rev. and renumbered 7-00]

**ED-2.** Associate Research Professor. Appointment to this rank requires qualifications, except for teaching effectiveness, that correspond to those for the rank of associate professor.

**ED-3.** Extension Faculty with Rank of Associate Professor. In addition to the qualifications required of extension faculty with rank of assistant professor, appointment to this rank requires: achievement of a higher degree of influence and leadership in the field; continued professional improvement demonstrated by keeping up to date in subject matter, extension teaching methods, and organization procedures; progress toward an advanced degree if required in the position description; demonstrated further successful leadership in advancing extension educational programs; evidence of a high degree of insight into county and state problems of citizens and communities in which they live, and the contribution that education programs can make to their solution; an acceptance of greater responsibilities; a record of extension teaching or practical application of research resulting in publication or comparable productivity; a reputation among colleagues for stability, integrity, and capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context. [rev. 7-98]

**ED-4.** Librarian with Rank of Associate Professor. Appointment to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) acceptance of greater responsibilities, and conclusive evidence of success in the performance of them, e.g., bibliographical research performed in support of research activities of others; development of research collections; the preparation of internal administrative studies and reports; interpreting, and facilitating effective use of, the collections; effectively applying bibliographic techniques for organizing library collections; effective supervision of an administrative unit; (b) evidence of further professional growth, as demonstrated by keeping up to date in subject matter, methods, and procedures and by practical application of research resulting in significant improvement of library operations or in publication; effective participation in the work of appropriate professional organizations; and/or formal study, either in library science or in pertinent subject areas; (c) evaluation by colleagues as a person of demonstrated maturity, stability, and integrity, with the capacity for further significant intellectual and professional achievement. These activities may occur in a domestic or international context.
**EF-5. CRITERIA FOR THE RANK OF PROFESSOR.** [renumbered and retitled 7-98, renumbered 1-08]

**FE-1. Professor.**

a. Appointment to this rank normally requires the doctorate or appropriate terminal degree. A professor should have intellectual and academic maturity, demonstrated effective teaching or the potential for effective teaching and the ability to organize, carry out, and direct significant scholarship in his or her major field. A professor will have made major scholarly contributions to his or her field as evidenced by several quality publications and/or highly productive scholarship in one or more of the areas of teaching and learning, discovery, artistic creativity, and application/integration. [rev. 7-98, ed. and renumbered 7-00]

b. Professors have charge of courses and supervise research, and are expected to play a major role of leadership in the development of academic policy, through service to the university and/or his or her profession. [1565 A-2, A-3, A-4] [rev. 7-98, rev. and renumbered 7-00]

**FE-2. Research Professor.** Appointment to this rank requires qualifications, except for teaching effectiveness, that correspond to those for the rank of professor.

**FE-3. Extension Faculty with Rank of Professor.** In addition to the qualifications required of extension faculty with rank of associate professor, appointment to this rank requires: regional or national recognition in the special professional field or area of responsibility; a record of successful organization and direction of county, state, or national programs; an outstanding record of creative extension teaching or practical application of research resulting in significant publications or comparable scholarship; active membership and effective participation in professional committee assignments and other professional organization activities; demonstrated outstanding competence in the field of responsibility; achievement of full maturity as an effective informal teacher, wise counselor, leader of extension educational programs, and representative of the university. These activities may occur in a domestic or international context. [rev. 7-98]

**FE-4. Librarian with Rank of Professor.** Appointment to this rank requires the qualifications applicable to the lower ranks of librarians and: (a) demonstrated outstanding competence in the area of responsibility; (b) achievement of an outstanding record of creative librarianship, of effective administration, or of practical application of research resulting in significant publications or comparable productivity; (c) an additional degree in library science or in a pertinent subject area or equivalent achievement; (d) regional or national recognition for contributions to the profession based on publications or active and effective participation in the activities of professional organizations; (e) evaluation by colleagues as an effective librarian who will continue to recognize that optimum productivity is a reasonable personal goal. These activities may occur in a domestic or international context.

**FE-5. Licensed Psychologist with Rank of Professor.** Appointment to this rank requires the qualifications applicable to the lower ranks of psychologists and: demonstration of outstanding competence in counseling or therapy; establishment of an outstanding record in research and publication or in development of continuing programs that contribute to the betterment of university students; continued professional improvement through private study, directed study, or attendance at workshops, conventions, etc.; regional or national recognition for contributions to the profession through publication, presentation of workshops, or active and effective participation in the activities of professional organizations; and recognition by colleagues as an effective psychologist who realizes that optimum productivity is a
reasonable personal goal. These activities may occur in a domestic or international context.

**GF. OFFICER-EDUCATION FACULTY.** [renumbered 7-98, 1-08]

**GF-1. INTRODUCTION.** These qualifications and procedures for appointment of persons to the faculties of the officer education programs were established for the purpose of ensuring the academic soundness of the programs. The dual role of these faculty members as military officers and academic instructors is recognized.

**GF-2. QUALIFICATIONS.** The university expects the nominees to have demonstrated academic and intellectual capabilities and exemplary professional achievement. Specifically, UI expects:

- **a. Academic Preparation.** It is desirable for officer education faculty members to have at least a master’s degree. In his or her most recent education, the officer should have a superior academic record as demonstrated by such things as high grade-point average in graduate school, being in the upper half of the class in graduate school, or superior graduate-level ability as attested in letters of recommendation from graduate-school professors.

- **b. Specialized Preparation.** The officer must have significant education, experience, or formal preparation in the subject areas in which he or she will teach.

- **c. Military Background and Preparation.** A junior officer is expected to have had significant professional performance and experience. It is also desirable that the officer have some formal military education beyond commissioning. A senior officer should have broad experience with excellent performance. He or she is expected to have attended a junior or senior military college and to have made a distinguished record there.

- **d. Teaching.** It is desirable for officers to have had some teaching experience. It is recognized that this is not always possible for junior officers. For such an officer, there should be some evidence that he or she will become a satisfactory teacher. Heads of officer education programs are expected to be experienced instructors.

- **e. Nominees who will pursue graduate studies at UI for one year before becoming an instructor will be given preliminary approval. In their last semester of full-time graduate enrollment, the service should submit the usual information to the Officer Education Committee for regular, final approval. For preliminary approval, the officer should, in addition to the military requirement, show promise of being successful in graduate studies. This could be demonstrated by (a) a high score on the Graduate Record Examination, if taken, (b) full enrollment status as a graduate student at UI, (c) a high overall grade-point average in college (3.00 or above on a 4-point scale), (d) a high grade-point average in a major area, or (e) a good record in the final year of college and graduate-level ability as attested by letters of recommendation from college professors.

**GF-3. PROCEDURES.**

- **a.** The following information is submitted by the nominee’s service: (1) transcripts from undergraduate and graduate academic institutions; (2) transcripts or appropriate records from military schools and staff colleges; (3) at least three letters of recommendation from appropriate sources, such as former professors, military instructors, and supervisors or commanders. These letters should be concerned with matters such as the officer’s civilian academic performance, military record and leadership ability, and actual or potential performance as a teacher. (Former supervisors or commanders could give their opinion based on the officer’s demonstration of leadership ability and his or her experience as a training officer,); (4) a summary of the officer’s duty assignments and military and teaching positions held; (5) copies of favorable communications from the officer’s file.

- **b.** The following is provided by the program unit concerned: (1) a description of the military schools attended and courses completed by the nominee; (2) a description of the positions held by the nominee; (3) an explanation of the appropriateness of the officer’s experience and training to the courses he or she will teach.

- **c.** Copies of the requested material are distributed by the local unit to the members of the Officer Education Committee at least 72 hours before the meeting at which the committee will consider the nominee. For
appointments commencing in the fall, this information should normally be made available not later than the preceding May 1.

d. In the case of a person nominated to head an officer education program, UI may require a personal interview.

e. A minimum of two weeks, after receipt of all required information, is necessary for consideration of the nominee. UI notifies the nominee’s service of its decision within one month.

HG. FACULTY MEMBERS EMERITI. [renumbered 7-98-1-08]

HG-1. ELIGIBILITY. A member of the university faculty who holds one of the ranks described in 1565 C, D, E or F and who retires, having met the criteria either for university retirement or for state retirement [3730 D], is designated as “professor emeritus/emerita,” “research professor emeritus/emerita,” or “extension professor emeritus/emerita,” as applicable. A faculty member without such rank has the designation “emeritus” or “emerita,” as applicable, added to the administrative or service title held at the time of retirement. [ed. 7-00, 7/02]

HG-2. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES. Emeriti are faculty members in every respect, except for the change in salary and in certain fringe benefits, the obligation to perform duties, and the right to vote in faculty meetings. They may hold a part-time position after retirement, but not a full-time one (when it is in UI’s interest, this limitation may be waived by the regents on recommendation of the president). They continue to have access to research, library, and other UI facilities. Emeriti may take an active role in the service and committee functions of their department, college, and the university. UI encourages the voluntary continued participation of emeriti in the activities of the academic community.

HG-3. SPECIFIC PROVISIONS FOR EMERITUS PARTICIPATION.

a. Departmental mail boxes continue to be available to emeriti who reside locally.

b. A list of emeriti and their mailing addresses is maintained at each level--department, college, and university (in the Office of the Faculty Secretary and in Human Resources). [ed. 7-06, 1-08]

c. The director of human resources is responsible for supplying information about emeriti for the Campus Directory.

d. Emeriti who have campus mail boxes receive the University of Idaho Register, IDAHO: The University, and similar publications by campus mail; otherwise, upon individual request, they receive these publications by U.S. mail.

e. Emeriti who have departmental mail boxes receive full distribution of notices; otherwise, special requests may be made to the departmental administrator.

f. Ordinary office materials and supplies are available under the same issuing procedures applicable to other members of the department.

g. Departmental postage may be used for professional mail.

h. Offices for emeriti are provided on a space-available basis.

i. Campus parking permits are available to emeriti without charge. One, free non-transferable gold parking permit each year. [rev. 1-08]

j. Any discounts available to other members of the faculty and staff through various UI agencies are available to emeriti.
k. Emeriti are included in appropriate university, college, and departmental faculty-staff functions.

l. In the appointment of committees, administrators at all levels and the Committee on Committees consider the availability and desire for significant service of emeriti.

m. There are many areas of activity, professional and other, such as service to the community and special groups within the community and university, in which emeriti may have the time and the inclination to make continuing contributions (e.g., guest lectures, research design, and consultation). In connection with such services, emeriti are not excluded from the travel budget, though they may generally have a lower priority.

n. The Office of the Faculty Secretary provides clerical services (e.g., typing professional letters, papers, manuscripts, etc.) on a time available basis when such services are not readily available to emeriti from departments and colleges.

e. E-mail accounts are available to emeriti without charge within the local dialing area. [add. 7-99, renumbered 1-08]

**H.G.4. LISTING OF EMERITI IN THE COMMENCEMENT PROGRAM.** Names of faculty members who retire after meeting the eligibility requirements stated in A are listed in the program of the commencement exercises held during the fiscal year in which their UI duties end; also, those whose service obligations are to end on or before August 31 following a given commencement will be listed in the program for that commencement.

**H.G.5. MAINTENANCE OF TIES WITH EMERITI.** The Faculty Council has urged UI units periodically to review their contacts with emeriti and to take steps to ensure that the provisions of this section--particularly B and C, above--are being carried out; moreover, the council has urged all members of the UI community to seek additional ways of maintaining ties with emeriti and to provide opportunities and the means for them to continue to be a part of, and of service to, the university.

