



# Committee Chairs: Policy & Procedure

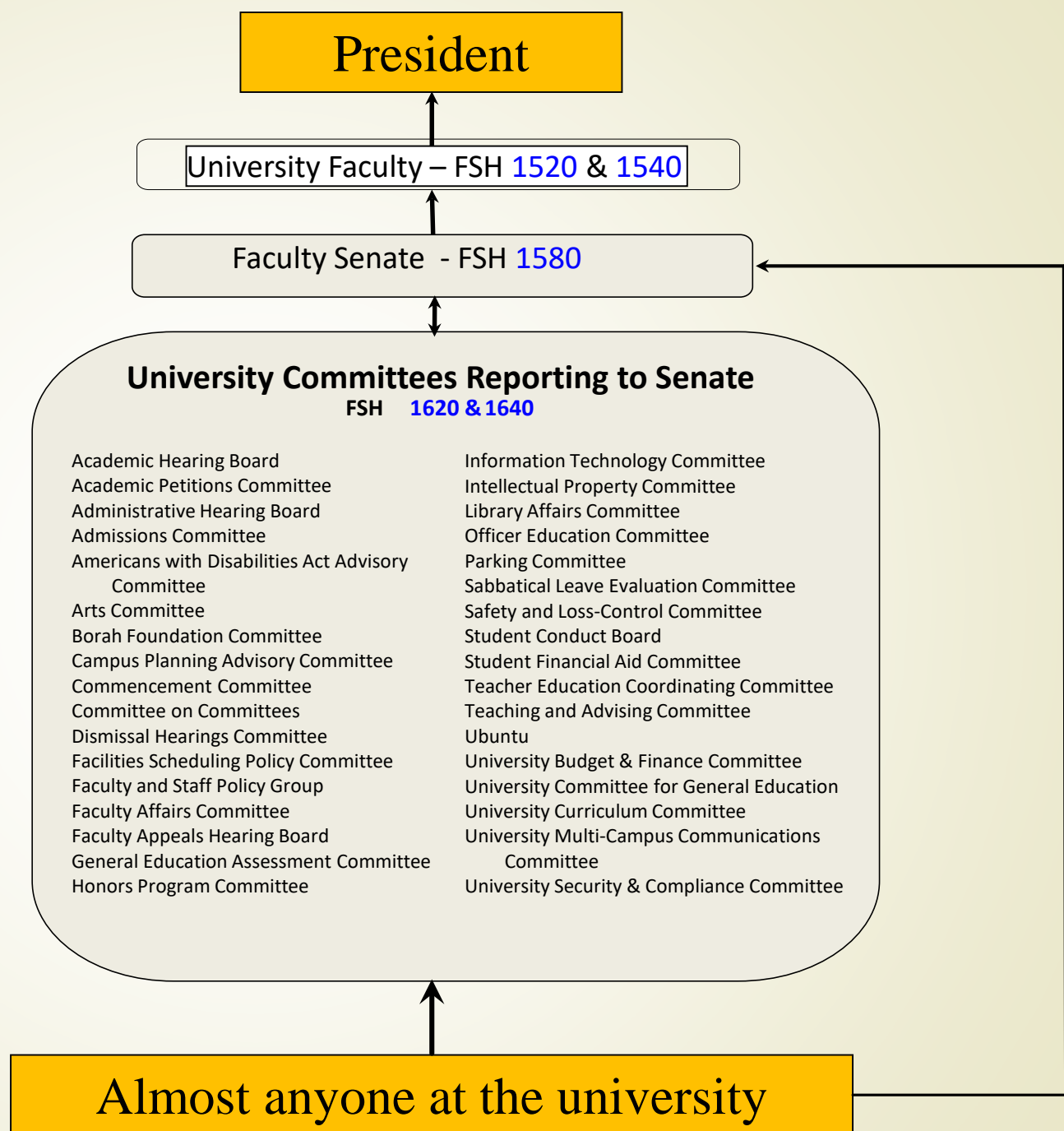


# Shared Governance

- ▶ Territorial Act (1889): The faculty, the president, and the regents are jointly responsible for governing the university.
- ▶ NWCCU, Standard 2.A.1: (The institution) decision-making structures and processes make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest.


# Shared Governance

- Structure
- Process





# Committees in Shared Governance

- ▶ **Committee Structure.** The university faculty, through the Faculty Senate, establishes and maintains all university-wide and interdivisional standing and special committees, subcommittees, councils, boards, and similar bodies necessary to the immediate government of the university and provides for the appointment or election of members of such bodies (with the exception of ad hoc advisory committees appointed by the president or committees made up of primarily administrators) (FSH 1520).
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# Role of Committees

- ▶ Committees are how faculty are able to influence UI policy and procedure.
- ▶ Faculty Governance depends on our committees
  - ▶ To identify issues that need to be addressed on campus,
  - ▶ To address issues referred to the committee by the Senate or by Senate Leadership,
  - ▶ To develop and vet policy and procedure amendments and proposals, and
  - ▶ To be engaged with major university initiatives related to the charge of the committee.

