University of Idaho
2018-2019 FACULTY SENATE AGENDA

Meeting #23

3:30-5:00 p.m. - Tuesday, March 26, 2019
Paul Joyce Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2018-19 Faculty Senate Meeting #22, March 19, 2019 (vote)

III. Consent Agenda.

IV. Chair’s Report.

V. Provost’s Report.

VI. Committee Reports.

   Faculty Affairs (vote)

   University Curriculum Committee (vote)
   • FS-19-025 (UCC-19-054): Family & Consumer Science Discontinue Food Option, Coeur d’Alene
     (Michelle McGuire)

VII. Unfinished Business and General Orders.

   • FS-19-071: FSH 1570 – Secretary of the Faculty (vote)
   • FS-19-072: FSH 1520 – Constitution of the University Faculty (requires quorum at UFM) (vote)
   • FS-19-073: FSH 1580 – Bylaws of Faculty Senate (requires quorum at UFM) (vote)
   • FS-19-078: FSH 1460 – University-wide Policy Development Statement and Process (vote)
   • FS-19-074: FSH 1640.91 – UCC (FYI)
   • FS-19-075: FSH 1640.41 – Faculty/Staff Policy Group (FYI)
   • FS-19-076: FSH 1640.28 – Committee on Committees (FYI)
   • FS-19-077: FSH 1640.42 – Faculty Affairs (FYI)

VIII. Other Announcements and Communications.

   • Parking (Rebecca Couch)(FYI)

IX. Special Orders.

X. New Business.

XI. Adjournment.

Professor Aaron Johnson, Chair 2018-2019, Faculty Senate
Attachments: Minutes of 2018-2019 FS Meeting #22
FS-19-25; 063rev; 071 through 78
University of Idaho  
Faculty Senate Meeting Minutes  
2018-2019 Meeting #21, Tuesday, March 5, 2019  

**Present:** Brandt (w/o vote), Benedum, Bridges, Cannon (Boise), Caplan, Chopin, Dezzani, DeAngelis, Ekins (for Kern, Coeur d’Alene, w/o vote), Ellison, Grieb (Vice Chair), Jeffery, Johnson (Chair), Keim, King, Kirchmeier, Laggis, Lee-Painter, Luckhart, McKellar (Idaho Falls), Morgan, Raja, Seamon, Tibbals, Vella, Wiest, Wiencek. **Absent:** Kern (Coeur d’Alene), Lambeth, Lee, Schwarzlaender.  **Guests:** 6

**Call to Order and Minutes.** The chair called the meeting to order at 3:32 pm. A motion to approve the minutes (Lee-Painter/Morgan) passed unanimously.

**Chair’s Report.**

- The chair called for a moment of silence in memory of two recently deceased members of the UI faculty and staff:
  - Maxine (Max) Dakins was a professor in the College of Natural Resources in Idaho Falls. She was a founding member of, and the only faculty fully dedicated to, the interdisciplinary environmental science program. Max was actively engaged in campus life and was a past faculty senator.
  - Ricardo Lopez was a staff member in the soil chemistry lab in College of Agricultural and Life Sciences. Ricardo was planning to finish his degree in chemistry in fall 2019 and had been involved in the College Assistance Migrant Program (CAMP)
- Senators are reminded that Senate Elections must be completed and reported to the faculty secretary (facsec@uidaho.edu) by April 15.
- The chair reported that senate leadership followed up on questions raised at Senate Meeting #22 (March 5, 2019) regarding payment for disability insurance during sabbatical. He affirmed that because faculty are currently not eligible for disability insurance coverage during sabbatical they are not required to pay the premium. However, he reported that at least in some circumstances, disability insurance premiums were deducted from faculty compensation during sabbaticals. Senate leadership is working to obtain further clarification.
- The first UIdaho Bound event will be held on March 23 on the Moscow campus. Faculty and staff are encouraged to participate.
- Stephanie Hampton, division director for the National Science Foundation’s Division of Environmental Biology, will give a talk entitled, "Ecology, Evolution, and Environmental Sciences – Opportunities at the National Science Foundation," from noon to 1 p.m. Friday, March 29, in IRIC 305.
- **Open Forums with the final candidates for the position Dean of Library** will be held March 20 – 28.
- **20th Annual Tutxinmepu Powwow** on April 6-7, 2019 at the UI Kibbie Dome. The Native American Student Center, in conjunction with the Native American Student Association and the University of Idaho, hosts the Tutxinmepu Powwow each year.

**Provost Report.** The provost welcomed senators back to campus after Spring Break. He was able to enjoy some theater in New York City and commented that he is “not throwing away his shot!” The provost encouraged senators to attend the open forum for the library dean candidates. He also announced that the position announcement for the Idaho Falls Center Director position will be posted next week and that a search committee has been formed.

A senator asked the provost about UI’s recent pattern of expanding positions in the central administration more rapidly than positions in the colleges. She prepared a short handout with statistics supporting the pattern. She pointed out that recently published information seems to confirm the sense of many faculty and staff that there is more growth in central administration than in the colleges. For example, she pointed
out that between 2014 and 2019 UI College budgets increased 15% but the central administration budget increased 46%. This pattern is also reflected in the growth of full-time equivalent positions and total general education salaries. She asked how to evaluate whether this growth pattern is appropriate for UI.

The provost, who had not previously seen the handout provided by the senator, invited a productive conversation about the issue. He emphasized that both the colleges and the administration must be willing to fully and honestly participate in the dialog. The provost pointed out that he has been working to benchmark UI expenditures with nationally available data. In the recent budget process, he looked to the Delaware Cost Study for data regarding college budgets. He intends to continue this process in evaluating the budgets of non-academic units. The provost also suggested that the data is more complicated than it might appear because the divisions between college and central expenditures is not a bright line. Some centrally funded staff are located in and provide exclusive support for individual colleges. In addition, some expenses are shared. The senator responded that she was concerned that what is right for some institutions may not be right for UI. She stated that staffing shortages in the colleges are starting to hurt UI’s ability to be effective.

**FS-19-069 (UCC-19-053): Joint JD/MS Applied Economics.** Chair Aaron Johnson presented the change for the College of Agriculture and Life Sciences (CALS) and the College of Law (Law). The proposal would allow student to complete the J.D and M.S. in Applied Economics concurrently. The proposal passed unanimously.

**FS-19-070 (UCC-19-051): Plus/Minus Grading.** Professor Sanjay Sisodiya, a member of the University Curriculum Committee (UCC), presented the proposal. Sisodiya explained the proposal was originally developed by the Teaching and Advising Committee (TeAC). It was forwarded to UCC because it involved revision of the academic regulations. The original TeAC proposal was to adopt a system containing the following gradations: A, A-, B+, B, B-, C+, C, C-, D+, D, D, F. UCC amended the proposal to add grades of D- and of A+. Pursuant to the UCC amendment, the D- grade would be passing. In addition, pursuant to the UCC amendment, the A+ grade would be worth the same quality points as the A grade – both would be 4.0 for purposes of calculating Grade Point Average (GPA). The D- grade was added by UCC because the committee believed this change would make the UIs proposed system consistent with that used at Boise State University (BSU) and Washington State University (WSU). The UCC did not believe the TeAC proposal contained a rationale for omitting the D- grade. The A+ grade was added as a way to designate outstanding students. The UCC believed that the A+ grade would assist students applying to graduate schools and in the job market.

A senator questioned whether faculty would be able to make the distinctions necessary to discriminate between grades in a +/- system. He admitted that he has never, either as a student or faculty member, been part of a system that used +/- grading. He believes that adopting the +/- system would be a mistake because faculty do not have the ability to make fine enough distinctions among so many grade levels. The proposed system would, in his view, create false discrimination points that exceed the precision of the measurements. The senator also stated that undergraduate students do not appear to support the change in the grading system.

The chair invited senator and ASUI representative Clayton King to address student support for the proposal. King indicated that students had discussed the proposal extensively and that, in his opinion, most students did not support the change. In particular, high-achieving students in difficult STEM fields believe the change will hurt their GPAs. However, even beyond this, most students view the change negatively.
A senator asked Sisodiya whether the UCC had considered any evidence that the proposed A+ grade would give an extra edge to students for graduate school admission? Sisodiya stated that while this was part of the UCC discussion, he was not aware of any such evidence. The senator commented that when he had previously examined this issue as a member of TeAC, the evidence at the time did not indicate that a +/- system impacted student performance.

