Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: ____________________________________________

Minor Amendment □
Chapter & Title: APM 45.14

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

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

Originator(s): Sarah Martonick 5/15/2017
(Please see FSH 1460 C)
Name Date
Telephone & Email: 208-885-2145 smartonick@uidaho.edu

Policy Sponsor: (If different than originator.) Deborah N Shaver
Name Date
Telephone & Email: 208 885 6651 osp@uidaho.edu

Reviewed by General Counsel ___Yes __X__No Name & Date: ___________________________________

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

Update to clarify prior approval policy and remove outdated information.

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

None.

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

OSP website contains guidance on prior approvals procedures, but this is the only posted policy other than the sponsor’s individual policies.

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

If not a minor amendment forward to: ___________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet ________
h/c ___________
web ___________
Register: ______________

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

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

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