University of Idaho
2018-2019 FACULTY SENATE AGENDA

Meeting #25

3:30-5:00 p.m. - Tuesday, April 9, 2019
Paul Joyce Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2018-19 Faculty Senate Meeting #24, April 2, 2019 (vote)

III. Consent Agenda.
   • Committee Appointments beginning Fall 2019
   • FS-19-075: FSH 1640.41 – Faculty/Staff Policy Group
   • FS-19-076: FSH 1640.28 – Committee on Committees
   • FS-19-077: FSH 1640.42 – Faculty Affairs

IV. Chair's Report.

V. Provost's Report.

VI. Unfinished Business and General Orders.

VII. Committee Reports.

   Committee on Committees:
   FS-19-082: FSH 1640.22 – Campus Planning
   FS-19-083: FSH 1640.40 – Instructional Space Committee
   FS-19-084: FSH 1640.90 – General Education Assessment Committee

VIII. Other Announcements and Communications.

   • Registrar (Lindsey Brown)
   • Arena Financing (Brian Foisy)(FYI)
   • Faculty Market Based Compensation (Torrey Lawrence/Patrick Hrdlicka/Kim Salisbury)(FYI)

IX. Special Orders.

X. New Business.

XI. Adjournment.

Professor Aaron Johnson, Chair 2018-2019, Faculty Senate

Attachments: Minutes of 2018-2019 FS Meeting #24
Handouts
Present: Brandt (w/o vote), Benedum, Bridges, Cannon (Boise), Caplan, Chopin, DeAngelis, Dezzani, Grieb (Vice Chair), Jeffery, Johnson (Chair), Keim, Kern (Coq d’Alene), Kirchmeier, Lawrence (for Wiencek w/o vote), Lee, Lee-Painter, Luckhart, McKellar (Idaho Falls), Morgan, Schwarzlaender, Seamon, Tibbals, Vella, Wiest. Absent: Ellison, King, Lambeth, Laggis, Raja, Wiencek. Guests: 7

Call to Order and Minutes. The chair called the meeting to order at 3:31 pm. A motion to approve the minutes (Lee-Painter/Vella) passed unanimously.

Chair’s Report.
- Proposals for Honors Seminars for spring and fall of 2020 due by April 17.
- College of Graduate Studies (COGS) Innovation Showcase will be held on April 18 in the Commons. Presentations due immediately – decisions will be made on April 10. Faculty Judges are also needed. Contact cogs-innshowcase@uidaho.edu for more information.
- The library is reviewing and making renewal decisions for journal and database subscriptions. Faculty can provide feedback by going to the following link: www.lib.uidaho.edu/review for feedback.
- The Great Colleges to Work for Survey has been circulated. All employees are encouraged to respond.
- Senators are reminded that Senate Elections must be completed and reported to the faculty secretary (facsec@uidaho.edu) by April 15.

Provost Report. In the provost’s absence, the provost report was given by Vice Provost for Faculty Torrey Lawrence.
- Lawrence updated senators on the status of the Faculty Strategic Hiring Plan. The university is holding positions funded through general education funds so they can be filled more strategically. The deadline to submit hiring requests was March 31. The deans and provost will be discussing the requests and the provost will make a decision by May 1. Lawrence reminded senators that there is transitional funding in place for next year. He also indicated that the plan includes opportunities to request new positions when the funds are available to support such requests.
- The provost office is launching a portal in VandalWeb that will enable faculty to see how their target and actual salaries are calculated. Lawrence, Prof. Patrick Hrdlicka, the provost’s special assistant for faculty compensation, and Kim Salisbury, the budget officer in the provost’s office will present the portal at next week’s senate meeting. They are currently working with unit chairs. In addition, several open fora for faculty including Zoom access will be scheduled soon.
- The search for a new library dean is reaching conclusion. Feedback on the candidates is due by Thursday, April 4 at 5:00 p.m.
- The Confucius Institute is beginning a faculty fellows program. The institute has operated primarily within the College of Letters, Arts and Social Sciences (CLASS). Now the Institute will be reporting directly to the president and is working to broaden its focus. This change presents various opportunities for faculty across campus with interests relating to China. Lawrence expects that, in the future, financial support for faculty opportunities will be available through the Institute.
- The Confucius Institute’s China on the Palouse program is featuring Dr. Thomas Talheim: “The Rice Theory of Culture: Evidence that Wheat Farming Made the West and Northern China More Individualistic than the East,” April 4 at 3:30 PDT in TLC 047.
- The College of Education, Health and Human Services (CEHHS) is sponsoring Prof. Katerina Bodovski, “Burnout in Academia and Work/Life Balance,” April 12, 1:30 PDT, Renfrew 111.