A senator commented that he believes senate could take two possible approaches to the pending proposal, senate could consider the UCC proposal with the A+/D- grades, or senate could consider the original TeAC proposal that does not include A+/D- grades.

It was moved (Grieb/Seamon) to drop A+/D- grades from the proposal and move forward with the proposal as originally presented by TeAC.

A senator asked whether the +/- grades were related to a percentage scale. The chair responded that while many disciplines have practices regarding how letter grades correspond to percentage grades, UI has no formal policy.

The faculty secretary commented that she believes the A+ grade with the same quality point value as the A grade, will make UI transcripts misleading to graduate admissions officials and employers. Many of these individuals will not realize that the A and A+ are essentially the same grade as far as the grade point average is concerned. The provost commented that he had a conversation with the ASUI president about whether other schools treat the A and A+ grades as equal when calculating GPAs. He pointed out that some schools give 4.33 quality points for an A+ and 4 points for an A.

A senator commented that faculty in her college are concerned about the A+/D- grades. They believe using these grades will lead to grading conflicts involving students on the margin trying to raise their GPAs or salvage a potentially failing effort. The senator also added that BSU, WSU and many of the peer schools discussed in the documentation for the proposal do not utilize the A+ grade.

A senator pointed out that a past chair of TeAC, who prepared the committee’s report, circulated the TeAC report to senators. The chair reminded senators that the TeAC report did not contain the A+ or D- grades proposed by UCC.

The motion to reject the UCC addition of the A+/D- grades and to return to the original TeAC proposal passed 20-1.

Regarding the TeAC proposal, a senator commented that even if the +/- system is adopted, faculty do not have to give +/- grades. He also asked about the impetus for the proposal given that students do not support it. He did not think that a broad group of faculty had been consulted. Another senator pointed out that two years ago faculty were surveyed regarding the proposal and overwhelmingly supported a move to +/- grades. In addition, the faculty secretary pointed out that the issue was presented to senate approximately 5 years ago (March 8, 2005 – 10y; 2 no; 1 abstention) and passed by a narrow vote. It was forwarded to the President after the University Faculty Meeting (UFM) (was May 4, 2005) failed to obtain a quorum. At the UFM, students spoke against the proposal. The president then vetoed the proposal.

A senator questioned whether faculty were really free to not implement +/- grades in their classes. The vice chair pointed out that faculty already have varying approaches to grades. He gave examples of the different ways faculty correlate letter grades to percentages. Some faculty treat 90% as the cut off for an A, while others might treat 87% or 93% as the cut off for an A.
A senator asked if King (one of the ASUI senators) could provide more explanation for student opposition to the use of +/- grades. King stated that while pockets of students support the proposal, the majority appear to oppose both versions (the original TeAC proposal and the UCC revision) of the proposal. He again emphasized that high achieving students, particularly in difficult fields, believe that the change will negatively impact their GPAs. Students are also concerned that with so many more grades, students will not have a clear idea of the distinctions between grades. The provost added that the proposed +/- system is likely not symmetric – GPAs at the top of the grading scale are likely to be lower while GPAs at the bottom of the scale are not as likely to be impacted.

A senator commented that faculty have the obligation to adopt a grading system that will best foster student engagement. This is best achieved when students perceive that they have the ability to improve their grades if they engage in class at a higher level. A +/- system would encourage this engagement because the step between each grade is smaller. He acknowledged that this could increase student stress, but believes that the proposed system would provide a tool that faculty can use to motivate students to improve. However, the senator also commented that faculty must be more accountable to students. He pointed out that TeAC is examining issues relating to timely reporting of grades by faculty. He believes that if the +/- proposal passes, faculty must respond by addressing timely grade reporting issues.

A senator commented that her “grading curve” is not usually bell shaped. Rather she has a few very good students and many students whose academic performance is mixed. She believes +/- grades will give her a greater ability to communicate to students regarding their performance by providing a finer degree of measurement for student performance.

A senator commented that when this proposal was considered previously, a past senator asked why the university doesn’t abandon letter grades in favor of a percentage scoring system. If the concern is precision grading, such a system would permit very precise evaluations of student performance. He stated that this question was not answered then and he does not expect an answer now.

The +/- proposal as presented by TeAC and not including the revisions proposed by UCC passed 14-6.

**FS-19-067: FSH 1566 – Appointment to Faculty Status** and **FS-19-068: FSH 1520 – Constitution of the University Faculty.** Editorial changes in FSH 1566 and 1520 were explained by the faculty secretary. FSH 1566 was added at the time the faculty-at-large was created to document the decision. It is descriptive and does not include any policy directive. The section is being eliminated and placed in a footnote into FSH 1520.

**FS-19-071: FSH 1570 – Secretary of the Faculty.** The chair began the discussion by pointing out that regardless of the revisions, the search for a new faculty secretary must move forward under current FSH 1570. He asked for three senate volunteers to serve on a search committee along with himself and Vice Provost for Faculty Torrey Lawrence (the provost’s designee). Senators Jeffery, Morgan and Seamon volunteered.

The chair next pointed out that because the proposed revisions to FSH 1570 are being presented by senate leadership, a motion to adopt them is needed to open the discussion. It was moved (Morgan/Lee-Painter) that the proposed changes be adopted.

The faculty secretary refreshed senators on the pending efforts to restructure the faculty secretary position. The pending proposal reduces the position to a 25% position and removes responsibilities as the policy coordinator. She reminded senators that major concerns have been expressed about whether a 25% position is enough to handle the responsibilities and whether separating the policy functions from
the faculty governance functions of the faculty secretary would lessen the opportunity for faculty participation in shared governance. Brandt indicated that she thought the 25% position as reconfigured position would be workable. She also pointed out that even though the faculty secretary would no longer perform the policy coordinator responsibilities, changes to the FSH still must be approved by senate. She pointed out that as a political matter, the new policy coordinator would be required to work with the faculty secretary and senate leadership to accomplish policy changes.

A senator commented that the proposal states that the secretary’s position must be at least 25% time but could be more time, if necessary. Brandt agreed that the amount of time allocated to the faculty secretary position could be greater than 25% subject to negotiation with the provost.

A senator commented that the proposal does not make clear the faculty secretary’s responsibility to take minutes for the senate meetings. Brandt explained that pursuant to an arcane provision in the faculty constitution (FSH 1520), the faculty secretary is not automatically the secretary to the faculty senate. Rather the constitution requires that the secretary to senate be appointed annually by the chair subject to confirmation by senate. If FSH 1570 is amended to provide that the faculty secretary has the responsibility to take minutes at senate meetings, the change would conflict with the constitution. In addition, in contrast to general provisions of the FSH which are deemed passed even in the absence of a quorum at the University Faculty Meeting, amendments to the faculty constitution cannot be finalized without a majority vote at a UFM. For this reason, she explained she did not propose to change the constitutional provisions out of concern that the FSH revision would pass, but the constitutional change would not pass. After discussion, Brandt suggested that the senate move forward with changes to both the constitution and FSH 1570 requiring that the faculty secretary also have the responsibility of serving as the secretary to faculty senate. If the constitutional change is not approved at the spring UFM, the senate would likely continue its long practice that the chair appoints the faculty secretary as the secretary of senate next year and move the constitutional change forward next fall.

A senator suggested that it might be appropriate to formalize the buyout for the faculty secretary. In particular, she asked whether the position would stay with the department. The provost responded that the funds would be transferred from his office to the college. A dean could conceivably sweep the funds to the college level and not leave them in the department, but he thinks this would be unlikely. Senator Chopin (Dean of the College of Business and Economics) agreed that such an action by a dean would be unlikely. Brandt also added that the buyout is often structured differently depending on the needs of the faculty member serving as secretary. While some faculty members might choose to be bought out of teaching responsibilities, others might choose to hire an additional teaching or research assistant or may choose additional research funding. Currently, the provost has worked creatively with faculty in leadership positions to make the buyout meaningful for each person. The chair explained that the provision in the FSH is intended to provide a backstop against a future administration that might wish to limit or omit the buyout while not limiting the options to structure it creatively.