**H.I. ADJUNCT FACULTY.** [renumbered 7-98, 1-08]

**H.I.1. GENERAL.** The adjunct faculty is an associated faculty [see 1520 II-3] consisting of professional personnel who serve academic departments in a supporting capacity. Appointment to adjunct-faculty status constitutes a recognition of the appointee’s scholarly contributions and professional accomplishments, confers responsibilities and privileges as stated in A-4, and authorizes assignment of service functions as described in subsection b below. It is also a means of encouraging greater cooperation between and among academic departments and other units. [ed. 7-00]

**a. Employment Status.** An adjunct 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 adjunct-faculty status, or [b] a member of the professional support staff of the same unit of the university in which he or she has adjunct-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.

**b. Distinction Between Affiliate and Adjunct Faculties.** Members of the adjunct faculty have a more direct relationship with UI than do members of the affiliate faculty [see 1565 J]. Members of the affiliate faculty are not UI employees. An affiliate 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 adjunct 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 adjunct faculty membership. [ed. 7-00]
c. **Academic Rank.** An adjunct faculty member holds one of the following non-tenure-track ranks [see 3520 C] in an appropriate academic discipline: adjunct instructor, adjunct assistant professor, adjunct associate professor, or adjunct professor.

**d. Responsibilities, Privileges, and Rights.** The guarantees afforded by the principle of academic freedom [see 3160] are extended to members of the adjunct faculty. They have substantially the same responsibilities and privileges as do members of the university faculty; 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. (Those who, in addition to their adjunct-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.)

**II-2. FUNCTIONS.** Adjunct faculty members perform administrative, analytical, and research functions that complement UI’s mission in teaching, research, and service.

a. Adjunct 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.

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

**II-3. QUALIFICATIONS.** Members of the adjunct faculty possess academic degrees or knowledge and experience comparable to what is expected of members of the university faculty. Initial assignment of and promotion in adjunct-faculty rank are based on educational background, scholarly contributions to a branch of learning, and professional accomplishments [see 1565-A]. [ed. 7-00]

**II-4. APPOINTMENT.**

a. Appointments to the adjunct 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 adjunct faculty member remains in UI employment or continues in his or her assignment to an entity that is officially associated with the university.

b. A recommendation for appointment to the adjunct 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.

c. An appointment, termination, or other change in adjunct-faculty status is made official by means of a “Personnel Action” form.

**II-5. PROMOTION.**

a. Consideration for promotion in adjunct-faculty rank is initiated by the departmental administrator in consultation with the adjunct faculty member’s immediate supervisor.

b. The procedures and schedule of consideration for promotion are as described in 3560.
**H-6. BENEFITS.** As members of an associated faculty, adjunct faculty members have access to the library and other UI facilities. They also qualify for the faculty-staff educational privilege [see 3740]. They are not eligible for sabbatical leave.

**J-1. AFFILIATE FACULTY.** [renumbered 7-98]

**J-1. GENERAL.**

a. The affiliate faculty is an associated faculty [see 1520 II-3]. It 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 I-1-b.] [ed. 7-00]

b. A member of the affiliate faculty holds one of the following non-tenure-track ranks [see 3520 D] in an appropriate academic discipline: affiliate instructor, affiliate assistant professor, affiliate associate professor, or affiliate professor.

c. Members of the affiliate faculty have the same academic freedom and responsibility as do members of the university faculty, except that they do not vote in meetings of the university faculty or of constituent faculties.

**J-2. RESPONSIBILITIES.** Affiliate 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; to act as expert advisers to faculty members or groups; and to teach courses in their branch of learning.

**J-3. QUALIFICATIONS.** Affiliate 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 affiliate faculty member’s responsibility.

**J-4. APPOINTMENT.**

a. Appointments to the affiliate 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 affiliate faculty member is actively engaged in the responsibilities for which he or she was appointed.

c. Recommendations for appointment to the affiliate faculty are normally developed at the departmental level and have the concurrence of the departmental faculty. For interdisciplinary degree programs, individuals may also be affiliated with the degree programs upon the 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.

d. Before formal appointment procedures are begun, the prospective affiliate 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.

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

f. The appointment of affiliate faculty members to graduate students’ supervisory committees requires approval by the dean of the College of Graduate Studies.

**J-5. STATUS AND BENEFITS.** [renumbered 1-08]
a. Affiliate faculty members are generally appointed without remuneration.

b. As members of an associated faculty, affiliate faculty members have access to the library and other UI facilities.

c. Reimbursement for travel or for services to UI is subject to mutual and official arrangements that are to be recorded in the appointment dossier.

**K. OTHER ACADEMIC TITLES.** [renumbered 1-08]

- **KJ-1. Lecturer.** A teaching title that may be used at any level, i.e., it carries no specific connotation of rank among the professorial titles. This title is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks. A lecturer qualifies for faculty status with vote during any semester in which he or she (a) is on an appointment greater than half-time and (b) has been on such appointment for at least four semesters. [rev. 7-01]

- **KJ-2. Visiting Faculty.** A designation that, when used with a professorial title, customarily indicates that the appointee holds a regular teaching or research position at another institution. A visiting appointee who does not hold a professorial rank elsewhere may be designated as a lecturer. Appointees with visiting academic ranks (e.g., visiting associate professor, visiting professor) are considered temporary members of the university faculty. Those on full-time appointment have the privilege of voting in meetings of the university faculty and of the appropriate constituent faculties.

- **KJ-3. Acting.** Persons who are judged competent to perform particular duties may be appointed for temporary service as acting members of the faculty. An acting appointment may also be used to establish a probationary period for an initial appointment of a person who, while being considered for a regular position on the faculty, is completing the required credentials for a permanent appointment. Persons on acting status are not voting members of the university faculty or of constituent faculties.

- **KJ-4. Associate.** A title for a nonstudent with limited credentials who is assigned to a specialized teaching, research, or extension position. Associates are exempt staff and are not members of the university faculty or of constituent faculties.

- **KJ-5. Postdoctoral Fellow.** Postdoctoral fellows are persons who hold the doctoral degree or its equivalent at the time of their appointment and are continuing their career preparation by engaging in research or scholarly activity. Postdoctoral fellows are special exempt employees in the category of “temporary or special” employees recognized by the regents. [See also 3710 B-4.] Postdoctoral fellows are not members of the faculty. [ed. 7-00, rev. 1/06]

**L. GRADUATE-STUDENT APPOINTEES.** [See also 3080 D-2-a.] [renumbered 7-98, 1-08 ed. 7-00]

- **LK-1. Teaching Assistant.** Teaching assistants conduct classroom or laboratory instruction under the supervision of a full-time member of the faculty. Consult the Graduate Bulletin for further information. Teaching assistants are not members of the faculty.

- **LK-2. Research Assistant.** Research assistants provide research service, grade papers, and perform other nonteaching duties. Consult the Graduate Bulletin for further information. Research assistants are not members of the faculty.

- **LK-3. Graduate Assistant.** Graduate assistants perform paper-grading and other nonteaching duties. Consult the Graduate Bulletin for further information. Graduate assistants are not members of the faculty.

- **LK-4. Research Fellow.** This title is appropriate for registered graduate students engaged in research or scholarly activities sponsored by funds designated for fellowships. Research fellows are not members of the faculty.

**ML. QUALIFICATIONS OF NONFACULTY MEMBERS FOR TEACHING UI COURSES.** Persons who are not members of the university faculty but are selected to teach UI courses offered for university-level credit (including
continuing-education courses and those offered by correspondence study) are required to have scholarly and professional qualifications equivalent to those required of faculty members. [renumbered 7-98, J-08]
3050

POSITION DESCRIPTIONS

PREAMBLE: This section describes the creation and use of position descriptions that define responsibilities for faculty and staff positions. See also section 3140, "Performance Expectations of Faculty." This section was original to the 1979 Handbook; it has been editorially revised at intervals. In July 1998 the year covered by a position description was changed from an academic year to a calendar year. In July 2001 section B underwent some clarifying changes while the form itself underwent extensive revisions. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. Further information may be obtained from the Provost's Office (208-885-6448), the Office of the Faculty Secretary (208-885-6151), or Human Resources (208-885-3609). [rev. 7-98, 7-01, 7-07, ed. 12-06]

A. GENERAL. Specific responsibilities of each faculty member are established in position descriptions. These position descriptions serve a variety of important functions; in particular, they constitute the essential frame of reference in annual performance evaluation of faculty members [see 3320 B], and consideration of faculty members for tenure and promotion [see 3520 and 3560]. [rev. 7-98, ed. 7-00, 7-02]

B. PROCEDURE.

B-1. During the fall semester (with a due date announced by the provost) each faculty member’s calendar-year position description is recorded on a form that provides for the classification of responsibilities in conformity with the statewide reporting system. A copy of this form is appended to this section. (An alternate form is available for use when the position description is perceived by the faculty member, unit administrator, and dean to be exactly the same as for the preceding contract year.) [rev. 7-98, 1-08, ed. 7-01]

B-2. The form should be filled out in collaboration with the unit administrator, signed by the faculty member, approved by the unit administrator [and opportunity given for review and comment to any interdisciplinary leader and center administrator if appropriate], approved by the dean, and sent to the Provost’s Office. [rev. 7-01, 7-02]

B-3. When the faculty activity audit is completed in the spring, the unit administrator should compare the data obtained for each faculty member with the corresponding position description. Perfect agreement between the position description and the record of actual performance is not necessarily expected, but it is desirable that any discrepancy between them be as small as is feasible. [ed. 7-01]
FACULTY TENURE

PREAMBLE: This section defines tenure and sets out the procedure by which a faculty member is evaluated, at the department, college, and university level, for a possible award of tenure. In general, the material gathered here was all an original part of the 1979 Handbook. The material that provides the first sentence of what is now subsection F, H-1, I-1 through I-3 was added in July 1987. At that time what is now subsection D (criteria for tenure) and subsections I-4 and J-1 (specifying review at the university level) were added and what is now H-4 (concerning the formal tenure-review process) greatly enlarged. Substantial revisions to D, H-3, H-4, H-5, and I-4 were made in July 1998. The tenurability of lecturers and senior instructors was clarified (Section E) in July 2001. Subsections F, G, and H were revised and J-3 added in July 2002, G-1 and H-3 were substantially revised July 2005. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. Minor rearrangements and clarifications were made January 2008. Except where specifically noted, the rest of the text was written in July 1996. More information may be obtained from the Provost’s Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151). [ed. 7-97, 7-02, rev. 7-98, 7-01, 7-02, 7-05, 7-07, 1-08]

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A. DEFINITION OF TENURE. Tenure is a condition of presumed continuing employment that is accorded a faculty member by the regents, usually after a probationary period, on the basis of an evaluation and affirmative recommendation by a faculty committee with concurrence by the faculty member’s departmental administrator and college dean and by the president. Tenure is granted only when there is a reasonable assurance based on performance, that the faculty member will continue to meet the standards for tenure. After tenure has been awarded, the faculty member’s service can be terminated only for adequate cause, the burden of proof resting with UI [see 3910], except under conditions of financial exigency as declared by the board [see 3970], in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized the elimination of, or a substantial reduction in, an academic program. [ed. 7-98]

B. PURPOSE OF TENURE. Tenure has as its fundamental purpose the protection of academic freedom in order to maintain a free and open intellectual atmosphere. The justification lies in the character of scholarly activity, which requires protection from improper influences from either outside or inside the university. A tenure policy strengthens the capability of a university to attract and retain superior teachers and scholars as members of the faculty. UI’s tenure policy improves the quality of the faculty by requiring that each faculty member’s performance be carefully scrutinized before tenure is granted and periodically thereafter [see 3320 C]. [ed. 7-98]

C. FURTHER DEFINITIONS.

C-1. Board. As used throughout this section, “board” refers to the State Board of Education and Board of Regents of the University of Idaho.