A senator raised questions about recent changes in the use of purchasing cards (p-cards) for travel and other matters. The new rules for travel are very burdensome for faculty who travel often. New restrictions on the use of department p-cards are also problematic. Some colleges and units discourage or disallow faculty from having individual p-cards. Under the new system, these faculty must now pay for travel personally and seek reimbursement. Often reimbursement can be quite slow. One senator indicated that a recent reimbursement
claim took 16 weeks to resolve issues before the reimbursement funds were received. Lawrence indicated that he would look into the reasons for the changes in the use of p-cards. He asked senators how widespread the problem is. Senators from three colleges indicated that they were either not permitted to obtain, or were discouraged from obtaining personal p-cards. Other senators pointed out that the new processes involve a significant increase in paperwork. Several senators pointed out that the p-card travel restrictions present several different issues. Departments now do not have an efficient way of paying for travel by students. Covering travel for individuals visiting for departmental programs and interviews is now difficult. Last minute travel also is impacted.

FS-19-063rev2: FSH 3320 C– Administrator Evaluation (substitute FS-19-001). Professor Marty Ytreberg Chair of the Faculty Affairs Committee (FAC) presented the proposed revision. The chair reminded senators that the body voted to postpone consideration of this matter at meeting #23 March 26, 2019. At that meeting, before the postponement, the body had passed an amendment to add language to the proposal permitting staff to sign a petition seeking review of an administrator (the “Tibbals Amendment”). At the time of the amendment, there was a seconded motion on the floor to require 50% of the faculty or 40% of the faculty and staff to sign a petition seeking review of an administrator (the “Grieb Amendment”). The issue leading to the postponement was how to define staff for purposes of signing a petition seeking review of an administrator. The faculty secretary reported back with suggested language which was included in the meeting materials. The chair stated that the first order of business was to resolve the pending motion to amend the policy.

Addressing the Grieb Amendment, Ytreberg explained that FAC did not support the amendment because under some circumstances it would reduce the number of faculty needed to petition for review. He gave the example of a department with 10 faculty and 2 staff. In such a department a review could be triggered by a petition signed by 3 faculty and 2 staff. After discussion the amendment was withdrawn by the mover and seconder (Grieb/Lee-Painter).

It was moved (Tibbals/Lee-Painter) that section C-4 of the proposal be amended as follows (text in italics reflects the earlier Tibbals Amendment):

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

1. For purposes of this policy only, the voting faculty members in the unit may sign a petition seeking administrator review. Full-time, board-appointed classified and exempt staff who report directly to the administrator under review, or whose supervisor reports directly to the administrator under review may sign a petition seeking administrator review.

The faculty secretary stated that while she believed the proposed language was workable, she did not support the amendment. She stated that staff can seek review of an administrator through other UI policies such as the staff grievance policies in FSH 3880 and 3890. The review under C-4 of the pending policy is a peer review by faculty and faculty-administrators, focused on academic issues and leadership, and should be triggered by faculty. She pointed out that staff input in the review must be considered and that other sections of the proposed policy provide for extensive and confidential staff and faculty participation in the feedback process for annual review of an administrator.

A senator asked whether the Tibbals amendment could be reconsidered if the pending amendment fails. The faculty secretary indicated that it could be reconsidered.
Ytreberg clarified that the addition of the words “and staff” added to subpart C-6 of the pending proposal, were not part of the present motion and had been previously accepted by him on behalf of FAC as a friendly amendment.