# Scheduling Meetings

- ▶ Be sensitive to the time difference for off campus members of your committee!
  - ▶ The Joyce Lounge in Brink is available for Faculty Committee meetings although it is not private and would not be an appropriate venue for discussions of confidential matters.
  - ▶ Consider phone, Skype for Business or Zoom for including off-campus colleagues.
  - ▶ The Faculty Secretary's Office can provide a conference speaker phone and can help set up a Zoom or Skype for Business meeting in the Joyce Lounge (although we cannot be present for the meeting if something goes wrong).





# Setting Your Agenda

- Send out an agenda – this can be very informal – a few lines in an email.
- Confer with Senate Leadership on whether any topics need to be addressed by the committee.
- Hold a brainstorming meeting to identify topics of interest to the members – coordinate results with senate leadership
- Review the structure and function of the committee – make recommendations to ConC, if updates are needed.
- Evaluate committee's current processes to look for possible improvements.
- Create an environment for the committee to engage in fair processes and generate fair outcomes.



# Meeting Considerations

- ▶ Minutes are crucial. They can be very informal.
- ▶ Minutes should be forwarded regularly to Ann Thompson for inclusion on the Committee page of the Faculty Senate Committee webpage.
- ▶ Include campus experts and stakeholders in your meeting when appropriate.





# Committee Membership

- ▶ Contact the Faculty Secretary's Office if you have a **vacancy** on your committee. You can make a recommendation to fill the vacancy, but Committee on Committees nominates and Faculty Senate confirms appointments to all faculty senate committees.
- ▶ Some of the committees, especially committees that hold hearings, have **alternates**. Alternates are for your use as the need arises, e.g. conflicts of interest, illness of principal member, or vacancy. If you need to include an alternate member to meet committee requirements, you may contact them directly – you do not need to work through the FS Office.

# Adjudicative Committees (e.g. Faculty Appeals, SDRB, etc.)

- ▶ Timeliness matters – Let the FS Office know if you are having difficulty scheduling members for hearing panels or scheduling meetings.
- ▶ Keep in touch with committee members so you know if anyone leaves the University, goes on sabbatical or is otherwise unable to serve.
- ▶ Let the FS Office know as soon as you discover that you have a vacant position on your committee.
- ▶ Consult General Counsel for legal matters, but for administrative matters consult the FS Office.



Break for Discussion





# So Your Committee is Revising a Policy in the FSH/APM or Proposing a new Policy.....

- ▶ Contact Ann Thompson for the most recent Word version of an existing policy. Notify the FS Office of your plan to propose a new policy ASAP
  - ▶ This ensures that you are working on the most up-to-date document
  - ▶ It also ensures that the FS office can accurately track the policy process!
- ▶ Keep the FS office informed of your deliberations. We can help with
  - ▶ Drafting advice
  - ▶ Involving legal counsel or other campus stakeholders for input when appropriate
  - ▶ Timing
  - ▶ Spotting possible conflicts between APM and FSH

# Your Committee has Approved Changes in an FSH Policy.....

- ▶ Email the proposed revision or new policy to the FS Office ASAP, including the UI Cover Sheet which provides space for you to briefly explain the proposed change. We will:
  - ▶ Review the draft policy for ambiguities, errors and conflicts with other policies
  - ▶ Send a copy to General Counsel for legal review
- ▶ If either the FS Office or General Counsel have questions or spot problems, the policy will be returned for explanations or changes.
- ▶ Once General Counsel and the FS Office have reviewed, and issues have been addressed, the policy will be scheduled for a Faculty Senate meeting.
- ▶ It can take two weeks or more for FS Office and General Counsel to review a before a proposal is ready to be put on a Faculty Senate Agenda. It is critical to plan ahead.
- ▶ The Committee Chair, or a designee from the committee, should be prepared to attend Senate (Tuesdays 3:30-5:00) to present and answer questions.