C-2. University. As used throughout this section, “university” and “UI” refer to the University of Idaho.
C-3. Faculty Member. For the purposes of this section and certain other sections that contain references to this subsection, “faculty member” is defined as any member of the university faculty [see 1520 II-1] who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

D. CRITERIA FOR TENURE. Tenure is granted only to faculty members who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective teaching and service and their scholarship in the areas of teaching and learning, artistic creativity, discovery and application, as appropriate and specified in their position descriptions. The college and departmental criteria [see H and I] must also be met. [rev. 7-98].

E. TENURABLE RANKS. The tenurable ranks are: senior instructor, assistant professor, assistant research professor, associate professor, associate research professor, professor, distinguished professor, research professor, library, and extension faculty with the rank of assistant professor, associate professor, and professor. Administrative and service positions, as such, are not tenurable. Lecturer and instructor are not tenurable ranks. (See FSH 3560 D.) The rank of senior instructor can be used with either a tenure or non-tenure track position but it is not a rank from which a faculty member may be promoted (See FSH 1565 C.) Appointments made to the titles may be made as “tenure track” or “non-tenure track” positions. [rev. 7-98, 7-01]

F. TENURE ELIGIBILITY. The granting of tenure is based on the criteria formulated and described below and follows the procedures specified in subsections F, G, H, and I. Full-time faculty members who hold tenurable ranks are eligible for appointment to tenure under the conditions and through the procedures described in this section; appointments to tenure may not be made, however, that will cause the number of faculty members with tenure to exceed 75 percent of the total number of faculty members.

F-1. Tenure is not awarded automatically, but only on the basis of explicit judgment, decision, and approval. A faculty member who is eligible for consideration for tenure must be evaluated by the departmental tenure-recommending committee [see H-4] in accordance with the schedule in G-1. That committee’s recommendation, together with the recommendations of the faculty member’s departmental administrator, interdisciplinary leader and center administrator if appropriate, and dean, is forwarded to the president for review. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she will, except for reasons clearly stated in writing, rely on the evaluations and recommendations of the tenure-recommending committee when submitting his or her own recommendation. Tenure is awarded by the board, which has delegated the responsibility to the president. Before attaining tenure, the burden of proving worth rests with the appointee. A faculty member eligible for tenure is to be informed in writing of his or her appointment (by proffered contract) or nonappointment to tenure not later than June 30 of the year of review for tenure. [See H-5.] [rev. 7-02, 1-08]

F-2. The granting of tenure to a librarian, student counselor, other academic officer, or a member of the Cooperative Extension Service does not provide tenure in the particular position held.

F-3. To serve as the administrator of an academic department, the appointee must hold academic rank in a discipline; a departmental administrator is never granted tenure in his or her administrative capacity. An employee with tenure in an academic department who is appointed to an academic administrator position retains tenure in that department. (RGP IIG6i) [rev. 7-02]

F-4. The Board defines academic administrators who are eligible for tenure as the chief academic officer of the UI (provost), deans, department chairs, and their associates and assistants of academic units. An academic administrator may be appointed with or without academic rank, except that an administrator of an academic department must hold academic rank in a discipline. [See F-3.] If the appointment carries academic rank, evaluation for tenure is conducted by the department in which the rank is held. In such cases, tenure will be granted only upon favorable recommendation of the department or upon successful appeal of an unfavorable departmental recommendation. In the event that tenure is not granted, the appointee may continue to serve in the administrative or service capacity (except as administrator of an academic department), but without academic rank. [rev. 7-02]
G. TIME REQUIREMENTS FOR TENURE ELIGIBILITY.

G-1. Probationary or term appointments may be for one year, or for other stated periods not exceeding one year, and are subject to renewal. [See 3900.] Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed. (RGP IIG6). Ordinarily a faculty member is not considered for tenure until the fourth full year of probationary service, and consideration is mandatory no later than the sixth full year of service. (RGP IIG6). Credit for prior service may be given in accordance with the provisions in G-4. Faculty members initially employed as full professors can be appointed with tenure when this action is supported by a majority of the tenured faculty in the department or equivalent unit and by the university administration; otherwise, professors are considered for tenure during the fourth full year of service. In this context, unless otherwise specified, the term “year” means the appointment year, whether that is an academic, calendar, or fiscal year. A faculty member who is not awarded tenure may be given written notice of non-reappointment, or be offered a one-year terminal appointment, or be granted an additional short-term probationary appointment for not more than a twelve-month period by mutual agreement between UI and the faculty member. The decision to offer employment following a denial of tenure is in the sole discretion of the president (RGP IIG6j). [See 3900.]

G-2. Tenure evaluation procedures must be started in sufficient time to permit completion by the end of the time periods indicated in G-1. When authorized by the president or his or her designee, the year in which the tenure decision is made may be the terminal year of employment if the decision is to deny tenure. (RGP IIG6k).

G-3. Satisfactory service in any professorial rank may be used to fulfill the probationary periods required for awarding tenure. A maximum of two years of satisfactory service in the rank of instructor at UI may be recognized in partial fulfillment of the time requirement in the professorial ranks. For the purposes of tenure eligibility only, the rank of senior instructor is considered as a professorial rank.

G-4. In cases involving prior equivalent service, tenure may be granted following less than the usual period of service. In particular, new faculty members from other institutions—educational, governmental, and others—with comparable service in instructional, research, or service positions may be granted credit for such service up to a maximum of four years and may be considered for tenure after a minimum of one full year of service at UI. [ed. 7-98]

G-5. In the event that a nontenured faculty member’s period of service at UI has been discontinuous, prior years in the same or a similar position may be counted toward tenure eligibility, subject to the conditions that:

a. Not more than three years have passed since the person left UI.

b. Applicability of the prior service toward tenure must be stated in writing before reappointment.

c. At least one additional year is to be served before tenure is recommended.

G-6. When a nontenured faculty member holding academic rank moves from one department to another within UI, the faculty member must be informed in writing by the provost, after consultation with the new department, as to the extent to which prior service will count toward tenure eligibility. (RGP IIG6i) [rev. 7-02].

G-7. If a tenured faculty member leaves UI and later returns to the same or a similar position after not more than three years, the appointment may be with tenure, or he or she may be required to serve an additional year before a tenure decision is made. Notification of probationary or tenure status is to be given in writing before reappointment.

G-8. When a tenured faculty member moves from one position to another within UI, or accepts a change from full-time to part-time appointment, his or her tenure status does not change. While a tenured faculty member is serving as a departmental administrator, college dean, or in some other administrative or service capacity, he or she retains membership, academic rank, and tenure in his or her academic department. Should the administrative or service responsibilities end, the faculty member would take up duties in his or her academic discipline.
H. EVALUATION FOR TENURE.

H-1. Departmental Criteria. The faculty of each department or equivalent unit establishes specific criteria in teaching, research, and service pertaining to tenure (and promotion in rank) of their members. The criteria shall include a statement regarding the value and weight ascribed to interdisciplinary activity. Departmental criteria are subject to review by the college committee on tenure and promotion for consistency with the college criteria. Such criteria may be changed at any time by a majority vote of the departmental faculty, but they must be reviewed for possible changes at intervals not to exceed five years. Any such revision may not be retroactive but, for evaluation purposes, are considered proportionately in conjunction with criteria that were previously in force. [rev. 7-06]

H-2. Annual Review. All faculty members, tenured and nontenured, are reviewed each year by the appropriate departmental administrators [see 3320]. In most cases, the principal basis for evaluation is performance in relation to the position descriptions for the period under consideration where such descriptions have been developed according to the policies stated in 3050 and in relation to the departmental criteria for tenure and promotion. In the case of members of the resident instructional faculty (those who teach courses in the regular program on the Moscow campus), the annual student evaluation of teaching is carefully weighed in this review. Each college must have procedures that guarantee that the student evaluations are considered (college procedures are subject to review and approval by the president and the board). The departmental administrator’s annual evaluations, together with the judgments of higher administrators, are used as one of the bases for recommendations concerning salary, reappointment, nonreappointment, promotion, tenure, or other personnel actions, as appropriate. The departmental administrator communicates to each faculty member evaluated an assessment of strengths and weaknesses. [rev. 7-98, 7-05, 1-08]

H-3. Third Year Review. A more thorough review by a non-tenured faculty member’s colleagues is held during the third full year of service at UI. The candidate creates a professional portfolio (see 3570). A committee shall be appointed, in accordance with procedures determined by each unit, to consider the progress of each faculty member. The detailed procedures for appointing the committee and conducting the third-year review are developed by the faculty of each department and made a part of the departmental bylaws. The non-tenured faculty member is given a copy of the committee’s report and is informed in writing by the unit administrator of strong and weak points that are brought out by this review. [rev. 7-98, 7-05, 1-08]

H-4. Formal Tenure Review.

a. The formal evaluation for the granting of tenure is made on the basis of the faculty member’s potential effectiveness as a continuing member of the UI community. To initiate the formal evaluation for the granting of tenure to a faculty member, the departmental administrator (or college dean if the departmental administrator is under consideration for tenure) obtains the position descriptions and annual evaluations for the relevant period, the third-year review (all maintained in the departmental office), the professional portfolio (from the nontenured faculty member), summary scores of student evaluations from all classes taught (Institutional Research Planning and Budget Assessment), and the curriculum vitae (maintained by the secretary of the faculty) and reviews the latter as to its completeness and accuracy with the person concerned. [rev. 7-98, 7-02, 1-08]

b. Except in the case of senior instructors, the department administrator will request an evaluation of the performance of every candidate for tenure from three to five appropriate reviewers, who should include tenured faculty at peer institutions. The names of at least two of these reviewers will have been suggested by the nontenured faculty member. The letter of request will include the candidate’s curriculum vitae, position descriptions for the relevant period, the professional portfolio, and up to four examples of the candidate’s scholarly work. When all deliberations within the university have been completed, the responses to these requests will be shown to the faculty member consistent with the instructions provided to the reviewer at the time the evaluation was sought after every effort to ensure the anonymity of these authors has been made. [add. 7-98, rev. 7-02, 7-08]
I. REVIEW OF RECOMMENDATIONS AT THE COLLEGE LEVEL.

I-1. College Standing Committee. In each college there is a standing committee on tenure and promotion. The members serve terms of not less than three years on a staggered basis. The membership of the committee and the method of selection are prescribed in the bylaws of the college. [ed. 7-98]

I-2. College Criteria. Each college committee on tenure and promotion recommends, for adoption by the college faculty, criteria in teaching, research, and service for granting tenure (and promotion to specific ranks) in that college. The criteria shall include a statement regarding the value and weight ascribed to interdisciplinary activity. College criteria must be compatible with the university-wide criteria as specified in 1565 and 3560, and are subject to

H-5. Forwarding Materials. The departmental administrator forwards his or her completed copy of the recommendation form for each person being considered to the dean along with the recommendation of the departmental tenure committee. The individual recommendations submitted by tenured faculty members are also forwarded. The findings of the department faculty and department administrator are relayed to the candidate indicating strengths as well as weaknesses as perceived at the department level. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the departmental criteria for tenure have been misinterpreted. Any such letter is forwarded with the rest of the candidate’s materials to the college. [rev. 7-98, 7-02]

H-6. Departmental Administrator Under Review for Tenure. If a departmental administrator is under consideration for tenure, the forms completed by the departmental tenure committee and the tenured faculty members concerned are forwarded directly to the dean and the dean is responsible for making the summary.