A senator pointed out the policy does not specifically provide that the C-4 review is limited to academic matters; other matters of interest to staff could be the subject of a C-4 review. A senator commented that faculty administrators make a sacrifice by taking on administrative roles. He questioned the appropriateness of the C-4 review and stated that taking the step of including staff in the petition process makes the problem worse. It could turn the review into a no-confidence process that will inevitably undermine faculty governance.

A senator raised questions about how the provision for “50% of faculty or 50% of faculty and staff” will work. He asked what would happen in a department with 4 faculty and 2 staff. Could a review be triggered if only 1 faculty member signed the petition? He suggested that this provision has the same problems as the withdrawn Grieb Amendment and that it would weaken faculty participation in the process. Another senator pointed out that the provision only applies to administrators with faculty appointments.

At the request of a senator, the chair read the pending motion. It was defeated 5-15.

It was moved (Seamon/Vella) that the Tibbals amendment be reconsidered. The motion to reconsider passed 17-3. On reconsideration of the Tibbals Amendment, a senator asked for information about whether groups of staff could pursue a grievance under the staff grievance policies. The faculty secretary responded that groups of staff could pursue a grievance. The Tibbals Amendment was defeated on reconsideration, 4-16.

The original motion including the friendly amendment to section C-4(5) passed 18-0.

**FS-19-080:** FSH 3420 – Faculty Salaries. Ytreberg presented the proposal on behalf of FAC. He explained that the existing policy is hopelessly out of date. FAC proposes that it should be replaced by two primary provisions. Part A requires that faculty compensation be determined through a market compensation system. Part B provides guidelines for making determinations of performance compensation. Ytreberg explained that the provost office asked FAC to look at the process for determining performance compensation. Last year, in the absence of a uniform approach, college deans went in many different directions. Ytreberg noted that the deans have reviewed the proposed revisions and are supportive of them, in principle.

A senator asked what the comparison institutions are for determining market. Patrick Hrdlicka, the provost’s special assistant for faculty compensation, who was a guest at the meeting, responded that they were all R-1, R-2 and R-3 doctoral-granting institutions. A senator clarified that the comparison would also be based on CIP codes. Hrdlicka affirmed this.

A senator expressed concern that reference to promotion in the original policy was being deleted. She believes that the university’s practice of providing compensation increases upon promotion (promotion increments) should be in policy. The faculty secretary responded that the market compensation system developed over the past two years takes into account promotion in rank. The senator responded that, in her view, the market compensation system will not adequately compensate faculty. She stated that some faculty had negotiated their compensation at the time of appointment in reliance on the promotion increment. She believes that the UI must continue to recognize a promotion bump that is standard across the board for existing faculty who have relied on the system. Hrdlicka stated that he is working with VP Lawrence and a sub-group of the Faculty Compensation Taskforce to develop an FAQ document regarding compensation. That document provides that promotion increments will continue. He does not believe our current administration is interested in removing promotion-based raises. The senator asked why FAC deleted the promotion language. Ytreberg pointed out that although the original policy referred to promotions, the language did not refer to or guarantee promotion increments.
Lawrence suggested that senate pass the policy proposal presented at the meeting and ask FAC to consider whether policy should be created regarding promotion increments. Ytreberg agreed with this approach. The faculty secretary reminded senators that if the policy is not passed at this meeting, there would not be enough time this academic year for further consideration. This will result in UI having no up-to-date compensation policy. The proposal passed unanimously.