A senator asked whether language should be included in the FSH detailing the responsibilities of the new policy coordinator position and formalizing the connection between the policy coordinator and the faculty secretary. Brandt responded that FSH 1460 regarding the university policy sets forth the process for policy changes and obliquely refers to the policy coordinator. She also pointed out that no other administrative positions are governed by descriptions in the FSH. The suggestion was made that the policy coordinator position be detailed in the Administrative Procedure Manual (APM). Brandt agreed to work with the provost to develop a clearer picture of the relationship between the policy coordinator and the faculty secretary in the new organization.
Finally, a senator pointed out that FSH 1570 does not contain any language regarding the faculty secretary’s responsibility to serve as a resource for and advocate for faculty. Brandt agreed that such language was not part of the policy. She indicated that she viewed her role as including these responsibilities and that she believed prior faculty secretaries also viewed their role the same way. Brandt indicated she would propose language to incorporate these responsibilities in FSH 1570 more explicitly.

It was moved (Tibbals/Dezzani) that consideration of the pending proposal be postponed to a future meeting. A senator clarified that the motion to postpone related only to the policy and that the search committee could begin its job. The motion to postpone passed unanimously.

Brandt noted that the faculty secretary is an important position. She stressed that working with faculty from across campus and working to preserve and support faculty governance were rewarding responsibilities. She also noted that she has enjoyed immensely her time as faculty secretary. She encouraged senators to recruit interested persons to apply for the position.

The agenda having been completed, a motion (Ellison/Dezzani) to adjourn passed unanimously. The meeting was adjourned at 4:54 p.m.

Respectfully Submitted,

Liz Brandt, Faculty Secretary & Secretary to the Faculty Senate
POLICY COVER SHEET

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

[3/09]

Faculty/Staff Handbook [FSH] ☐ Addition ☑ Revision* ☐ Deletion* ☐ Emergency

Minor Amendment

Chapter & Title: FSH 3320 – Annual Evaluation policy

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): Marty Ytreberg Feb. 20, 2019

(See FSH 1460 C)

Telephone & Email: 208-885-6908 ytreberg@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel ☑Yes ☐No Name & Date: ___________

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

FAC approved new version of Admin Eval. to substitute earlier version passed Fall 2018. This revision includes language with regard to a faculty initiated review, and on how confidential feedback will be collected.

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

None

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

None

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

If not a minor amendment forward to: ___________

Track #: ___________

Date Rec.: ___________

Posted: t-sheet ___________

h/c ___________

web ___________

Register: ___________

(Office Use Only)

[Office Use Only]
C. ANNUAL PERFORMANCE EVALUATION AND REVIEW OF ADMINISTRATORS HOLDING FACULTY APPOINTMENTS. This policy applies to all administrators holding faculty appointments including, but not limited to, those reporting directly to the provost and deans.

C-1. Annual Performance Evaluation of Administrators. Each administrator holding an appointment as a faculty member shall complete a position description pursuant to FSH 3050, and shall complete the annual performance evaluation process described above. The performance evaluation shall be conducted by the person to whom the administrator directly reports. The evaluator shall seek input from the unit administrator of the unit in which the administrator holds a faculty appointment regarding the evaluation of Teaching and Advising, Scholarship and Creative Activities and Outreach and Extension to the extent the administrator’s position description includes expectations in these areas. The evaluator shall also review the administrator’s performance in the area of University Service and Leadership. An administrator’s annual performance evaluation shall be completed using the Faculty Annual Performance Evaluation form appended to this policy. The review shall state whether the administrator met or did not meet expectations.

C-2. This annual evaluation of administrators in the area of University Service and Leadership shall focus on the responsibilities set forth in FSH 1420, if applicable, the responsibilities set forth in the unit bylaws, if applicable, and the expectations set forth in the administrator’s position description. The evaluator shall ensure that faculty and staff interacting with the administrator have the opportunity to provide confidential feedback regarding the administrator’s performance to the evaluator. The Evaluator may use Form 2 (linked at the bottom of this policy) or other mechanisms to gather such feedback. All feedback will be collected by Institutional Effectiveness and Accreditation (IEA) to maintain confidentiality. Identifying information will be redacted from the feedback by IEA before the feedback is provided to the evaluator.

C-3. No Expectation of Continued Service. Administrators do not have an expectation of continued service in their administrative appointments. The President, Provost and/or Dean may determine at any time that it is not in the best interest of the university, college or unit that the administrator continue to serve in his or her administrative capacity.

C-4. Review Initiated by Faculty. An administrator review may be initiated through a petition signed by at least 50% of the faculty members in the unit and delivered to the provost. The names and percentages of faculty signing the petition shall be maintained in confidence by the provost.

1. A review under this sub-section shall be conducted by a three person committee appointed by the provost or dean composed of at least one individual in similar positions to the administrator as well as at least one tenured faculty member from the unit. The review shall focus on the administrator’s performance of the responsibilities.

2. The committee shall consider the following information:
   a. Any report submitted by the administrator regarding their performance;
   b. Input from the administrator’s supervisor regarding their performance;
   c. Input from the faculty and staff in the unit;
d. Input from other constituencies that engage with the administrator.

3. The committee shall prepare a written report summarizing its findings and recommendations regarding the administrator’s performance. This report shall be provided to the administrator. The administrator shall have the opportunity to respond to the committee report. The committee report, and any response, shall be forwarded to the administrator’s supervisor and the provost.

4. The supervisor and provost may provide further feedback and performance recommendations to the administrator based on the report.

5. Upon completion, the supervisor or provost shall notify the faculty in the unit of the review.
Idaho State Board of Education  
Proposal for Discontinuation

<table>
<thead>
<tr>
<th>Date of Proposal Submission:</th>
<th>December 14, 2018</th>
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<tbody>
<tr>
<td>Institution Submitting Proposal:</td>
<td>University of Idaho</td>
</tr>
<tr>
<td>Name of College, School, or Division:</td>
<td>College of Agricultural and Life Sciences</td>
</tr>
<tr>
<td>Name of Department(s) or Area(s):</td>
<td>Margaret Ritchie School of Family and Consumer Sciences</td>
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</tbody>
</table>

Program Identification for Proposed Discontinued Program:

| Title: | Family and Consumer Sciences |
| Degree/Certificate: | BS FCS Major: Food and Nutrition: Nutrition Option at UI in Coeur d'Alene |
| Method of Delivery: | At UI Coeur d’Alene where instruction has been face-to-face, on-line, and hybrid |
| CIP code: | |
| Proposed Discontinuation Date: | Summer, 2019 |

Indicate whether this request is a discontinuation of either of the following:

- [X] Undergraduate Program
- [ ] Graduate Program
- [ ] Undergraduate Certificate
- [ ] Graduate Certificate
- [ ] Administrative/Instructional Unit
- [ ] Other
- [ ] New Program (check all that apply)
  - Basic Technical Certificate
  - Intermediate Technical Certificate
  - Advanced Technical Certificate
  - Associate of Applied Science Degree

<table>
<thead>
<tr>
<th>College Dean (Institution)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Vice President for Research (as applicable)</td>
<td>Date</td>
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<td>Graduate Dean (as applicable)</td>
<td>Date</td>
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<td>Academic Affairs Program Manager</td>
<td>Date</td>
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<td>FVP/Chief Fiscal Officer (Institution)</td>
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<td>Chief Academic Officer, OSBE</td>
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<td>Provost/VP for Instruction (Institution)</td>
<td>Date</td>
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<td>SBOE/Executive Director Approval</td>
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<td>President</td>
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1. Provide rationale for the discontinuance.

We propose to discontinue the BS in Family and Consumer Sciences (BS FCS) Major in Food and Nutrition: Nutrition Option that is offered through the University of Idaho Coeur d'Alene campus. In 2018 the major in Food and Nutrition was restructured. The option for “nutrition” or “dietetics” was removed. Additional courses were added to the major Food and Nutrition. Yet, these additional courses are not structured to be offered on-line or hybrid. Furthermore, there are no food and nutrition faculty remaining in Coeur d’Alene to advise and teach students. Therefore, the major in Food and Nutrition with a catalog year 2018 or later may only be obtained at the Moscow campus.