H-7. The departmental tenure-recommending committee includes the following, each with full vote: one or more tenured faculty members, one or more non-tenured faculty members, one or more persons from outside the department, and, in cases involving the evaluation or review of members of the resident instructional faculty [see H-1], one or more students sufficient to ensure equity of representation and who have had experience in the department with which the faculty member being evaluated is associated. Students are to comprise no less than 25 percent and no more than 50 percent of the committee. No faculty member serves on the departmental tenure-recommending committee when it is considering his or her own case. Nor is the dean permitted to attend the departmental committee’s deliberations. [rev. and renum. 1-08] The faculty member’s spouse is also not permitted to serve in any capacity in the review process. Each department is responsible for developing procedures that meet the requirements of this subsection (departmental procedures are subject to review and approval by the president and the board). A copy of the form that is to be used in transmitting the recommendations made at each stage of evaluation for tenure appears as the last two pages of this section. Included in the criteria for formal evaluation is participation in international activities. [See also 3380 D.] [rev. 7-98, 7-02, 1-08]
approval by the provost. The dean or the faculty (by petition of 20 percent or more of the faculty members of the college) may initiate consideration for revision of the criteria at any time. [ed. 7-98, 7-01, rev. 7-06]

I-3. College Standing Committee Recommendations. The College standing committee makes recommendations to the dean and the provost on the tenure (and promotion) of individual faculty members.

I-4. Dean’s Recommendation. In each college, the dean considers the recommendations made by the college’s committee on tenure and promotion and makes his or her own recommendations. It is advisable that the dean confer collectively with the departmental administrators about the merits of the faculty members whom they are recommending for tenure. The findings of the college committee(s) and the dean are relayed to the candidate indicating strengths as well as weaknesses as perceived at the college level. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the college criteria for tenure have been misinterpreted. Any such letter is forwarded with the rest of the candidate’s materials to the provost. [rev. 7-98, 7-08]

J. REVIEW OF RECOMMENDATIONS AT THE UNIVERSITY LEVEL.

J-1. The individual recommendations, together with the summary recommendations of the departmental executive, the recommendations of the college committee and those of the dean are forwarded for review by the provost. Any individual signed recommendations are placed in the faculty member’s personnel file. [rev. 7-02]

J-2. The awarding of tenure to an eligible faculty member is made only by a positive action of approval by the president. The president gives notice in writing to the faculty member of the granting or denial of tenure by proffered written contract, of appointment or nonappointment to tenure not later than June 30 after the academic year during which the decision is made. (RGP IIG6c). Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. No faculty member may construe the lack of notice of denial of tenure as signifying the awarding of tenure. If the president has not given notice to the faculty member as provided herein, it is the duty of the faculty member to make inquiry to ascertain the decisions of the president. [rev. 7-02]

J-3. The board requires the president to provide a list of the faculty members granted tenure in the university’s regular semi-annual report to the board. (RGP IIC4b). [add. 7-02]
FACULTY PROMOTIONS

PREAMBLE: This section discusses promotion in rank and the procedures by which a faculty member is evaluated, at the department, college, and university level, for a possible promotion. In particular the charge of the University Level Promotions Committee is given (subsection G). This section was an original part of the 1979 Handbook and has been revised in very minor ways several times since. In July 1994 it was more substantively revised: subsections A and B were largely rewritten to emphasize the faculty’s responsibility for promotion, G-2 (add a "presumption in favor" of the candidate under certain conditions at the university level) and the last sentence of H (providing feedback to the candidate) added. Again in July 1998 there were substantial revisions to E-2 (making formal the requirement and procedures for an external review), and E-5 and F-5 (providing a feedback loop between candidate and subsequent evaluators). In July 2000 section B was revised to make clear that eligibility for promotion in rank necessitated a history of position descriptions that required activities consistent with the criteria for that rank. In July 2002 section D was edited to clarify promotion schedules at each rank. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 the section underwent some minor editing and revising to bring it into greater conformity with other sections of the Handbook. Except where otherwise noted, the text is as of July 1996. Further information may be obtained from the Provost’s Office (208-885-6448) and the Office of the Faculty Secretary (208-885-6151). [rev. 7-00, 7-02, 7-07]
CONTENTS:

A. General
B. Bases of Evaluation
C. Responsibility
D. Schedule
E. Evaluation and Recommendation at the Departmental Level
F. Review of Recommendations at the College Level
G. Review of Recommendations at the University Level
H. Report of Recommendations Forwarded
I. Appeal
J. Annual Timetable for Promotion Consideration

A. GENERAL. Promotion to a rank requires the faculty member to meet the requirements for that rank. Responsibility for the effective functioning of promotion procedures rests with faculty and administrators. Decisions are based on thorough and uniform evaluation of the faculty members’ performance in teaching, scholarship, and service. [1565 A-2, A-3, A-4, A-5, and A-6] Performance of university administrative duties is not a consideration in promotion. [ed. 1-08]

B. BASES OF EVALUATION. Promotion in rank is granted only when there is reasonable assurance, based on performance, that the faculty member will continue to meet the set standards for promotion. Faculty members’ position descriptions [see 3050], covering the period since appointment to his or her current rank, provide a frame of reference for the departmental expectations for satisfactory performance. In order to form a basis for promotion in rank, the position description must require activity consistent with the criteria for that rank as stated in 1565. The faculty member’s ability and performance, judged in the context of these position descriptions, constitute the principal basis for evaluation of the faculty member for promotion. Evidence of teaching, scholarship, creative accomplishments, and service shall be considered in this evaluation process, using annual performance evaluations and other documents [see also 1565 A-2, A-3, and A-4, A-5, and A-6]. [rev. 7-00, ed. 1-08]

C. RESPONSIBILITY. The responsibility for submitting recommendations in accordance with the prescribed schedule [see D] falls on the departmental administrator or on the dean of the college if the college is not departmentalized. Small departments or divisions may be joined with others for this purpose. The intent is to secure an adequate body of recommendations from those concerned and qualified to participate in the evaluation. The procedure involves successive considerations of the candidate, beginning with the faculty member’s colleagues at the departmental level, and proceeding through the college level to the university level. Interdisciplinary team leaders and center administrators are to be included as appropriate. [rev. 1-08]

D. SCHEDULE. Consideration of each faculty member for promotion is required according to the following schedule:

D-1. Instructors. Instructors are considered for promotion before the end of the third (in exceptional cases, the fourth) year of full-time service in this rank. Part-time service is not considered in determining the time for mandatory consideration for promotion. Periods of full-time service need not be consecutive; however, if there is an interruption of more than three years’ duration in an instructor’s full-time service, the instructor and the departmental administrator may agree on an adjustment in the amount of full-time service that must be completed before consideration must be given to the instructor’s promotion, such adjustment being subject to approval by the provost. If an instructor who is serving full-time with primary responsibilities in teaching is not promoted by the end of the year in which consideration for promotion is mandatory, the following year will be his or her terminal year. The provisions of this paragraph do not apply to the rank of senior instructor, which is, except in very rare instances, a terminal rank that does not lead to promotion to the professorial ranks [see 1565 C-5]. [ed. 7-00, 7-04]

D-2. Assistant Professors. Assistant professors are considered for promotion before the end of their sixth year in that rank. When an assistant professor has been considered for promotion and not promoted, he or she will be considered again no less frequently than at five-year intervals. The review may be delayed upon the request of the assistant professor and the concurrence of the department administrator and the dean. [See also F-4.] [ed. 7-97, ed. 7-02]
D-3. Associate Professors. Associate professors are considered for promotion before the end of their seventh year in that rank. If review for promotion to full professor is scheduled during the fifth, sixth or seventh full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review required by the board of regents. (RGP IIG 6g)

When an associate professor has been considered for promotion and not promoted, he or she should be considered again within five years. The review may be delayed upon the request of the associate professor and the concurrence of the department administrator and the dean. [ed. 7-02]

D-4. Early Consideration for Promotion. In addition to those whose consideration is mandated by this schedule, any faculty member may be considered for promotion at an earlier time if nominated for consideration by a faculty member of the recommending unit whose rank is higher than that of the nominee. It is suggested that the faculty member proposing to make the nomination confer with the administrator concerned on the merits of giving early consideration to the nominee. If it is determined that the nomination is to be made, the evaluation process is initiated by the recommending faculty member using a copy of the form that appears as the sixth and seventh pages of this section. The remainder of the evaluation process is the same for these additional candidates as it is for those regularly scheduled for consideration. A faculty member may request consideration of himself or herself for promotion but such a request does not require that the evaluation and recommendation process be carried out. [ed. 7-97]

D-5. Credit for Prior Service. In cases involving prior equivalent service, promotion may be considered following less than the usual period of service. In particular, new faculty members from other institutions--educational, governmental, and others--with comparable service in instructional, research, or service positions may be granted credit for such service up to a maximum of four years.

E. EVALUATION AND RECOMMENDATION AT THE DEPARTMENTAL LEVEL. [ed. 7-97]

E-1. Departmental Criteria. The faculty of each department or equivalent unit establishes specific criteria in teaching, research, and service pertaining to promotion in rank of their members. The criteria include a statement regarding the value and weight ascribed to interdisciplinary activity. Departmental criteria are subject to review by the college standing committee on tenure and promotion for consistency with the college criteria. Such criteria may be changed at any time by a majority vote of the departmental faculty, but they must be reviewed for possible changes at intervals not to exceed five years. Any such revisions may not be retroactive but, for evaluation purposes, are considered proportionately in conjunction with criteria that were previously in force.

E-2. Formal Promotion Review.

a. To initiate the formal evaluation for promotion of a faculty member, the departmental administrator (or college dean if the departmental administrator is under consideration for promotion) obtains the position descriptions for the relevant period (maintained in the departmental office), annual performance evaluations, and the third year review if conducted while in the current rank, the professional portfolio (from the faculty member), summary scores of the student evaluations of all classes taught (from Management Information Services), and the curriculum vitae (maintained by the secretary of the faculty) and reviews the latter as to its completeness and accuracy with the person concerned. [ren. & rev. 1-08]

b. The department administrator will request an evaluation of the performance of every candidate for promotion from three to five appropriate reviewers, who should include faculty at peer institutions holding at least the rank of associate professor. The names of at least two of these reviewers will have been suggested by the candidate for promotion. The letter of request will include the candidate’s curriculum vitae, position descriptions for the relevant period, the professional portfolio, and up to four examples of the candidate’s scholarly work. When all deliberations within the university have been completed, the responses to these requests will be shown to the faculty member after every effort to ensure the anonymity of these authors has been made. [ren. 1-08]
copies of these documents are furnished to each person participating in the review at the departmental and higher levels. Additional material supplied by the faculty member should be available for review in the department office. [See also 3380 D.] The results of the student evaluations of teaching must be carefully weighed and used as a factor in judging the teaching component in promotion decisions. [rev. 7-98, ren. 1-08]

E.3.d. Members of the faculty of the candidate’s department (or group of small departments joined together for this purpose) whose ranks are higher than that of the candidate are afforded an opportunity to submit their opinions and recommendations on the candidate’s promotion on the lower portion of the front page of the prescribed form. It is expected that the departmental administrator making the recommendation concerning promotion will, insofar as practicable, have sought and considered the evaluations of the candidate made by all faculty members of a higher rank than the candidate of the department, interdisciplinary leaders and center administrators (if appropriate). The faculty member’s spouse is not permitted to serve in any capacity in the review process. Each department is responsible for developing procedures in its bylaws that meet the requirements of this subsection (departmental bylaws procedures are subject to review and approval by the president and the boardprovoost, see 1590). A copy of the form that is to be used in transmitting the recommendations made at each stage of evaluation for promotion appears as the last two pages of this section. Included in the criteria for formal evaluation is participation in international activities. [See also 3380 D.] [rev. & ren. 1-08]

E-4.e. The departmental administrator completes the first section on the back of the recommendation form. In arriving at his or her conclusion, the administrator carefully considers and gives weight to the following (particularly as they relate to the factors listed in B): the information obtained from the curriculum vitae, the position descriptions, the conference with the candidate, the recommendations solicited from the candidate’s colleagues, and the results of annual student evaluations of teaching (in the cases of teaching members of the faculty).