**FS-19-081:** FSH 1565 – Faculty Ranks & Responsibilities. Professor Dan Eveleth introduced the proposal. Eveleth explained that the Term/Tenure-Track Task Force (QTT) was formed last spring to examine inconsistencies, overlaps and inequities in UI’s faculty ranks. The proposal being introduced is currently being considered by the Faculty Affairs Committee. It is being introduced at senate so that senators can circulate the draft proposal among colleagues and provide feedback to FAC. Eveleth briefly summarized five major changes in the proposal. First, QTT recommends that FSH 1565 be revised to remove all provisions that do not directly relate to faculty ranks and responsibilities. Most of the removed provisions have been transferred to new or more appropriate sections of the FSH. For example, QTT recommends moving language in FSH 1565 relating to tenure to FSH 3520 regarding Tenure. ATT recommends that sections of FSH 1565 relating to extension, officer education, emeriti, university distinguished professors and graduate students be moved to new sections of FSH. Second, QTT recommends that specialized ranks for research professors, extension faculty, librarians, psychologists and clinical faculty be folded into three ranks: professor (assistant, associate and full). Instructor (instructor and senior instructor), and adjunct faculty (part-time faculty). Third, QTT recommends changing the definition of “adjunct faculty” to those faculty holding less than 50% appointments. Fourth, QTT recommends creating to new honorary designations as part of a new section of FSH for visiting faculty and distinguished scholars. Finally, QTT recommends that written guidelines developed by extension and the provost’s office become a permanent part of policy in a new section of FSH. The faculty secretary noted a sixth important change recommending a clear definition for distinguishing between positions that must be tenurable and positions that can be term faculty.

**FS-19-025** (UCC-19-054): Family & Consumer Science Discontinue Food Option, Coeur d’Alene. Professor Hydee Becker presented the change. The proposal is a cleanup provision that aligns the curriculum with the area of dietetics with accreditation expectations. The proposal passed unanimously.

**FS-19-079** (UCC-19-055&55a): New Criminology Major B.S. Professor Brian Wolf presented the proposal. The new major is being added to respond to student demand and to fill the gap created by the unfortunate elimination of the Justice Studies program. It constitutes an expansion of an existing emphasis program. The change will make the growing program easier to market and will assist students in finding employment or pursuing graduate education in the field. A senator pointed out that the following language should be added to the proposal:

> At the top of page 1 of the proposal add: “Required course work includes the university requirements (see Regulation J-3), the general requirements of the B.S. degree and the following course:”. At the bottom of page 1 of the proposal add “Courses to total 120 credits for this degree.” Wolf accepted the proposal as a friendly amendment. The amended proposal passed unanimously.