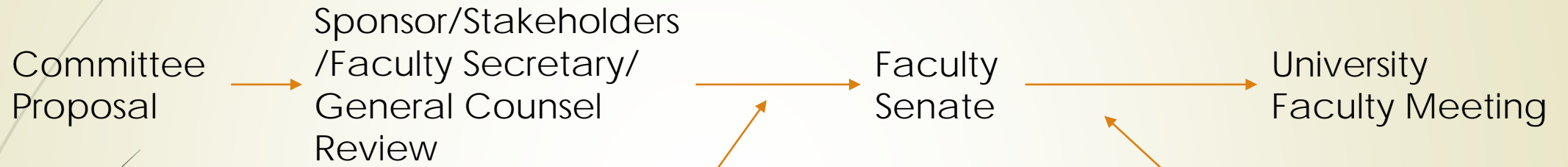


# Faculty Senate has Approved Your FSH Proposal...

- ▶ *Faculty-Staff Handbook* (FSH) policies will be added to the agenda of the next University Faculty Meeting (UFM)
- ▶ *Administrative Procedures Manual* (APM) will go as FYI to Senate and occasionally to the UFM to communicate important policy changes to the UI community.
- ▶ If approved, your policy will be forwarded to the President for review and approval/disapproval. The President has the power to veto the policy, thus it is highly recommended to involve all stakeholders early in the revision process (e.g. legal, Provost, VP or policy sponsor, see FSH 1460).  
<http://www.webpages.uidaho.edu/fsh/1460.htm> ).



# Timeline



Allow a minimum of 2 weeks for FS & GC review – longer if they have not been previously consulted on the policy!

The last Faculty Senate meeting at which policies can be approved for inclusion on the UFM Agenda is 2 weeks prior to the UFM.

# 2018-2019 Policy Dates & Deadlines -- FSH

- ▶ FS – every Tuesday 3:30-5:00 (pacific) beginning 8/21
- ▶ October 30 – last date to submit an FSH policy to the Faculty Secretary's Office for inclusion on the Fall UFM Agenda. Note, more than two weeks for review may be required and the policy may be returned to the committee for further consideration. Also, be aware controversial policies have taken 2+ Senate meetings to discuss.
- ▶ November 13 – Last Faculty Senate meeting to approve FSH policies for possible inclusion on the Fall UFM Agenda
- ▶ December 5 – Fall UFM meeting – 3:00-4:30
- ▶ April 2 -- last date to submit an FSH policy to the Faculty Secretary Office for inclusion on the Spring UFM Agenda. Note, more that two weeks for review may be required and the policy may be returned to the committee for further consideration or forwarded to others for review.
- ▶ April 16 -- Last Faculty Senate meeting to approve policies for possible inclusion on the Spring UFM Agenda
- ▶ May 1– Spring UFM meeting – 3:00-4:30



# APM Provisions

- ▶ The APM provisions are developed primarily by administrative units across campus and are approved by the Vice President in charge of the administrative unit, General Counsel and the President.
- ▶ The Faculty Secretary Office assists administrative units with drafting, ensures that APMs do not conflict with the FSH and ensures the accuracy of the online APM.
- ▶ Faculty Senate does not approve APM provisions. The Faculty Secretary's Office in consultation with Senate and Staff Leadership, determine whether changes in APMs should be forwarded to Senate and Staff Council for comment.
- ▶ APM provisions are placed on the UFM agenda for information and communication purposes. APMs do not have to be approved by the UFM.

# Your Committee has Approved Changes in an APM Provision.....

- ▶ Email the proposed revision or new policy, after consultation with the APM Sponsor, to the FS Office ASAP, including the UI Cover Sheet which provides space to briefly explain the proposed change. We will:
  - ▶ Review the draft policy for ambiguities, errors and conflicts with other policies
  - ▶ Send a copy to General Counsel for legal review
  - ▶ Send a copy to the VP in charge of the area governing the APM proposal
- ▶ If either the FS Office, General Counsel or the VP have questions or spot problems, the policy will be returned to the Committee/Unit for explanations or changes.
- ▶ Once the VP, General Counsel and the FS Office have reviewed, and issues have been addressed, the policy will be scheduled for informational discussion at Faculty Senate and Staff Council meetings.
- ▶ It can take two weeks or more for the VP, FS Office and General Counsel to review before a proposal is ready to be put on Faculty Senate and Staff Council Agendas for information.
- ▶ The Committee Chair, or a designee from the committee/unit, should be prepared to attend Senate (Tuesdays 3:30-5:00) to present and answer questions.
- ▶ **It is critical to plan ahead.**



# Final APM Approval

- ▶ Communication with Staff Council and Faculty Senate is required. However, approval by Staff Council and Faculty Senate is not required. Comments from both groups will be forwarded to the proposers for consideration.
- ▶ Once approved by Faculty Secretary, General Counsel and VP, APMs are forwarded to the president for final inclusion in the APM.
- ▶ APMs do not have to go to the UFM for approval. However, sometimes they do go forward for the purpose of widely communicating changes that impact employees and students.





Break for Discussion