2. Teach-out Plans/Options for currently enrolled students.

a. Describe teach-out plans for continuing students. Indicate the year and semester in which the last cohort of students was admitted and the final term the college will offer the program.

Continuing students at the University of Idaho Coeur d'Alene campus currently working toward a BS FCS with a major in Food and Nutrition: Nutrition Option from the catalog year 2017-2018 or earlier, will be able to finish out their courses of study as originally planned. Currently there are three students enrolled with a catalog year of 2017 or earlier. All courses needed for the Nutrition Option of the Food and Nutrition major continue to be available on-line or hybrid to students in Coeur d’Alene. There are currently three additional students with a catalog year of 2018 (one of which is currently inactive). These students will be able to complete a degree in Food in Nutrition through appropriate degree audit substitutions, as determined by the academic advisor.

b. Is there an alternative program/major or field of study? If so, please describe.

There is currently no alternative program/major or field of study at the University of Idaho Coeur d'Alene. However, no student will be left behind without full academic support for finishing his/her degree.

c. How will continuing students be advised of impending changes and consulted about options or alternatives for attaining their educational goals?

Continuing students will be able to complete their BS FCS with a major in Food and Nutrition in Coeur d’Alene. All of these students will be personally contacted by Trevor White, the FCS professional advisor, who will explain the situation and assist them in making any needed alterations to their coursework for degree completion. Prospective students from Coeur d’Alene inquiring about food and nutrition will be advised to transfer to the Moscow Campus. The University of Idaho Coeur d’Alene Home Page will no longer list food and nutrition as a major.

3. Identify similar programs offered by other public colleges/universities (Not applicable to PTE programs).

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Degree name and Level</th>
<th>Program Name and brief description if warranted</th>
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Page 2
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<thead>
<tr>
<th>University</th>
<th>Degree/Program</th>
<th>Details</th>
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<tbody>
<tr>
<td>Boise State University</td>
<td>Health Sciences, Bachelor of Science</td>
<td>Pre-professional studies degree. Prepares students to apply for an ACEND accredited didactic program in dietetics, an ACEND accredited coordinated program in dietetics at the BS or MS level.</td>
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<tr>
<td>Idaho State University</td>
<td>Dietetics, Bachelors of Science</td>
<td>ACEND accredited didactic program in dietetics. Prepares students to apply for ACEND accredited dietetic internship</td>
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<td>Washington State University</td>
<td>Nutrition and Physiology, Bachelor of Science</td>
<td>With the BS NEP degree students are eligible to take a variety of certifications offered by the American College of Sports Medicine (ACSM). It also provides foundational coursework for application to graduate programs, such as dietetics, medicine, physical therapy, occupational therapy, or public health.</td>
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4. Using the chart below, provide enrollments and numbers of graduates for similar existing programs at your institution and other Idaho public institutions.

<table>
<thead>
<tr>
<th>Institution and Program Name</th>
<th>Headcount Enrollment in Program</th>
<th>Number of Graduates From Program</th>
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<tbody>
<tr>
<td></td>
<td>FY__  FY__  FY__  FY__ (most recent)</td>
<td>FY__  FY__  FY__  FY__ (most recent)</td>
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<tr>
<td>BSU</td>
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<td>18  19  18  15</td>
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<td>ISU</td>
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5. Describe the impact the discontinuance will have on (a) other programs and (b) the mission of the institution.

_We anticipate that discontinuance of the BS FCS major in Food and Nutrition: Nutrition Option in Coeur d'Alene will not impact any other program at UI. Part of the University of Idaho's mission is that “educational programs continually strive for excellence.” Without adequate faculty at University of Idaho Coeur d'Alene, excellence cannot be achieved. Therefore we will strive for excellence in the Food and Nutrition major offered at the University of Idaho Moscow campus where there are adequate resources for teaching and learning._

6. Describe the potential faculty and staff reductions or reassignments that would result from the discontinuance.

_This discontinuance of the Food and Nutrition Major: Nutrition option will not result in reductions or reassignments for current faculty and staff of the Margaret Ritchie School of Family and Consumer Sciences. Currently, there are no faculty in food and nutrition located in Coeur d'Alene._

7. Fiscal Impact. Using the budget template provided, identify amount, if any, which would become available for redirection as a result of discontinuance.

_This discontinuance will not result in any redirection or reduction of budgets._
# POLICY COVER SHEET

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

### Faculty/Staff Handbook [FSH]

- □ Addition
- ■ Revision*
- □ Deletion*
- □ Emergency

### Chapter & Title:

**FSH 1570 – Secretary of the Faculty**

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

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

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<td>Telephone &amp; Email:</td>
<td><a href="mailto:aaronj@uidaho.edu">aaronj@uidaho.edu</a> &amp; <a href="mailto:ebrandt@uidaho.edu">ebrandt@uidaho.edu</a></td>
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## 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.

This policy is being revised to reflect restructuring of the faculty secretary position. Policy responsibilities will be covered by a new policy Coordinator in the future and not by the faculty secretary.

## II. Fiscal Impact:

What fiscal impact, if any, will this addition, revision, or deletion have?

None

## III. Related Policies/Procedures:

Describe other policies or procedures existing that are related or similar to this proposed change. FSH 1520, 1580, 1460, 1640.28, 1640.41, 1640.42, 1640.91

## 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: ___________________________________________

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(Office Use Only)
SECRETARY OF THE UNIVERSITY FACULTY

PREAMBLE: This section outlines the appointment, responsibilities, and duties of the Secretary of the Faculty. The faculty secretariaship is a position of long standing in the university and this section appeared first in the 1979 edition of the Handbook. The first substantial revision was that of November, 1991, where the faculty secretariaship was redefined as a half-time position (allowing for the creation of a half-time ombudsman position) and the responsibilities of the office were substantially changed. The second substantial revision was done in 2003 to reflect current practice and responsibilities. In 2009 responsibility for vita preparation was removed from the Office of the Faculty Secretary and placed with the faculty. In 2018 section B was updated to reflect current roles and responsibilities of the Faculty Secretary, including oversight of policy. In July 2019 the Policy Coordinator position was removed from the Faculty Secretary as a responsibility. Except where noted, the text remains as it was in 1996. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, 7-03, rev. 7-11, 7-18]

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

A. APPOINTMENT.

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

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

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

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

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

B-1. Serve as a significant source of information for UI administrators, faculty, staff and students concerning policies, regulations, and procedures; serve as a channel of communication to the members of the university faculty concerning administrative and regents’ actions; and work with the administration and Faculty Senate in achieving positive outcomes to ensure faculty participation in the development of university policies and procedures through the faculty governance system; and serve as a liaison with the President’s Office to facilitate maintenance and publication of the policy and procedures handbooks (see FSH 1460). [ren. & rev. 7-18]

B-2. Serve as Policy Coordinator (FSH 1460 B-5) with oversight of the Faculty Staff Handbook (FSH) and Administrative Procedures Manual (APM) to facilitate the timely and orderly adoption of policies and procedures

Commented [BE(1)]: Added by Liz on 3/20 to address senate concerns about the need for advocacy.
Chapter I: History, Mission, General Organization, and Governance

Section 1570: Secretary of the Faculty

including but not limited to: 1) consulting and collaborating with administration to identify and address policy issues; 2) keeping upper administrative officials informed of policy proposals being developed by university committees and others; 3) advising on the development and drafting of policies; 4) identifying policies in need of revision; 5) monitoring that institutional processes for the timely development of policies and procedures; and 6) keeping the university community informed of additions and changes to policy and procedures. See 1460 for a more detailed description on the university-wide policy process which includes students, Staff Council, Faculty Senate, University Faculty, the President and Regents. [add. 7-02, ed. 7-09, re. 7-18]

B-3. Propose the agenda and supporting documents for each meeting of the university faculty for approval by the president; ensure that the minutes of the meeting are recorded and published; ensure that reports of actions of the university faculty are forwarded to the president, and the Department of Special Collections and Archives in the University Library. [rev. 7-02, 7-11, rev. & ren. 7-18]