E-5. Forwarding Materials. The departmental administrator forwards his or her completed copy of the recommendation form for each person considered to the dean. The forms submitted by individual faculty members are also forwarded to the dean. The findings of the department faculty and department administrator are relayed to the candidate indicating strengths as well as weaknesses as perceived at the department level. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the departmental criteria for promotion have been misinterpreted. Any such letter is forwarded with the rest of the candidate’s materials to the college. [rev. 7-98]

E-6. Departmental Administrator Under Review for Promotion. If a departmental administrator is under consideration for promotion, the forms completed by the faculty members concerned are forwarded directly to the dean and the dean is responsible for making the summary.

E-7. All individual recommendations, together with the summary recommendations, are forwarded for review by the provost. Any individual signed recommendations that are confidential are placed in the closed files.

F. REVIEW OF RECOMMENDATIONS AT THE COLLEGE LEVEL.

F-1. College Standing Committee. In each college there is a standing committee on tenure and promotion. The members serve for terms of not less than three years on a staggered basis. The membership of the committee and the method of selection are prescribed in the bylaws of the college. [See also 3520 I-1.]

F-2. College Criteria. Each college committee on tenure and promotion recommends, for adoption by the college faculty, criteria in teaching, research, and service for granting promotion to specific ranks in that college. The criteria shall include a statement regarding the value and weight ascribed to interdisciplinary activity. Such criteria must be compatible with the university-wide criteria as specified in 1565, 3520, and section A above and
are subject to approval by the provost. The dean or the faculty (by petition of 20 percent or more of the faculty members of the college) may initiate consideration for revision of the criteria at any time. [See also 3520 I-2.]

F-3. College Standing Committee Recommendations. The college standing committee makes recommendations to the dean and provost on promotion of individual faculty members.

F-4. Assistant professors who have served eight years in that rank, have consistent records of good or superior performance in their principal assigned duties, have been regularly rated in the top categories for salary adjustment, have terminal degrees, and are recommended for promotion by their departmental administrators are not given further consideration at the college level but have their names automatically placed before the university-level review committee.

F-5. Dean’s Recommendations. The dean considers the recommendations made by the college’s committee on promotion and makes his or her own recommendation. It is advisable that the dean confer collectively with the departmental administrators about the merits of the faculty members whom they are recommending for promotion. The findings of the college committee(s) and the dean are relayed to the candidate indicating strengths as well as weaknesses as perceived at the college level. The candidate may respond in writing to clarify the situation if he or she believes his or her record or the college criteria for promotion have been misinterpreted. Any such letter is forwarded with the rest of the candidate’s materials to the provost. [rev. 7-98]

G. REPORT OF RECOMMENDATIONS FORWARDED. When an administrator forwards his or her recommendation on each candidate to the next higher level, he or she simultaneously reports the disposition of each case to the candidate concerned and to those who have submitted recommendations on that candidate. If the recommendation is negative, then reasons for the negative recommendation are transmitted to the candidate. [ed. 7-97, ren. 1-08]

GH. REVIEW OF RECOMMENDATIONS AT THE UNIVERSITY LEVEL BY THE PROMOTIONS REVIEW COMMITTEE. [ren. 1-08]

H-1. All individual recommendations, together with the summary recommendations, are forwarded for review by the provost. Any individual signed recommendations that are confidential are placed in the closed files.

GH-12. A university-level Promotions Review Committee of faculty members, chaired by the provost, is named each year. The committee reviews each promotion recommendation with specific reference to the criteria established by the department and college of the faculty member concerned and reflected in the faculty member’s position descriptions for the relevant period; this review involves full consideration of the material that was used in making the recommendations at the departmental and college levels. One-third of the committee’s membership is randomly selected by the provost from the previous year’s committee; the remainder of the members are selected by the provost and the chair and vice chair of the Faculty Council from nominations submitted by the council. The random selection of carryover members is done one week before the council makes its nominations. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Council nominates six faculty members from the college--two each from (a) the social sciences and humanities, (b) the natural sciences, and (c) communication, music, and theatre arts. The delegation representing the College of Agricultural & Life Sciences on Faculty Council nominates four faculty members from the college--two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% Cooperative Extension Service appointments. The delegation from each of the other colleges and the faculty at large nominates two faculty members from its constituency. Membership of the committee, including carryover members, consists of the provost (chair), three representatives from the College of Letters, Arts and Social Sciences, two representatives from the College of Agricultural & Life Sciences, one representative from each of the other constituencies, the vice president for research and graduate studies, and the vice provost for academic affairs, teaching and undergraduate studies. The provost, the vice president for research and graduate studies, and the vice provost for academic affairs, teaching and undergraduate studies shall be ex-officio members without vote. A subcommittee of the Promotions Review Committee is given the particular responsibility of evaluating recommendations for promotion of faculty members in the University Library, Law Library, Student Counseling...
and Testing Center Service, and the Cooperative Extension Service. The names of the members of the departmental and college advisory committees are made public after the committee’s recommendations have been forwarded. The names of the members of the University Promotions Committee will be made public as soon as all have been appointed. The chair will conduct voting on candidates by closed ballots. [rev. 7-97]

**GH-23.** A presumption in favor of promotion shall exist for each candidate who comes to the university-level Promotions Review Committee with a favorable recommendation from all of the committees which have considered the matter at the departmental and college level, from the department chair and dean directly involved, and from a majority of the faculty members who submitted a recommendation pursuant to section E-3 above. Upon showing that the lower level recommendations were made without due regard for the university criteria for the rank sought pursuant to section 1565, Faculty Ranks and Responsibilities, the presumption shall be overcome, and in such case the Committee shall state the reasons for the decision. [ed. 7-98]

**H. REPORT OF RECOMMENDATIONS FORWARDED.** When an administrator forwards his or her recommendation on each candidate to the next higher level, he or she simultaneously reports the disposition of each case to the candidate concerned and to those who have submitted recommendations on that candidate. If the recommendation is negative, then reasons for the negative recommendation are transmitted to the candidate. [ed. 7-97]

**I. APPEAL.** When a person is informed (after the recommendations of the university-level review committee have been considered) that there has been a decision not to recommend his or her promotion to the regents, he or she has the right of appeal. [See 3840.]

**J. ANNUAL TIMETABLE FOR PROMOTION CONSIDERATIONS.** The process of promotion considerations is carried out annually according to the following approximate timetable:

November: Promotion evaluations begin at the departmental level.

December: Departmental administrators must have sent their promotion recommendations to their deans. Each candidate must have been notified of the nature of the departmental administrator’s recommendation.

December: Deans must have sent their recommendations to the provost. Each candidate and the departmental administrator concerned must have been notified of the nature of the dean’s recommendation.

February: The university-level review committee meets. [See F-2 above.]

March: Candidates for promotion and their deans and departmental administrators are notified as to whether their promotions in rank will be recommended by the president to the regents.

[ed. 7-99]

(Form on next two pages)
PREAMBLE: This section was introduced to the Handbook July 1998 as section B of 1565. For better ease of access it was made its own section in January 2008. More information may be obtained from the Provost’s Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6151).

B. PROFESSIONAL PORTFOLIO. [add. 7-98, renumbered 7-01]

CONTENTS:
A. Introduction
B. Professional Portfolio for Third-Year Review, Tenure, and/or Promotion

B.1. Introduction. Evidence of effective teaching and scholarship in the areas of teaching and learning, artistic creativity, discovery, and application/integration are to be provided within the framework of a professional portfolio submitted by the faculty member for the third year review and when under consideration for tenure and promotion. The professional portfolio should be designed to complement the faculty member’s current Curriculum Vitae (maintained by the Faculty Secretary’s Office). For evaluative purposes, individual faculty members may also prepare and submit a portfolio on an annual basis. The professional portfolio addresses all aspects of an individual faculty member’s responsibilities. The preparation of a portfolio encourages one’s growth and development in all relevant areas. Through the collection and organization of a variety of materials in combination with self-reflection, one gains an overview of one’s responsibilities as a member of the academic community. An individual faculty member understands best what he or she does and the portfolio explains the nature of the faculty member’s activities so that others will understand them fully for purposes of assessment. The format and method of presentation of the professional portfolio is a matter of faculty choice. When this portfolio is to be included with the files of candidates for tenure and/or promotion, the page limits indicated below should be followed. At the candidate’s discretion, a more comprehensive portfolio can be prepared and made available to colleagues in the unit evaluating his/her suitability for tenure and/or promotion. [renumbered 7-00, ed. 1-08]

B.2. PROFESSIONAL PORTFOLIO FOR THIRD-YEAR REVIEW (see FSH 3520 H-3), TENURE, AND/OR PROMOTION. Diversity rather than uniformity is encouraged since the portfolio serves to reflect the academic discipline and position description of each faculty member - the context within which each faculty member does his/her job. The following listing represents the minimal requirements of items that are to be included in a professional portfolio. The faculty member may provide additional material that offers further insight into individual responsibilities and accomplishments. (The portfolio is limited to twelve pages.) [ed. and renumbered 7-00, ed. 1-08]

B.3. Professional Portfolio for Tenure and/or Promotion [renumbered 7-00, 7-01]
   B.1a. Context Statement describing the faculty member’s academic unit and his or her scholarly responsibilities.
   B.2. Personal Philosophy Statement regarding the faculty member’s professional activities relevant to his/her position description.
   B.3. Evidence not included in the Curriculum Vitae (as appropriate to the position description) of the faculty member’s productivity, scholarly ability, and student success.
   B.4. Evidence of professional growth in the faculty member’s areas of responsibility.
   B.5. Other supplementary materials distinct to the individual faculty member.
FSH 3520 – Compassionate Extension

G-9. A compassionate extension of the tenure probationary period may be granted under-in certain exceptional cases circumstances—which may impede a faculty member’s progress toward achieving tenure, including responsibilities with respect to childbirth/adoption, significant responsibilities with respect to elder/dependent care obligations, disability/chronic illness, or circumstances beyond the control of the faculty member. [added 7-06]

a. The procedures for requesting a compassionate 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 which occasion the request. All requests should state the basis for the request and include appropriate documentation.
3. A request for extension of the probationary period with respect to childbirth and adoption responsibilities carries with it the presumption of approval for a one-year extension. 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. For requests other than childbirth and adoption, elder/dependent care obligations, and 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 scholarly productivity during the period of time addressed in the request should not prejudice a subsequent contract renewal decision. Any faculty member in probationary status more than the ordinary probation period specified in 3520 G-1 because of extensions shall be evaluated as if the faculty member had been on probationary status for the ordinary probation period.
H-3. Third-Year Review. A more thorough review by a non-tenured faculty member’s colleagues is held during the 24 to 36 months period after beginning employment at UI. The candidate creates a professional portfolio (see 3570). A committee shall be appointed, in accordance with procedures determined by each unit, to consider the progress of each faculty member. The detailed procedures for appointing the committee and conducting the third-year review are developed by the faculty of each department and made a part of the departmental bylaws.

a. At a minimum, the candidate must submit the following materials:

1. Current curriculum vita;

2. Annual evaluations and other progress reviews from department chair(s), dean(s) and center executive(s) where applicable; i.e., in the case of joint appointments and appointments where interdisciplinary activities are part of the faculty member’s position description, or in cases where faculty are located at Centers or offsite locations, the secondary department chair(s) and dean and/or center executive evaluations should be included;

3. Context statement written by the faculty member (limited to two pages) and approved by the department/college administrator(s), and center executive as applicable. Statement may include expectations placed on a faculty member by circumstances extant at research institutes, interdisciplinary departments, or centers, the requirement of joint appointments or other special circumstances;

4. Teaching portfolio (includes goals, responsibilities, evaluations, results and appendix, or exhibits), the narrative is limited to five pages;

5. Research and service statements as needed. These areas are often adequately represented in the vita; and

6. Supporting materials, for example, it is appropriate to include a statement on the faculty member’s progress from their mentor.

b. In case of a conflict, these requirements supersede college and department bylaws. The non-tenured faculty member is given a copy of the committee’s report and is informed in writing by the unit administrator of strong and weak points that are brought out by this review. The following materials are then submitted to the Provost’s Office:

1. Analysis and recommendations from:
   a) Dean,
   b) Department chair and, where applicable, interdisciplinary leaders and center administrators, and/or administrators of faculty in joint appointments, and
   c) Review committee(s).