Considering the lateness of the hour the chair indicated that Vice President Brian Foisy would return to discuss financing for the new arena at a future meeting. The time for the meeting having expired, a motion (Lee-Painter/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
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*Thursday, April 4, 2019*
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<tbody>
<tr>
<td>892</td>
<td>Manker, Gretchen L</td>
<td>Agricultural &amp; Ext Education</td>
<td></td>
<td><a href="mailto:gretchenm@uidaho.edu">gretchenm@uidaho.edu</a></td>
</tr>
<tr>
<td>939</td>
<td>Xian, Min</td>
<td>Computer Science/1010</td>
<td>208757542</td>
<td><a href="mailto:mxian@uidaho.edu">mxian@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### 87 Teaching & Advising Committee
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>418</td>
<td>Nicotra, Jodie</td>
<td>English/1102</td>
<td>885-5945</td>
<td><a href="mailto:jnicotra@uidaho.edu">jnicotra@uidaho.edu</a></td>
</tr>
<tr>
<td>608</td>
<td>Johnson, Aaron</td>
<td>AERS/2334</td>
<td>885-5489</td>
<td><a href="mailto:aaronj@uidaho.edu">aaronj@uidaho.edu</a></td>
</tr>
</tbody>
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#### 85 Ubuntu
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>888</td>
<td>Lincoln, Ryan S</td>
<td>Law</td>
<td></td>
<td><a href="mailto:rlinc1n@uidaho.edu">rlinc1n@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### 20 University Budget & Finance Committee
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>672</td>
<td>Long, Ryan</td>
<td>Fish &amp; Wildlife</td>
<td>5-7225</td>
<td><a href="mailto:ralong@uidaho.edu">ralong@uidaho.edu</a></td>
</tr>
<tr>
<td>718</td>
<td>Allen, Peter B.</td>
<td>Chem 2343</td>
<td>5-5807</td>
<td><a href="mailto:pballen@uidaho.edu">pballen@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### 89 University Committee for General Education
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>243</td>
<td>Kraut, Marla M.</td>
<td>Accounting/3161</td>
<td>885-7116</td>
<td><a href="mailto:marlam@uidaho.edu">marlam@uidaho.edu</a></td>
</tr>
<tr>
<td>927</td>
<td>Stephens, Bob R</td>
<td>Mechanical Engineering/0902</td>
<td></td>
<td><a href="mailto:bstephen@uidaho.edu">bstephen@uidaho.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>Awwad-Rafferty, Rula</td>
<td>Architecture/2451</td>
<td>885-6832</td>
<td><a href="mailto:rulaa@uidaho.edu">rulaa@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### 91 University Curriculum Committee
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
<th>Office Phone</th>
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</tr>
</thead>
<tbody>
<tr>
<td>803</td>
<td>Egan, Catherine Anne</td>
<td>Movement Sci</td>
<td>885-1053</td>
<td><a href="mailto:eganca@uidaho.edu">eganca@uidaho.edu</a></td>
</tr>
<tr>
<td>445</td>
<td>Connors, James</td>
<td>Ag Ext. Educ./2040</td>
<td>885-6358</td>
<td><a href="mailto:jconnors@uidaho.edu">jconnors@uidaho.edu</a></td>
</tr>
<tr>
<td>500</td>
<td>Sisodiya, Sanjay</td>
<td>Business/3161</td>
<td>5-0267</td>
<td><a href="mailto:sisodiya@uidaho.edu">sisodiya@uidaho.edu</a></td>
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<tr>
<td>158</td>
<td>Shook, Steven R.</td>
<td>Forest Products/1132</td>
<td>885-6802</td>
<td><a href="mailto:shook@uidaho.edu">shook@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### 94 University Mutli-Campus Communications Committee
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
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<th>Email</th>
</tr>
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<tbody>
<tr>
<td>756</td>
<td>Gathercoal, Paul</td>
<td>Curriculum &amp; Inst/3082</td>
<td>885-5707</td>
<td><a href="mailto:gatherco@uidaho.edu">gatherco@uidaho.edu</a></td>
</tr>
<tr>
<td>706</td>
<td>Langman, Jeffrey</td>
<td>Geology/3022</td>
<td>5-0310</td>
<td><a href="mailto:jlangman@uidaho.edu">jlangman@uidaho.edu</a></td>
</tr>
<tr>
<td>873</td>
<td>Henderson, Bracken M</td>
<td>Eastern District Extension</td>
<td>208 852 10</td>
<td><a href="mailto:brackenh@uidaho.edu">brackenh@uidaho.edu</a></td>
</tr>
</tbody>
</table>

#### 95 University Security & Compliance Committee
<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Department</th>
<th>Office Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>904</td>
<td>Olsen, Nora</td>
<td>Plant Sciences</td>
<td>208423663</td>
<td><a href="mailto:Norao@uidaho.edu">Norao@uidaho.edu</a></td>
</tr>
</tbody>
</table>
POLICY COVER SHEET

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

<table>
<thead>
<tr>
<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition ■ Revision* □ Deletion* □ Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 1570 – Secretary of the Faculty</td>
</tr>
</tbody>
</table>

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

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

Originator(s): Senate Leadership, Chair Johnson & Liz Brandt, Faculty Secretary

(Please see FSH 1460 C)

Telephone & Email: aaronj@uidaho.edu & ebrandt@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.

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: ___________________________________________

Track #: __________________
Date Rec.: _______________
Posted: t-sheet _________
h/c __________________
web _________________
Register: ________________
(Office Use Only)
FSH 1640.41
FACULTY AND STAFF POLICY GROUP (FSPG)
[created July 2017]

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. Faculty Secretary/Policy Coordinator (w/o vote). [rev. 1-18]
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]
1640.42