B-4. Ensure the accurate and timely preparation and distribution of General Policy Reports for publication and for review and approval of university faculty. [add 7-02, 7-11, rev. & ren. 7-18]

B-54. Serve as an ex-officio nonvoting member of the Faculty Senate and as the secretary, ensure that the agenda and supporting documents, minutes for each of the meetings are distributed and published. Ensure that the minutes of each meeting are recorded and published. Work closely with and advise the chair and vice chair of Faculty Senate on policy matters and on the conduct of senate business, provide services related to shared governance on request from the Faculty Senate, other faculty bodies, faculty, staff, students, and administration. [ren. 7-02, ed. 7-09, ren. & rev. 7-18]

B-654. Serve as an ex-officio nonvoting member of a resource for the Committee on Committees. Oversee the process for solicitation of faculty members to serve on university-wide standing committees and [admitt]ment change of the publication of committee function statements and membership lists. [ren. and rev. 7-02, 7-18]

B-75. Serve as an ex-officio nonvoting member of the University Curriculum Committee, and work closely with upper administrative officials to facilitate the accuracy of all published academic information. [ren. and rev. 7-02, 7-18]

B-8. Serve as an ex-officio nonvoting member of the Faculty Affairs Committee. Provide consultation and advice regarding faculty governance and personnel issues affecting faculty.

B-87. Serve as chair of the University Multi-campus Communications Committee, 1640.94. [add. 1-10, ren. 7-18]

B-98. Oversee and ensure the accuracy of the Faculty Senate and Faculty Secretary, Faculty Staff Handbook, Administrative Procedures Manual, and University Policy websites. Oversee the placement of material on those websites and historical records. [add. 7-02, ed. 7-09, rev. 7-17, ren. 7-18]

B-9. Perform such other duties related to faculty governance as may be assigned by the president or the president’s designee or the university faculty. [ren. 7-02, 7-18]

C. NOMINATION PROCESS FOR SECRETARY OF THE FACULTY.

C-1. The chair of the Faculty Senate appoints a five-member nominating committee, with the approval of the Faculty Senate. The committee is composed of the vice provost for faculty affairs and four other members of the senate, one of whom shall be the Faculty Senate Chair, or his/her designee, who shall serve as the committee chair. [ed. 7-09, rev. 7-17]

C-2. The nomination committee shall seek out and give preference to nominees who have the following qualifications: (1) attained the rank of full professor or are faculty emeriti, (2) communication skills, (3) supervisory experience, (4) extensive experience in university service, and (5) excellent understanding and commitment to the role and mission of the University of Idaho and shared governance thereof. In particular, the committee should seek nominations from faculty senate and from university-level committee members. [add. 7-02, rev. 7-17]
C-3. The committee advertises the position, solicits and accepts applications and nominations, and screens candidates. The committee functions in a confidential manner. [ren. 7-02]

C-43. The committee recommends a list of candidates for ratification by the Faculty Senate. The senate shall meet in executive session to discuss candidates recommended by the nominating committee. The senate may not add names to those recommended by the nominating committee but may choose to delete any of the candidates nominated by the committee. [ren. and rev. 7-02]

C-54. The Faculty Senate forwards the names of nominees ratified by the Faculty Senate to the president. The president selects the faculty secretary from that list or requests that a new group of nominees be selected following the procedures outlined in C-1 through C-43. [ren. 7-02, ed. 7-09]

Commented [BE(8)]: This seems gratuitous – This is a hiring process like any other at UI – our general rules would apply.
NOTE: When the university was young, the faculty’s business could be transacted quite satisfactorily in general meetings and through presidential committees. After the mid-20th century, however, the need for a representative form of government became obvious. Shortly after assuming the presidency in 1965, Ernest W. Hartung expressed great confidence in the faculty and urged it to assume the responsibilities entrusted to it by the territorial legislature and the state constitution [see 1120 A-3]. Accordingly, the Interim Committee of the Faculty, a body that performed limited academic functions for a time, recommended the establishment of a council having responsibilities and authority essentially as set forth in this constitution. The university faculty adopted the Interim Committee’s recommendation on October 20, 1966, the regents approved it on November 18, 1966, and elections were held in the several colleges. The first Faculty Council assembled on February 23, 1967, with Professor Thomas R. Walenta (law) as chair; during the ensuing year, the council developed a proposed constitution of the university faculty. The document was amended and approved by the university faculty on March 20, 1968, and, with President Hartung’s support, was ratified with minor amendments by the regents on September 5, 1968. The last major revision took place in 1986. In 2009 the Faculty Council changed its name to Faculty Senate a more common name used in academia, off campus faculty will have voting members on Senate at Coeur d’Alene, Boise, and Idaho Falls, and off-campus faculty will now be counted in the quorum at university faculty meetings with vote through designated sites and delegates given available technology (see 1640.94 and 1540 A). In 2011 Clinical faculty rank was added and language with respect to associated faculty voting was clarified. In 2012 Faculty Senate Center Senator’s role/responsibility was clarified, staff membership increased to two and the required annual venue determination removed. In July 2013 the Faculty Senate’s membership was increased again by one member to represent the Student Bar Association. In 2015 Faculty Senate members were allowed to serve an additional term and language was added to Article I, Section 4 that affirms academic freedom in faculty governance and university programs and policies. The text printed here includes all amendments to date (see also 1420 A-1-c). Unless otherwise noted, the text is of 1996. For more information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-09, 7-11, 7-12, 7-13, 7-15]

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

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

ARTICLE I--GENERAL PROVISIONS.

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

Section 2. President. The president of the university is both a member of and the president of the university faculty and is also the president of the other faculties referred to in section 4, below, and in article II. The president is the representative of the regents, the institution’s chief executive officer, and the official leader and voice of the university. [See also 1420 A.] [ed. 7-00]
Section 3. Faculty Senate. This senate is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the senate. [See III-3, V, and 1420 A-1-c.] [ed. 7-09]

Section 4. Constituent Faculties. The university faculty is composed of various constituent faculties, including the faculties of the several colleges and other units of the university. Faculty are entitled to speak or write freely on matters pertaining to university governance, programs and policies (see Article IV below and FSH 3160). [rev. 7-15]

Clause A. College Faculties. The constituent faculty of each college or similar unit, meeting regularly and in accordance with bylaws adopted by a majority vote of the members of such faculty, is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members, subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

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

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

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

ARTICLE II--FACULTY CLASSIFICATIONS.

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

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

Section 3. Associated Faculties.

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

Clause B. Members of the adjunct faculty have the privilege of participation without vote in meetings of the university faculty. Members of the affiliate faculty may participate with vote in meetings of the university faculty if they have status as university faculty in their home unit. Both adjunct and affiliate faculty members have the privilege of participating in meetings of their respective constituencies of the university faculty, and may participate with vote if the bylaws of their constituent faculty so provide; however, if authorized to vote, they are not counted among the full-time-equivalent faculty members when determining the basis for the constituent faculty’s representation on the Faculty Senate. [ed. 7-09, rev. 7-11]
Section 4. General Faculty. “General faculty” is a collective description for the combined faculties referred to in sections 1, 2, and 3, above.

ARTICLE III—FACULTY MEETINGS.

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

Clause A. Venue. University faculty may participate and vote in faculty meetings by being physically present at the designated venue on the Moscow campus, or by being physically present at another designated venue (see FSH 1540 A-1) in the state that is connected via electronic video and audio link as outlined in Clause B. [add. 7-09, rev. 7-12]

Clause B. Participation. To be eligible for meeting participation, venues remote from the Moscow campus must be linked to the Moscow venue via compressed video link or other electronic means that conveys audio and visual signals in both directions between Moscow and the remote venue. In addition, an authorized delegate of the Secretary of the Faculty must be present at each site to facilitate meeting participation and counting and reporting of votes (see Section 3, Clause C, Secretary’s delegates at remote sites). [add. 7-09, ed. 7-12]

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

Section 3.