2. Complete portfolio of 3rd year review materials.
**NOTICE OF INTENT**

To initiate a New, Expanded, Cooperative, Discontinued, program component or Off-Campus Instructional Program or Instructional/Research Unit

<table>
<thead>
<tr>
<th>Institution Submitting Proposal:</th>
<th>University of Idaho</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Engineering</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Computer Science</td>
</tr>
</tbody>
</table>

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

- Academic [ ]
- Professional - Technical [x]  

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

Transfer the Bachelor of Science in Computer Science program at IFCHE from the University of Idaho to Idaho State University

(***Degree*** or Certificate)

Proposed Starting Date:  

The completion date for the transfer is August 1, 2007

**For New Programs:**

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

**For Other Activity:**

- [ ] Program Component (major/minor/option/emphasis)
- [x] Off-Campus Activity/Resident Center
- [ ] Instructional/Research Unit
- [ ] Addition/Expansion
- [ ] Discontinuance/consolidation
- [ ] Contract Program
- [x] Other: Transfer Program at IFCHE from the University of Idaho to Idaho State University

<table>
<thead>
<tr>
<th>Aicha Elshabini, Dean</th>
<th>4/25/07</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Dean (Institution)</td>
<td>Date</td>
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<tr>
<th>VP Research &amp; Graduate Studies</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chief Fiscal Officer (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>State Administrator, SDPTE</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Academic Officer (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Academic Officer, OSBE</td>
<td>Date</td>
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</tbody>
</table>

Revised 8/9/06
Before completing this form, refer to Board Policy Section III.G. Program Approval and Discontinuance.

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

This request is for approval of the agreement between the University of Idaho and Idaho State University with regards to the Bachelor of Science in Computer Science (CS) program at Idaho Falls Center for Higher Education (IFCHE). Per this agreement, the University of Idaho will transfer this program at IFCHE to Idaho State University in a phased arrangement. The purpose of this transfer is to allow the University of Idaho (UI) to focus on the graduate CS program at IFCHE and to allow the Idaho State University (ISU) to integrate the BSCS program at IFCHE into its undergraduate CS program. This transfer would allow both units to focus on their areas of strength at IFCHE. The agreement also contains commitments for cooperation and coordination by UI and ISU in both the graduate and undergraduate programs in Computer Science. The full text of this agreement is attached to this NOI.

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.).

Enrollment in the BSCS program at IFCHE has been steady at 30 – 40 students over the last few years. Several of these students work for DOE or its contractors at the lab. Others are pursuing degrees through the IFCHE programs taking CS courses from UI and other courses from ISU or BYUI. Students from other disciplines often take CS courses as electives. Because of the predominant part-time nature of the CS majors, the number of graduates from the program is low. None-the-less, the CS program is an important element in the suite of programs offered at IFCHE.

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

Currently, the UI’s BSCS program at IFCHE is accredited by the Accreditation Board for Engineering and Technology (ABET) through September 07 as an extension of UI’s CS program at Moscow. Idaho State currently has an ABET accredited program in Computer Science at their its campus in Pocatello. Program accreditation will remain in place throughout the transfer period.

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.

Currently, there are three CS programs in the Southeastern Region of Idaho. In addition to ISU’s
program in Pocatello and UI's program at IFCHE, BYU Idaho has a new BS program in computer science at its campus at Rexburg.

Enrollment and Graduates (i.e., number of majors or other relevant data)
By Institution for the Proposed Program
Last three years beginning with the current year and the 2 previous years

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
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</thead>
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<td>Previous Year</td>
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<td>NIC</td>
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<td>UI (IFCHE)</td>
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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>
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<td>BSU B. S.</td>
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<tr>
<td></td>
<td>M. S.</td>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td>CSI A.S.</td>
<td>Computer Science</td>
<td>(Transfer Program)</td>
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<tr>
<td>EITC A.A.S.</td>
<td>Computer Network Technology</td>
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<td>ISU B.S.</td>
<td>Computer Science</td>
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<tr>
<td>LCSC B.S.</td>
<td>Computer Science</td>
<td>Web-based Emphasis</td>
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<td>Information Science</td>
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<tr>
<td>NIC A.S.</td>
<td>Computer Science</td>
<td>(Transfer Program)</td>
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<td></td>
<td>A.A.S.</td>
<td>Computer Information Technology</td>
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<tr>
<td>UI B.S.</td>
<td>Computer Science</td>
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</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).

Both ISU and UI are comprehensive universities offering a wide range of programs. Both are authorized by the State Board to offer BS degrees in Computer Science. ISU is not currently authorized to offer graduate programs in Computer Science, although plans for a graduate program are being developed consistent with the SBOE eight year plan. Approval of this program transfer will in no way preclude ISU from initiating graduate programs in its SBOE approved region. The UI is authorized to offer graduate programs at IFCHE, including the MS and Ph.D. in Computer Science. Thus, having ISU offer the BSCS and UI offer the M.S. and Ph.D. at IFCHE is consistent with Board policy.

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

   Yes   X   No   ____

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

The CS program at ISU has capacity to absorb the IFCHE program using the existing faculty. Thus, additional personnel will not be necessary beyond those required for ABET accreditation of the current program. The IFCHE BSCS program has generated approximately $96,000 in student fees over the three academic years 2003-04, 2004-05 and 2005-06 (an average of approximately $32,000 per year). This should be sufficient to support the expenses incurred by ISU in incorporating the IFCHE program into its current operation.

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY _____</th>
<th>FY _____</th>
<th>FY _____</th>
<th>Total____</th>
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<td><strong>A. Expenditures</strong></td>
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<td>2. Operating</td>
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<td>3. Capital Outlay</td>
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<td>4. Facilities</td>
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<td><strong>TOTAL:</strong></td>
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| **B. Source of Funds**  |          |          |          |           |
| 1. Appropriated-reallocation |          |          |          |           |
| 2. Appropriated – New    |          |          |          |           |
| 3. Federal              |          |          |          |           |
| 4. Other:               |          |          |          |           |
| **TOTAL:**              |          |          |          |           |

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

* Recurring is defined as ongoing operating budget for the program, which will become of the base.
** Non-recurring is defined as one-time funding in a fiscal year and not part of the base.
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 Natural Resources
Name of Department(s) or Area(s): Department of Forest Products

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

A New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program or Administrative/Research Unit (circle one) leading to:
Change name of the Timber Harvesting minor to Forest Operations

(Degree or Certificate)

Proposed Starting Date: Summer 2008

For New Programs:

Program (i.e., degree) Title & CIP 2000 X Program Component (major/minor/option/emphasis)

☐ Off-Campus Activity/Resident Center
☐ Instructional/Research Unit
☐ Addition/Expansion
☐ Discontinuance/consolidation
☐ Contract Program
☐ Other

Dean’s signature on file 8/28/07
College Dean (Institution) Date
Michael Whiteman, Associate Dean CNR 8/27/07
Chief Fiscal Officer (Institution) Date
Chief Academic Officer (Institution) Date

For Other Activity:

VP Research & Graduate Studies Date
State Administrator, SDPTE Date
Chief Academic Officer, OSBE Date
SBOE/OSBE Approval Date

Revised 8/9/06
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).

   We would like to change the name of our minor “Timber Harvesting” to “Forest Operations.”

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.).

   There are no modifications to this program other than the change in the name of our Timber Harvesting minor to a minor in Forest Operations. The name Forest Operations better reflects the focus on management operations that occur in the forest besides timber harvesting.

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

   There will be no change to the quality of our program. The new name better reflects the content of the program and does not impact our accreditation requirements.

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

   This is a name change only. There are no similar programs that exist in Idaho.

**Enrollment and Graduates (i.e., number of majors or other relevant data)**

By Institution for the Proposed Program

Last three years beginning with the current year and the 2 previous years

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
<th>Number of Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Previous Year</td>
</tr>
<tr>
<td>BSU</td>
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<tr>
<td>CSI</td>
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<tr>
<td>EITC</td>
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<tr>
<td>ISU</td>
<td>N/A</td>
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<td>LCSC</td>
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<td>NIC</td>
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<tr>
<td>UI</td>
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<td>N/A</td>
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</tbody>
</table>
Degrees offered by school/college or program(s) within disciplinary area under review

<table>
<thead>
<tr>
<th>Institution and Degree name</th>
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<tbody>
<tr>
<td>BSU</td>
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<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).

This curriculum is consistent with the University of Idaho mission to: *formulate its academic plan and generate programs with primary emphasis on agriculture, natural resources, metallurgy, engineering, architecture, law, foreign languages, teacher preparation and international programs related to the foregoing.* It also directly aligns with the University Strategic Theme of *Stewarding the Environment - sustaining Idaho's natural resources that contribute to our quality of life and natural resources-based industries.* The environmental, social and economic benefits provided by Idaho's forests are enhanced when activities carried out to accomplish management objectives are conducted in sustainable ways that are sensitive to both ecological needs and economic considerations.

Forestry is an important sector of the state’s economy and to the viability of small local communities spread throughout Idaho. Gross sales in Idaho wood and paper products were $1.65 billion in 2002, directly employing 17,430 people. This is nearly half of the 2003 projection for Idaho agricultural product gross sales ($4 billion).

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

Yes  X  No _____

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

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY 08</th>
<th>FY 09</th>
<th>FY 10</th>
<th>Total</th>
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<tr>
<td><strong>A. Expenditures</strong></td>
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<tr>
<td>1. Personnel</td>
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<td>3. Capital Outlay</td>
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<td>4. Facilities</td>
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<td><strong>TOTAL:</strong></td>
<td>0</td>
<td>0</td>
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<td>0</td>
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</tbody>
</table>

| **B. Source of Funds**       |       |       |       |       |
| 1. Appropriated-reallocation |       |       |       |       |
| 2. Appropriated – New        |       |       |       |       |
| 3. Federal                   |       |       |       |       |
| 4. Other:                    |       |       |       |       |
| **TOTAL:**                   | 0     | 0     | 0     | 0     |

| **B. Nature of Funds**       |       |       |       |       |
| 1. Recurring *               |       |       |       |       |
| 2. Non-recurring **          |       |       |       |       |
| **TOTAL:**                   | 0     | 0     | 0     | 0     |

* Recurring is defined as ongoing operating budget for the program, which will become of the base.
** Non-recurring is defined as one-time funding in a fiscal year and not part of the base.
TO:    University Curriculum Committee
FROM:  Office of the Registrar
RE:    Proposed Addition of Regulation B-13  [Effective: Summer 2008]
DATE:  March 09, 2007

B-13. Registration in Joint-Listed Courses. A student who enrolls in a joint-listed course may only earn credit at the level the student initially completes the course. A student who enrolls in the same joint-listed course at a different level will receive zero credit on his or her transcript.
TO: University Curriculum Committee
FROM: Office of the Registrar
RE: Change Regulation J-9-a [Effective: Summer 2008]
DATE: April 20, 2007

J-9-a. An academic minor is a prescribed course of study consisting of 18–19–20 or more credits which supplements an undergraduate major at the University of Idaho. For descriptions of minor curricula, see the programs of the degree-granting units in Part 5. In the following paragraphs of J-9, "minor" denotes "academic minor," which is to be distinguished from "teaching minor"; for information on the latter, see the Department of Curriculum and Instruction section of Part 5.