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

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

Clause C. Recording of Votes. In determining the outcome of motions, the secretary will determine the number of votes for or against. The Secretary’s delegate at each electronically linked site will convey votes for and against to the Secretary (see FSH 1540 A). [add. 7-09, ed. 7-12]

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

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

Clause A. Responsibility. The president is responsible for the agenda and it is issued under the president’s
Clause B. Agenda Items from Individual Members. Individual members who wish to suggest items for the agenda are to submit them to the president. No items may be considered under this clause that are presented to the president less than 12 calendar days before the meeting.

Clause C. Resolutions Requiring Action. Ten or more members of the university faculty desiring to submit a resolution that requires action at the next meeting are to submit the signed resolution to the president at least twelve calendar days before the meeting. Such resolutions must be published in full with, and included in, the agenda. [But see 1540 B.][ed. 7-00]

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

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

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

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

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

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

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

Section 5. Conduct of Students. The faculty’s responsibility for approving student disciplinary regulations and the rights guaranteed to students during disciplinary hearings and proceedings are as provided in the “Statement of Student Rights,” the “Student Code of Conduct,” and the “University Disciplinary Process for Alleged Violations of Student Code of Conduct.” [See 2200, 2300, and 2400.][ed. 7-14]

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

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

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

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

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

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

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

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

ARTICLE V--FACULTY SENATE.

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

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

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

(1) College Faculties. The faculty of each college, except the College of Graduate Studies, elects one senator for each 50, or major fraction thereof, full-time-equivalent faculty members in the college, provided, however, that each college faculty elects at least one senator. If because of a reduction in the membership of a college faculty, there is to be a corresponding reduction in the college’s representation in the senate, the reduction does not take place until the expiration of the term of office of an elected senator from the college. [ed. 7-09]

(2) University Centers. The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center
have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific. [add. 7-09, rev. 7-12]

(3) Faculty-at-Large. Members of the university faculty who are not affiliated with a college faculty constitute the faculty-at-large, and this constituent faculty, in accordance with procedures adopted by the faculty-at-large, elects senators to serve with vote in the senate on the same basis as provided above for college faculties. [See 1566.] [ed. & ren. 7-09]

(4) Dean. The academic deans elect one of their number to serve with vote in the senate. [ed. & ren. 7-09]

(5) Staff. The representative body (Staff Council) of the university staff elects two employees who do not have faculty status to serve with vote in the senate. [ed. & ren. 7-09, rev. 7-12]

(6) Students. Two undergraduate students, one graduate student, and one law student serve as voting members of the senate, and the senate provides regulations governing the qualifications, terms of office, and election of student members, and procedures for filling vacancies in the student membership. [See 1580 VI.] [ed. & ren. 7-09, rev. 7-13]

Clause B. Members Ex Officiis. The president or the president’s designated representative and the secretary of the faculty are members ex officis of the senate, with voice but without vote. [ed. 7-09]

Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate. [ed. 7-09]

Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election [see also FSH 1580 III-3]. [ed. 7-09, rev. 7-12, 7-15]

Section 5. Eligibility. Every member of the university faculty is eligible to vote for members of the senate representing his or her college or other unit. Every member of the university faculty is eligible to serve as an elected member of the Faculty Senate and to hold an elective or appointive office in the senate. [ed. 7-09]

Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit. [ed. 7-09]

Section 7. Vacancies.

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special
Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned. [ed. 7-09]

Section 8. Recall. The recall of a member of the senate may be initiated by a petition bearing the signatures of at least 10 percent, or five members, whichever is greater, of the membership of the particular constituency represented. The petition must be delivered to the chair of the senate. On the receipt of a valid petition, the chair calls a meeting of the faculty of the college or other unit and appoints a chair. Charges against the member are presented in writing and the member is given adequate opportunity for his or her defense. A two-thirds majority vote by secret ballot of the members of the college or other unit present at the meeting is necessary for recall, providing the members present constitute a quorum as defined in the bylaws of the college or other unit. In the event that the vote is to recall the senator, the member may appeal the case to the senate within 10 days. If the case is appealed and the senate affirms the recall, or if the recall stands for 10 days without appeal, the members of the college or other unit elect another senator. Regular procedures are followed in replacing the recalled person, except that the chair of the senate appoints the chair of the election committee of the college or other unit. During the interval between recall and the election of a replacement, the candidate who received the next highest number of votes in the most recent election acts as the alternate in the senate with full vote. [ed. 7-09]

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

ARTICLE VII--AMENDMENTS. This constitution may be amended by a two-thirds affirmative vote of the members of the university faculty, as defined in article II, section 1, in attendance at a regular meeting, a quorum being present. Proposed amendments must have been published in full in the agenda at least one week before the meeting or presented in writing at a meeting previous to the one at which the vote is to be taken. Amendments to this constitution are subject to review and approval by the president and by the regents.
PREAMBLE: This section contains the bylaws of Faculty Senate which serve to expand on Article V of the Faculty Constitution (1520). This section first appeared in the 1979 edition of the Handbook and has remained substantially the same, minor title changes aside, ever since. In January 2010 the Faculty Council changed its name to Faculty Senate. In 2011 the requirements for publishing senate meeting minutes were revised to reflect changes in publishing processes across the university. In July 2012 the election process for the graduate student representative on Senate was clarified. In July 2013 the Faculty Senate's membership was increased again by one member to represent the Student Bar Association. In July 2015 Faculty Senate member’s term was expanded allowing an additional term. For further information, contact the Office of the Faculty Secretary (208-885-6151). [ed. 7-00, rev. 7-10, 7-11, 7-12, 7-13, 7-15]

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

ARTICLE II--DUTIES OF OFFICERS.

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

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

Section 3. Secretary. The faculty secretary shall be the secretary to the faculty senate and shall maintain minutes and assume other responsibilities set forth in FSH 1570: maintain an accurate record of all meetings of the senate; publish the minutes or a summary thereof on the Faculty Senate website as soon as possible after they are approved; file official copies of the minutes, together with appropriate exhibits, and in the Department of Special Collections and Archives in the University Library for safekeeping; prepare reports of policy actions taken by the senate for review by the university faculty, president, and regents; maintain a file of the minutes of university-level standing committees; maintain a file of the current bylaws of the senate and of its standing committees; and perform such other duties as may be assigned by the chair or by the senate. [ed. 7-07, 7-10, rev. 7-11].
ARTICLE III--TERMS OF OFFICE.

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

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

Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term. [see FSH 1520 V-4 – Terms of Office. [ed. 7-10, rev. 7-15]

ARTICLE IV--ELECTION OF OFFICERS.

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

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

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

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

ARTICLE V--MEETINGS.

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

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

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

Section 4. Agenda. The chair is responsible for the agenda and causes it to be issued at least one day before each regular meeting. Notice of special meetings may be given orally, provided each member so notified is informed of the
Section 5. Order of Business. The usual order of business for regular meetings is: (a) approval of the minutes of the previous meeting; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

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

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

Section 8. Policy Actions. Before each regular meeting of the senate, the agenda for that meeting is to be published on the Faculty Senate website. The website shall include the number, if any, and the title of each agenda item involving the formulation or substantive change of policy and also a link to the proposed redline document. Final action may not be taken on any such item unless it has been included in an agenda previously published on the website and distributed electronically to all senators (preferably the Friday before the meeting, but no later than 24 hours prior to the meeting, see Section 4 above); this requirement for prior notice may be suspended only in emergencies and with approval by a two-thirds vote of the senate members in attendance at a meeting, a quorum being present. [ed. 7-97, 7-10, rev. 7-11]

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

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

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

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

Section 13. Publication of Minutes. The complete text or a summary of the approved minutes of meetings of the senate is published on the Faculty Senate website and sent electronically to senate members at least one day before the meeting at which they will be ratified. [ed. 7-97, 7-10, rev. 7-11]

ARTICLE VI–STUDENT MEMBERS.

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

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

Section 3. Election. The election of the two undergraduate-student representatives to serve on the senate is entrusted to the ASUI Senate. The election of one graduate-student representative is entrusted to the Graduate and Professional Student Association. The election of one law-student representative is entrusted to the Student Bar Association. [ed. 7-10, rev. 7-12, 7-13]
Section 4. Vacancies. Vacancies occurring in student positions are filled by the ASUI and GPSA as appropriate. [rev. 7-12]

ARTICLE VII--EXECUTIVE COMMITTEE.

Section 1. Function. The function of the Executive Committee is to act for the senate on emergency matters when the senate will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened. The Executive Committee reports to and is subject to the orders of the senate, and the senate retains the authority to review actions of the Executive Committee. [ed. 7-10]

Section 2. Structure and Quorum. The Executive Committee is made up of such members of the senate as are present at a meeting called upon 36 hours’ written or oral notice. Seven voting members of the senate constitute a quorum for meetings of the Executive Committee. [ed. 7-10]

Section 3. Officers. The officers of the senate also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the meeting designate a chair pro tempore. [ed. 7-10]

Section 4. Call of Meetings. Meetings of the Executive Committee may be called on 36 hours’ notice by the chair or vice chair or by the president of the university or the president’s designee.

ARTICLE VIII--OTHER COMMITTEES.

Section 1. Authority of the Faculty Senate. Under the authority of the constitution of the university faculty, the senate has the responsibility to establish and maintain all university-wide and interdivisional standing and special committees, except those specifically reserved to the president. [See 1420 A-1-c and 1520 IV-11.] [ed. 7-00, 7-10]

Section 2. General Regulations. The general regulations governing committees, as adopted by the senate and the university faculty, are contained in 1620. [ed. 7-10]

ARTICLE IX--RULES OF ORDER. [See 1520 VI.]

ARTICLE X--AMENDMENTS. These bylaws may be amended by a majority vote of the university faculty, as defined in the constitution of the university faculty [see 1520 II-1], in attendance at a regular meeting, a quorum being present. Amendments that conflict with any provision of the constitution of the university faculty or with regents’ policies are without effect. Proposed amendments must have been published in full in the agenda at least one week before the meeting of the university faculty or presented in writing at a meeting previous to the one at which the vote is to be taken.
PREAMBLE: To promote consistency in the development, modification, and presentation of university-wide policies, this section was adopted in the fall of 2005. This section establishes a process for the creation and change of all university-wide policies; there is a policy coordinator in the person of the faculty secretary, a web-based tracking system for new and changing policies, and a web-based tool for offering comments on policies as they are developed at http://www.webs.uidaho.edu/uipolicy/. In July 2011 text from the removal of APM 35.31 was included in A; in addition, several processes were clarified and updated throughout the policy. [rev. 7-11]

A. General: The combined participation of students, faculty, and staff is essential in the formulation of policies for the University of Idaho to properly discharge its responsibilities to society; and only through deliberation in the democratic tradition can the best policy decisions be made. The constitution of the university faculty (FSH 1520) provides for a democratic form of governance, including essential means of communication among students, faculty, and staff for making policy changes. This section contains the process applicable to the adoption of new or amended university-wide policies and procedures. The university anticipates that the development and amendment of unit level policies will follow similar review processes for notice and coordination, as appropriate in each case. [rev. 7-11]

A-1. Adopting Policies: All university-wide policies are adopted in a common format and in the manner described below, in order to promote consistency amongst university-wide policies. This process also ensures that there is general knowledge within the campus community of how to adopt a concept into policy and how to access the policy-making and policy-amending process. [ed. 7-11]

A-2. Context of University Policies: All university policies fall within a hierarchy of laws, statutes and regulations. University policies are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy: [ed. 7-11]

1. Federal laws and regulations
2. State laws and regulations
3. Board of Regents/State Board of Education policies and procedures
4. University-wide policies and procedures
5. College policies and procedures (including centers/institutes) [ed. 7-11]
6. Unit policies and procedures [ed. 7-11]

B. Definitions:

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

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

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

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

B-5. Policy Coordinator: the individual designated by the administration with responsibility Faculty Secretary; he or she is responsible for coordinating, assisting with, and tracking all university-wide policies. The policy coordinator shall faculty secretary may work closely with delegate policy coordinator duties as necessary within the office of faculty secretary. [ren. 7-07]
B-6. Policy Sponsor: the responsible unit administrator having responsibility with the subject area of a proposed new or amended policy. [add. 7-07]

B-7. Procedure: a statement(s) that prescribes specific actions to be taken to implement established policies. [ren. 7-07]

B-8. Responsible unit: an office within the university with primary responsibility for a specific area of focus. An example of a responsible unit is the office of Human Resources, which has primary responsibility for employment, benefits, and training and development issues, except in relation to faculty promotion and tenure processes which resides in the provost office. [ren. 7-07]

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

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

C. Creation or Amendment of University-wide Policy

C-1. Initial Policy Development or Amendment

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

ii) The policy originator in coordination with the sponsor is responsible for drafting the proposed policy. The Faculty Secretary Policy Coordinator and General Counsel’s offices are available at any time for advice in the initial drafting of a new policy and/or if the amendments are extensive or substantive. Upon its completion in approved format, the policy sponsor coordinates with the policy coordinator. [rev. 7-11]

C-2. Policy Review, Comment, and Approval

i) Policy Coordinator: Upon receipt of a proposed new or amended policy, the policy coordinator reviews the policy and decides whether (1) the necessary broad review has been completed, (2) the policy is in the proper format and, (3) if an amendment, the amendment is a minor amendment. As needed, the policy coordinator will confer with the faculty secretary, senate staff council leadership, general counsel, and/or the provost to decide on appropriate review steps. [rev. 7-11]

a) All proposed new policies and amendments, other than minor amendments, are referred to the appropriate reviewing bodies as identified by the policy sponsor, and the policy coordinator and faculty secretary. In particular, the policy coordinator shall ensure that senate and staff council leadership are consulted regarding policies relating within matters of shared faculty governance are referred to the Faculty Senate. Once near final form and/or submitted to the Faculty Senate, a university policy number will be assigned by the Office of the Faculty Secretary Policy Coordinator and the proposed policy posted to the university policy website. The review status of all proposed new policies and amendments is also posted and kept current on the policy web site. [ed. 7-09, rev. 7-11]

b) All minor amendments are approved by the policy coordinator once in final form and posted on the policy web site. [ed. 7-11]

ii) At a minimum, the review process includes general notice of the policy, and an opportunity for those interested in the policy to comment on the policy. The policy sponsor seeks to inform and
solicit comments from the appropriate individuals or groups/committees of the university community, including the groups and individuals most affected by the proposed policy within the faculty, staff, students and administration. A list of all changes is prepared, as needed (a minimum of once a semester/year), published on the policy website, announced in the UI-Daily Register and sent out by mass email as requested by the Policy Coordinator through Today@Idaho. [rev. 7-11]

iii) The policy sponsor and any designated review committee, reviews the comments, makes recommendations on the policy based on the review and the comments received, and incorporates any revisions into the draft policy [ed. 7-11].

iv) The final revised policy is made generally available and, if within the purview of faculty governance, submitted to the Faculty Senate for review and recommendation through the faculty to the president. All other policies shall be submitted by the policy sponsor to the president for approval and signature. The President’s Office forwards policies to the State Board of Education/Regents of the University of Idaho for notification and approval, as necessary. [ed. 7-09, 7-11]

v) Once the president takes final action on a university-wide policy or the policy coordinator takes final action on a minor amendment other than a permissible clerical or grammatical change, the results of the final action are published on the policy web site tracking sheet and in the Senate Annual Report presented each fall to incoming Senate of policy actions taken in the previous year. (See FSH 1420 for time periods for presidential action on Faculty Senate items). [ed. 7-09, rev. 7-11]

C-3. Temporary Emergency Policy

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

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

D. Policy Implementation: All new and amended policies go into effect on July 1, or January 1, whichever arrives first after final approval, unless otherwise specified in the policy. The policy coordinator tracks all new and amended policies approved by the president and makes the new policy available on the web by the effective date.
A. FUNCTION. [See 1540 B and C and also 4110 and 4120.] [ed. 7-98]

A-1. To act on catalog changes involving the curriculum, including changes in the general requirements and academic procedures, and to coordinate curricular matters among UI’s major academic divisions.

A-2. To recommend policies and procedures concerning the matriculation, advising, and registration of students.