Rationale: The Idaho State Board of Education stipulates that an Academic Minor comprises between 15 and 25 percent of the total degree requirements. The minimum number of credits for a degree of the UI is 128. 15 percent of 128 credits works out to 19.2 credits.
Objectives: Obtain the University Curriculum Committee’s endorsement of my proposal to present to the Faculty Council for approval.

Proposal: Allow student athletes at the University of Idaho to register for classes on the first day of the registration cycle when seniors do.

Reasoning:
- Every school in the WAC has it. Most representatives (athletic or registrar) that I spoke with were surprised that Idaho does not have early registration for student athletes. They see it as a necessity.
- Student athletes have rigorous practice and competition schedules to adhere to. In season, athletes practice up to 20 hours a week and spend countless hours traveling and competing. Early registration would allow them to have some flexibility in the classes that best fit their schedules.
- Student athletes are the only group on campus that must abide by strict progress toward degree requirements (40, 60, 80 rule). Not being able to get into classes and acquire the credits they need in order to meet NCAA requirements forces student athletes to either face ineligibility or switch to a less demanding major.
- Student athletes must be enrolled in 12 credits during the school year to be eligible to practice and compete. If a student athlete is on the wait list for a class and is unable to fulfill this requirement, he or she may enroll in a filler class that does not necessarily contribute to their progress toward degree completion. This jeopardizes their eligibility to practice/compete and takes seats in the class away from other students who want to be in the class. Early registration would eliminate this problem for athletes and the other students.
- Early registration would save time. It would eliminate paper work and time spent by the athletic department and professors discussing the issue of an athlete on a class wait list.
- Scholarship athletes are investments made by the University of Idaho—why not provide a system that will allow them to be as successful as possible?

Things to Keep in Mind:
- Early registration should not be considered “preferential treatment.” Student athletes are at a disadvantage because they are obligated to give several hours of their week to practice, travel and competition—requirements that the University demands from no other group.
- Athletes graduating will not need pre registration. This lessens the impact on the general student body during registration time.
- A large portion of the general student population, the seniors (approximately 25%) and grad students will not have a cause for complaint since they will not be registering anymore or already have priority registration.
- Early registration for student athletes mainly impacts lower classmen because so many have to take the same core classes and prerequisites.
• Athletes account for a very small portion of the total student body—about 340 out of nearly 12,000, 2.8%.

Conclusions/Observations Drawn from Research:
• The average number of years from the 9 schools I talked with has had early registration for student athletes is 12.
• Many different systems for registration exist. Usually athletes are allowed to register with honors and disability students one day earlier than the general student body.
• In general, no specific criteria exist to determine which groups should be allowed to register early. Proposals usually go through a faculty committee like the Faculty Senate (NMSU) for approval.
• There was/is very little negative backlash as the result of instating early registration for athletes. Some schools experienced a little but it quickly dissipated and people accepted the new policy.
• Athletes do take advantage of the ability to register early. It has been successful at many schools because of the involvement of the athletic department. Some schools have strong promotion and assistance with registration procedures.
• Most of the schools allow a small portion of the student body to register early.
• “I haven’t heard of many places in my career that don’t have it.” –Gabe Rosenvall, Assistant AD at Boise State
• “If you’re going to be involved in NCAA sports, you must have early registration.” –Tania Swanger, WSU Athletic Compliance Coordinator
• These schools don’t consider early registration “preferential treatment.”
### Supporting Research

<table>
<thead>
<tr>
<th></th>
<th>Fresno State</th>
<th>Louisiana Tech</th>
<th>Washington State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Talked With</strong></td>
<td>Christina Beddall, Registrar</td>
<td>Buddy Johnson, Assistant Registrar</td>
<td>Tania Swanger, Athletic Compliance Coordinator</td>
</tr>
<tr>
<td><strong>When priority registration was instituted</strong></td>
<td>At least 20 years ago.</td>
<td>At least 15 years ago.</td>
<td>At least 10 years ago.</td>
</tr>
<tr>
<td><strong>When athletes are allowed to register</strong></td>
<td>First day of registration cycle, one day before the general student body.</td>
<td>Same day as but after honors group, one day before general student pop.</td>
<td>One day earlier than general student pop.</td>
</tr>
<tr>
<td><strong>Other student groups allowed to pre-register for classes</strong></td>
<td>Students with disabilities, grad students, marching band (in the fall only), Honors program, 4 year degree program.</td>
<td>Honors, grads and student with disabilities.</td>
<td>Grad students, Professions Program, disabled.</td>
</tr>
<tr>
<td><strong>Criteria for permitting groups priority registration</strong></td>
<td>??? Reviewed through Enrolment Management Committee. Requests go through registrar then to committee. Very strict selection.</td>
<td>Based on absence from class, practice schedules and need to satisfy degree requirements. Proposals go through Dean of Students to be reviewed and approved.</td>
<td>Must be at a disadvantage--- physical constraints, practice, competition schedules. Purpose is to create level playing field.</td>
</tr>
<tr>
<td><strong>Reaction around campus regarding early registration for student athletes</strong></td>
<td>No negative backlash. Very strict about honoring priority registration.</td>
<td>Only from groups denied the ability to register early.</td>
<td>No negative reaction. Only from groups excluded (Honors). Very clear about who has disadvantage.</td>
</tr>
<tr>
<td><strong>Do athletes actually take advantage of early registration?</strong></td>
<td>Yes. Through strong advising and support from the athletic department, athletes are aware and encouraged to register on time.</td>
<td>Majority do. Those that do not usually have administration holds are unable to pay the fees in time to register.</td>
<td>Yes. Athletes have counselors in athletic department. They are made very aware of when to register.</td>
</tr>
<tr>
<td><strong>How many students will pre-registration affect</strong></td>
<td>Approximately 1,000 out of 20,000 students.</td>
<td>Student athletes comprise 330 out of 11,000, small number from other groups.</td>
<td>400-500 athletes out of 18,000 students.</td>
</tr>
<tr>
<td><strong>New Mexico State</strong></td>
<td><strong>Hawaii</strong></td>
<td><strong>Boise State</strong></td>
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</tr>
<tr>
<td><strong>Talked With</strong></td>
<td>Mike Zimmerman, Registrar</td>
<td>Secretary to Athletic Director, Marge Okimoto</td>
<td>Gabe Rosenvall, Assistant AD</td>
</tr>
<tr>
<td><strong>When priority registration was instituted</strong></td>
<td>1992-1994.</td>
<td>About 5 years ago.</td>
<td>15-20 years ago.</td>
</tr>
<tr>
<td><strong>When athletes are allowed to register</strong></td>
<td>2nd day of registration, after Crimson Scholars, 1 day before general student body.</td>
<td>1 day before general students, with grad students.</td>
<td>2 weeks before general population.</td>
</tr>
<tr>
<td><strong>Other student groups allowed to pre-register for classes</strong></td>
<td>Crimson Scholars (high GPA), grad and disabled students.</td>
<td>Grad and students with disabilities.</td>
<td>ROTC, disabilities, grad students.</td>
</tr>
<tr>
<td><strong>Criteria for permitting groups priority registration</strong></td>
<td>No specific criteria. Approval through Faculty Senate.</td>
<td>???</td>
<td>No specific criteria. Justification: cannot miss academics for athletics and practice and travel conflicts.</td>
</tr>
<tr>
<td><strong>Reaction around campus regarding early registration for student athletes</strong></td>
<td>Some faculty staff did not agree at time. No longer an issue. Won’t publish in school brochure because it’s controversial.</td>
<td>Good and bad reaction. Complaints eventually went away as people accepted it. Have not changed procedure as result.</td>
<td>No. Been available for a while. Strong support from administration, especially registrar’s office.</td>
</tr>
<tr>
<td><strong>Do athletes actually take advantage of early registration?</strong></td>
<td>About 85% do. Have new group of athletic academic advisors that promote it.</td>
<td>Yes, even while traveling, coaches help them register.</td>
<td>“Vast majority” do.</td>
</tr>
<tr>
<td><strong>How many students will pre-registration affect</strong></td>
<td>About 5,000 out of 16,500. 350 are athletes.</td>
<td>?? Registrar’s response: Everyone benefits.</td>
<td>350 athletes out of 18,000 (includes technical school and grad students).</td>
</tr>
<tr>
<td><strong>Utah State</strong></td>
<td><strong>Nevada Reno</strong></td>
<td><strong>San Jose State</strong></td>
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</tr>
<tr>
<td><strong>Talked With</strong></td>
<td>Brian Evans, Associate AD- Student Services</td>
<td>Cara Nero, Admissions and Records Assistant Sandra Niedorgall, Director of Compliance</td>
<td>Drew Agbie, Athletic Advisor</td>
</tr>
<tr>
<td><strong>When priority registration was instituted</strong></td>
<td>Around 10 years ago.</td>
<td>2000-2001 academic year.</td>
<td>At least 4 years.</td>
</tr>
<tr>
<td><strong>When athletes are allowed to register</strong></td>
<td>Wednesday through Friday, when the general student body starts the following Monday.</td>
<td>With honor students, one day before seniors and grad students.</td>
<td>Varies by semester. Registrar chooses. Usually a few days but no more than a week. In summer it is</td>
</tr>
<tr>
<td><strong>Other student groups allowed to pre-register for classes</strong></td>
<td>Honors, students in Multicultural Student Services, disabilities.</td>
<td>Honors and disability.</td>
<td>Honors and disabilities.</td>
</tr>
<tr>
<td><strong>Criteria for permitting groups priority registration</strong></td>
<td>Reviewed through registrar’s office. Last semester got rid of groups that did not truly need it.</td>
<td>Went through faculty senate than to the President’s office. Current president strongly approved.</td>
<td>? W/ athletes, they came to school to participate in a university activity where SJSU chooses practice times. Athletes also have to remain eligible to compete.</td>
</tr>
<tr>
<td><strong>Reaction around campus regarding early registration for student athletes</strong></td>
<td>“None whatsoever.” No complaints from administration or faculty. Only positive things.</td>
<td>Some grumbles, nobody really spoke out. Titled “early registration” to avoid claims of preferential treatment. President doesn’t allow it to be a debated issue.</td>
<td>Questions whether or not people even know about it. It is downplayed to avoid negative reaction. Coaches are informed of reg. time and inform their athletes.</td>
</tr>
<tr>
<td><strong>Do athletes actually take advantage of early registration?</strong></td>
<td>About 97% do. Students see their advisor and get a form listing their classes. They bring that form to an advisor in the athletic department who registers for them.</td>
<td>About 80% do. When first instituted, it was especially high. Athletes are threatened with missing practice or competition if they do not register on time.</td>
<td>Yes, about 85-90% do.</td>
</tr>
<tr>
<td><strong>How many students will pre-registration affect</strong></td>
<td>320 athletes. Between 500-600 students total out of 21,000.</td>
<td>420 student athletes out of 16,200.</td>
<td>1,300 out of 30,000 are athletes are athletes or have disabilities (350 athletes, 950 disabled).</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Institution Submitting Proposal:</th>
<th>University of Idaho</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Agricultural &amp; Life Sciences</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Margaret Ritchie School of Family &amp; Consumer Sciences</td>
</tr>
</tbody>
</table>

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

- Academic **X**
- Professional - Technical _____

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

Discontinue Academic Certificate in Extension Nutrition Program

(Degree or Certificate)

Proposed Starting Date: Summer 2008

**For New Programs:**

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

- [ ] Program Component (major/minor/option/emphasis)
- [ ] Off-Campus Activity/Resident Center
- [ ] Instructional/Research Unit
- [ ] Addition/Expansion
- [ ] Discontinuance/consolidation
- [ ] Contract Program
- **X** Other (remove non-academic certificate)

<table>
<thead>
<tr>
<th>Dean’s signature on file</th>
<th>10/12/07</th>
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</thead>
<tbody>
<tr>
<td>College Dean (Institution)</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Fiscal Officer (Institution)</td>
<td>Date</td>
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<tr>
<td>Chief Academic Officer (Institution)</td>
<td>Date</td>
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</table>

**For Other Activity:**

<table>
<thead>
<tr>
<th>VP Research &amp; Graduate Studies</th>
<th>Date</th>
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<tbody>
<tr>
<td>State Administrator, SDPTE</td>
<td>Date</td>
</tr>
<tr>
<td>Chief Academic Officer, OSBE</td>
<td>Date</td>
</tr>
<tr>
<td>SBOE/OSBE Approval</td>
<td>Date</td>
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</tbody>
</table>

Before completing this form, refer to Board Policy Section III.G. Program Approval and Revised 8/9/06
Discontinuance.

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

   This request is to discontinue the Extension Nutrition Program certificate. It is not an academic certificate program. It is provided under contract to the Idaho Food Stamp Program as a public service to Food Stamp participants and others who are eligible. It is a participant certificate given after a few hours of workshop and should not be included in the UI catalog.

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.).

   N/A

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

   N/A

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.

   N/A

Enrollment and Graduates (i.e., number of majors or other relevant data)
By Institution for the Proposed Program
Last three years beginning with the current year and the 2 previous years

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
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<tbody>
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</table>
Degrees offered by school/college or program(s) within disciplinary area under review

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<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>
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<td>UI</td>
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</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).

N/A

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

Yes  X  No  

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

8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

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

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<tbody>
<tr>
<td>1. Appropriated-reallocation</td>
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<tr>
<td>2. Appropriated – New</td>
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<tr>
<td>3. Federal</td>
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<tr>
<td>4. Other:</td>
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</table>

TOTAL: 0 0 0 0

B. Nature of Funds

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<tbody>
<tr>
<td>1. Recurring *</td>
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<tr>
<td>2. Non-recurring **</td>
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</tbody>
</table>

TOTAL: 0 0 0 0

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

Name of Department(s) or Area(s): Interior Design Program

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

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

Bachelor of Interior Design (BID) -- (request to change form BFA Interior Design)

(Degree or Certificate)

Proposed Starting Date: Summer 2008

For New Programs:                      For Other Activity:

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

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

☐ Off-Campus Activity/Resident Center

☐ Instructional/Research Unit

☐ Addition/Expansion

☐ Discontinuance/consolidation

☐ Contract Program

☐ Other: Degree nomenclature change

Dean’s signature on file 10/16/07

College Dean (Institution) Date

Chief Fiscal Officer (Institution) Date

Chief Academic Officer (Institution) Date

President Date

VP Research & Graduate Studies Date

State Administrator, SDPTE Date

Chief Academic Officer, OSBE Date

SBOE/OSBE Approval Date

Revised 8/9/06
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 is a program issue modification: the request is to change the degree name to Bachelor of Interior Design (BID) to be consistent with the other professional programs/degrees in the college (such as BLA: Bachelor of Landscape Architecture, and MARCH Master of Architecture, both of which designate professional degrees—requiring licensure, paying professional fees, and responsible for Health, Safety and Welfare). The old degree name will not be used once this change is approved.

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.).

As a 4 year professional program leading to a career which directly impacts Health, Welfare, and Safety; the degree name must reflect a consistent meaning and title with the other professional programs in the college. The current proposal is based on findings from the program assessment, and on needs expressed and feedback from students, faculty, and Interior Design Accreditation Council CIDA. The proposal gained a unanimous approval at the Department of Architecture and Interior Design, and is submitted for the college and university approval as well. In fact, not only will there be no negative impact at all on students currently enrolled as the degree name change will be effective once approved by the SBOE, in reality, there will be enhanced benefits related to potentials for licensure and registration, possibly increased enrollment. Every attempt will be made to predict and accommodate the needs of students in the process.

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

The degree title change will positively impact accreditation; first, the focus of the degree will be clearly articulated (Bachelor of Interior Design), and will reflect the professional qualification that is the basis for professional exam and license required to practice (where practice act is enforced) or for the title (where a title act is enforced), and will be consistent with accreditation language.

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.

N/A. This is the ONLY program in the state that offers a Baccalaureate degree in Interior Design. It is part of the state mission for the University of Idaho. In the northwest, the program configuration within the College of Art and Architecture
is unique.

Enrollment and Graduates (i.e., number of majors or other relevant data)  
By Institution for the Proposed Program  
Last three years beginning with the current year and the 2 previous years

<table>
<thead>
<tr>
<th>Institution</th>
<th>Relevant Enrollment Data</th>
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<td>NIC</td>
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<tr>
<td>UI**</td>
<td>97</td>
<td>99</td>
</tr>
</tbody>
</table>

**Using 10th day enrollment figures for the fall semester, and combining Interior Architecture (sunset) and Interior Design.**

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

<table>
<thead>
<tr>
<th>Institution and Degree name</th>
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<td>NIC</td>
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<td>0</td>
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<tr>
<td>UI—Interior Design</td>
<td>None</td>
<td>None</td>
<td>None</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 change of the degree name will positively situate the contributions that the Interior Design program already makes among those of the program’s professional peers in meeting the University of Idaho’s mission to provide professional education, research and service. The Interior Design Program has statewide responsibility for professional interior design education in Idaho, as well as serving a broader geographical region including (ID, WA, MT, AL, WY, and beyond). The educational component of the mission is met by providing a Baccalaureate degree with a major in Interior Design and a minor in architecture.

By definition, interior design (and its partner professional degrees in the College of Art and Architecture) is charged with the responsibility of researching, documenting, engaging and creating built environments that address and sustain human needs, aspirations, and cultures. As a professional discipline, interior design requires the integration of multiple fields and perspectives as they apply to the natural and built environment. The goal of enhancing quality of life for users of the built environment is a strong value throughout the program. Interdisciplinary outreach projects related to campus and community development are conducted each semester and utilize the unique service the program provides. The focus on people and their diversity is a central aspect of the ethos promoted in the program. Each project must address “user groups”, an opportunity that we took to expand our students’ horizons and further reaffirm the professional and ethical responsibilities embedded in their design decisions.

As the only Interior Design program among the state supported colleges and universities in Idaho, the program prepares students with the theoretical and practical skills necessary to enter professional practice at a reasonable cost. Furthermore, a significant number of our graduates remain in the state and contribute to the state’s economic, social, and cultural development. In a larger sense, graduates of the program and faculty maintain an action oriented dialog concerning current issues as related to professional tools and the health, safety, and welfare of individuals.

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

Yes   X   No ___

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

This is an already listed and existing program, not a new program. The change is only for the title of the degree.
8. Resources--Faculty/Staff/Space Needs/Capital Outlay. (Use additional sheets if necessary.):

The requested change does not require any additional outlays as the change is only for an existing degree title change.

<table>
<thead>
<tr>
<th>Estimated Fiscal Impact</th>
<th>FY _____</th>
<th>FY _____</th>
<th>FY _____</th>
<th>Total</th>
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<tr>
<td><strong>A. Expenditures</strong></td>
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<tr>
<td>1. Personnel</td>
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<td>2. Operating</td>
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<td>3. Capital Outlay</td>
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<td>4. Facilities</td>
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<td><strong>TOTAL:</strong></td>
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| **B. Source of Funds**  |          |          |          |       |
| 1. Appropriated-        | 0        | 0        | 0        | 0     |
| reallocation            |          |          |          |       |
| 2. Appropriated – New   | 0        | 0        | 0        | 0     |
| 3. Federal              | 0        | 0        | 0        | 0     |
| 4. Other:               | 0        | 0        | 0        | 0     |
| **TOTAL:**              | 0        | 0        | 0        | 0     |

| **B. Nature of Funds**  |          |          |          |       |
| 1. Recurring *          | 0        | 0        | 0        | 0     |
| 2. Non-recurring **     | 0        | 0        | 0        | 0     |
| **TOTAL:**              | 0        | 0        | 0        | 0     |

* Recurring is defined as ongoing operating budget for the program, which will become of the base.
** Non-recurring is defined as one-time funding in a fiscal year and not part of the base.
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 Business and Economics
Name of Department(s) or Area(s): Department of Economics, Finance and Information Systems (EFIS) and Department of Management, Marketing and Operations (MMO)

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

A New, Expanded, Cooperative, Contract, or Off-Campus Instructional Program or [Administrative/Research Unit (circle one) leading to:
Combine the Department of Economics, Finance and Information Systems (EFIS) and Department of Management, Marketing and Operations (MMO) into one department:
The Department of Business

(Degree or Certificate)

Proposed Starting Date: Summer 2008

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’s signature on file 10/12/2007
College Dean (Institution) Date
Chief Fiscal Officer (Institution) Date
Chief Academic Officer (Institution) Date
President Date

VP Research & Graduate Studies Date
State Administrator, SDPTE Date
Chief Academic Officer, OSBE Date
SBOE/OSBE Approval Date
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).

Combine the Department of Economics, Finance and Information Systems (EFIS) and Department of Management, Marketing and Operations (MMO) into one department: The Department of Business

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

The new Department of Business will bring the six (6) business majors and thirty-one (31) business faculty back into one department to facilitate integration and unified action to support the strategic competence in integrated business education. Administrative staff will include one department head, one staff member and six (6) area coordinators

The two department configuration that was approved and instituted three years ago included two (2) department heads and two (2) staff members with no area coordinators. The rationale for splitting the department into two smaller departments was to decrease the span of control for the department head. However, two-department structure posed significant challenges delivering our Integrated Business Curriculum because of coordination and communication issues. Hence, the request for reunifying the two departments back into the Department of Business.

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

The quality of programs in the CBE has been certified through accreditation by the Association to Advance Collegiate Schools of Business (AACSB International) as well as academic organizations such as the International Allied Academies. In addition, the CBE received the Idaho Quality Award from the Idaho Quality Association.

The new structure will improve communication, facilitate strategic initiatives, improve development efforts, and allow us to respond more readily to stakeholder needs around the state and region.

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 department is unique on the UI campus.

Other business schools in the state have departments that are similar in size and scope. Our undergraduate program offers a unique experience in the Integrated Business Curriculum (IBC). This program has gained national attention and been the recipient of several awards including the Idaho Quality Award.

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
### Relevant Enrollment Data

<table>
<thead>
<tr>
<th>Institution</th>
<th>Current Year</th>
<th>Previous Year</th>
<th>Current Year</th>
<th>Previous Year</th>
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### 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>
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5. Describe how this request is consistent with the State Board of Education's policy or role and mission of the institution. (i.e., centrality).

The CBE provides support for the majors in the College of Natural Resources, College of Agriculture and Life Sciences, as well as other colleges on campus.

6. Is the proposed program in the 8-year Plan? Indicate below.
Yes  x  No  ____

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

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| **B. Source of Funds**  |          |          |          |           |
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| reallocation            |          |          |          |           |
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| 3. Federal              |          |          |          |           |
| 4. Other:               |          |          |          |           |
| **TOTAL:**              |          |          |          |           |

| **B. Nature of Funds**  |          |          |          |           |
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