A-3. This committee traditionally meets on Mondays at 3:30 p.m. [add. 7-08]

B. STRUCTURE. One faculty member from each college except Graduate Studies, of whom at least one must be a member of the graduate faculty and at least one of whom must have experience in an interdisciplinary area; one faculty member at large, one faculty member from the library, two upper-division undergraduate students; one graduate student; and the following without vote: vice provost of academic affairs, registrar, secretary of the faculty (or their designees), and the director of general education as a non-voting member of the University Curriculum Committee. To assure a quorum alternates for the faculty positions are appointed by the chair of the University Curriculum Committee from a list of those who have previously served on the Committee from that college. If there should be no such alternates available from a particular college, the chair of that college’s curriculum committee is the designated alternate. [rev. 7-98,7-06,7-08,1-09, 3-19, ed. 8-12]
A. FUNCTION.

A-1. To review non-academic policies and procedures (other than minor amendments, see FSH 1460 B-2) that affect both faculty and staff and that reside in the Faculty-Staff Handbook and/or Administrative Procedures Manual.

A-2. To ensure that both Faculty Affairs and Staff Council are informed, the chair of FSPG will communicate regularly with the chairs of Faculty Affairs and Staff Leadership.

A-3. To address and possibly resolve any perceived problems before forwarding proposed policies and procedures to Faculty Senate, the committee is encouraged to seek assistance from, or request meetings with the policy sponsor (see FSH 1460 B-6), general counsel, or others as necessary.

B. STRUCTURE. Three faculty, three staff, and the following as ex officio: Faculty Secretary, and the official responsible for coordinating policy, Policy Coordinator, or his/her designee. A broad representation of faculty and staff across the university is expected and who are seen as leaders among their peers. A current member of Faculty Affairs and Staff Council is desirable, if possible. The chair of this committee will be elected by the committee. An ex officio member may be elected as chair of the committee (w/o vote). [rev. 1-18]
A. FUNCTION.

A-1. To appoint members to and fill vacancies on all university-level faculty standing committees, subject to confirmation by the Faculty Senate. To ensure full membership when committees begin meeting each fall, authority is given to the Faculty Secretary, Faculty Senate Chair and Vice Chair (aka Committee on Committees Chair) to fill vacancies as they arise over the summer and early fall semester, subject to confirmation by the Committee on Committees and Faculty Senate. [ed. 7-09, rev. 1-15]

A-2. To conduct a continuing study of UI’s committee structure and of the function and structure of individual standing committees, and to make recommendations to the Faculty Senate. [ed. 7-09]

A-3. The Faculty Secretary is a resource for this committee and oversees the process for solicitation of faculty members to serve on university-wide standing committees and maintains committee membership lists.

B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote) and the following or their designees: vice provost for faculty, a representative of staff council, and executive vice president and ASUI president. [rev. 7-05, ed. 7-06, 7-09]
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FACULTY AFFAIRS COMMITTEE (FAC)

A. FUNCTION.

A-1. To conduct a continuing study of salaries, professional problems, welfare, retirement options and benefits (including 403b plans), and working conditions of faculty members.

A-2. To call the attention of the Faculty Senate or the president, as appropriate, to matters concerning faculty affairs in any college or other unit that the committee believes should be of concern. [ed. 7-09]

A-3. To serve as a point of first contact involving questions of interpretation and application of policies affecting the welfare of faculty members such as promotion and tenure. [rev. 7-17]

B. STRUCTURE. Nine faculty members, not more than two of whom are departmental administrators (administrators above the departmental level are not eligible for membership on this committee). The Vice Provost for Faculty and the Faculty Secretary serves as an ex officio member(s) of the committee without vote. [rev. 7-08, 1-19, 7-19]
Lot Changes:
- Orange Lot 6 to Purple
- Purple Lot 96 to Gold
- Purple Lot 97 to Gold
- Gold Lot 35 to Pay Station
- New Red 99
- New Red 101
- Blue Lot 60 to Red
- Blue Lot 104 to Red

Net Space Changes:
- Blue = -370
- Red = +402
- Orange = -67
- Gold = +9
- Pay = +23
- Purple = +28
- East Campus Commuter Spaces +41
Traffic Realignment Map

Existing

Coming July 2019

GOLD LOTS: Gold or Visitor permits only, no other colored permit is valid in gold lots. Gold lots are enforced 6 a.m. to 5 p.m., year-round, unless posted otherwise. No parking is allowed between 2 a.m. and 6 a.m. without a Gold permit or an Overnight permit issued by Parking and Transportation Services.

PURPLE LOTS: Purple, Silver or Visitor permits only. Purple lots are for use by designated members of the Greek system who live IN HOUSE. Purple lots are enforced from 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. Overnight parking is allowed.

BLACK AREAS: Motorcycle parking only, no motorcycle permit required.

HATCH: Flexible parking, visitor parking, pay-to-park areas, meters, and short term parking.

CROSSHATCH: Managed parking, special permit required.
# Long-Term Permit Pricing Plan

## Permit Projections FY20 - FY24

<table>
<thead>
<tr>
<th></th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td># of Permits: (16% oversell)</td>
<td>915</td>
<td>915</td>
<td>915</td>
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<tr>
<td>Permit Price:</td>
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<td><strong>$352</strong></td>
<td><strong>$366</strong></td>
<td><strong>$380</strong></td>
<td><strong>$395</strong></td>
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<tr>
<td>Projected Revenue:</td>
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<td>$309,351</td>
<td>$321,725</td>
<td>$334,594</td>
<td>$347,978</td>
<td>$361,897</td>
<td>$366,096</td>
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<tr>
<td>Orange</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td># of Permits: (25% oversell)</td>
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<tr>
<td>Permit Price:</td>
<td>$250</td>
<td><strong>$260</strong></td>
<td><strong>$270</strong></td>
<td><strong>$281</strong></td>
<td><strong>$292</strong></td>
<td><strong>$300</strong></td>
<td><strong>$300</strong></td>
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<tr>
<td>Projected Revenue:</td>
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<td>$182,000</td>
<td>$189,280</td>
<td>$196,851</td>
<td>$204,725</td>
<td>$210,000</td>
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<td>Red</td>
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<tr>
<td># of Permits: (30% oversell)</td>
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<tr>
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<td><strong>$172</strong></td>
<td><strong>$179</strong></td>
<td><strong>$186</strong></td>
<td><strong>$193</strong></td>
<td><strong>$200</strong></td>
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<tr>
<td>Projected Revenue:</td>
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<td>$127,065</td>
<td>$223,600</td>
<td>$232,544</td>
<td>$241,846</td>
<td>$251,520</td>
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<td>Silver (Res)</td>
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<td>Purple (Res)</td>
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<td>Permit Price:</td>
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<td>$196</td>
<td><strong>$224</strong></td>
<td><strong>$255</strong></td>
<td><strong>$281</strong></td>
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<tr>
<td>Projected Revenue:</td>
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<td>$371,026</td>
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<td>Green (Res)</td>
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<td># of Permits:</td>
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<td>$11,690</td>
<td>$13,795</td>
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<td>$15,600</td>
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<td>Blue</td>
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</tr>
<tr>
<td># of Permits: (30% oversell)</td>
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<tr>
<td>Permit Price:</td>
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<td>$64</td>
<td><strong>$70</strong></td>
<td><strong>$77</strong></td>
<td><strong>$85</strong></td>
<td><strong>$94</strong></td>
<td><strong>$100</strong></td>
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<tr>
<td>Projected Revenue:</td>
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<td>$65,050</td>
<td>$71,555</td>
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<tr>
<td>Permit Refund Factor (-3%)</td>
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<td>Other Permits</td>
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<tr>
<td>Projected Revenue (16% of total):</td>
<td>$151,147</td>
<td>$158,228</td>
<td>$173,714</td>
<td>$185,075</td>
<td>$196,712</td>
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<tr>
<td>Total Projected Revenue</td>
<td><strong>$1,095,813</strong></td>
<td><strong>$1,147,152</strong></td>
<td><strong>$1,259,429</strong></td>
<td><strong>$1,341,794</strong></td>
<td><strong>$1,426,159</strong></td>
<td><strong>$1,488,036</strong></td>
<td><strong>$1,526,892</strong></td>
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</table>