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 of the committee without vote. [rev. 7-08, 1-19, 7-19]
<table>
<thead>
<tr>
<th>Membership</th>
<th>Classroom Committee</th>
<th>Campus Planning Advisory Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPR, VPFA, Faculty (2), Facilities (2), IEA (1), Exec Dir Admin Ops, Registrar (1), Students (2), Gen Ed Director ex officio</td>
<td>Registrar (2), Facilities (2), Faculty (3), Students (2) ITS (1), CETL (1), Purchsg (1), Gen Ed Director ex officio</td>
<td>VPFA, AVP Facilities, Faculty (5), CIO, Staff (1) DSS (1)</td>
</tr>
<tr>
<td>Charter/Purview</td>
<td>Space Allocation</td>
<td>Classroom and class Lab utilization</td>
</tr>
<tr>
<td></td>
<td>Space Utilization</td>
<td>Advise President/SAC/Senate on planning issues</td>
</tr>
<tr>
<td></td>
<td>Input to Campus Capital Plans</td>
<td>Consider project implications</td>
</tr>
<tr>
<td></td>
<td>Conflict resolution</td>
<td>Consider linkages between campus and community planning issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Recommend/review projects</td>
</tr>
<tr>
<td>Reports to</td>
<td>President</td>
<td>Space Advisory Council</td>
</tr>
<tr>
<td>Chartered by</td>
<td>APM</td>
<td>FSH</td>
</tr>
<tr>
<td>Selection/Term</td>
<td>President/ 3 year terms</td>
<td>Committee on Committees/3 yr</td>
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</table>
POLICY COVER SHEET

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

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

Chapter & Title: FSH 1640.22/1640.40 – Campus Planning & Campus Classroom

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): Brian Johnson 14 Mar 2019
(Please see FSH 1460 C)
Name 5-6246 johnsonb@uidaho.edu
Date

Policy Sponsor: Brian Eneby 14 Mar 2019
(If different than originator.)
Name 5-6174 brianeneby@uidaho.edu
Date

Reviewed by General Counsel Yes No Name & Date: 3/20/19

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. Only minor editorial updates to 1640.22. Major rewrite of 1640.40 abolishes the old Facilities Scheduling Policy Committee and newly establishes the Classroom Committee, clarifying roles and participants.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
No fiscal impacts result from these policy changes.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
FSH 1640.22; 1640.40 (rewrite/new); APM 40.10

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

If not a minor amendment forward to: ___________________ _
Policy Coordinator
Appr. & Date: ______________
[Office Use Only]

AFM
F&A Appr.: ______________
[Office Use Only]

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

Track # ______________
Date Rec.: ______________
Posted: t-sheet ______________
h/c ______________
web ______________
Register: ______________
(Office Use Only)
CAMPUS PLANNING ADVISORY COMMITTEE

A. FUNCTION.

A-1. To advise the Faculty Senate, Space Advisory Council, and the president concerning campus planning, including such areas as the following: [ed. 7-09]

a. To recommend projects that affect the campus environment and to review such projects that originate outside of the committee.

b. To encourage optimal use of UI’s human and physical resources in the planning of campus development.

c. To consider faculty and staff views concerning interrelationships between academic and support programs and their environment.

d. To be concerned with both short-term and long-term projects and with their immediate and future implications.

e. To be concerned with the coordination of campus and community planning: keeping informed on development planning in the community, taking such planning into consideration in campus planning, and informing community planners of projected campus developments.

A-2. To present annually to the Faculty Senate and the president a report on the campus plan. Because of the responsibility of the Vice President for Infrastructure [see 1420 B-1], this committee regularly reports to the president through that vice president. [ed. 7-09, 1-17]

B. STRUCTURE. Five [six] faculty members, two of whom are elected by and from Faculty Senate. The committee’s chair will be selected from one of these five [six]. The other members of the committee will include one student elected by ASUI, the Vice President for Infrastructure-Finance and Administration (or designee), the Assistant Vice President for Facilities, the CIO of Information Technology, one staff member, and the Coordinator of Disabled-Student Disability Services (or designee). [rev. 7-99, 7-06, 7-08, 7-10, ed. 7-04, 7-09, 9-15, 1-17]
UI FACULTY-STAFF HANDBOOK
CHAPTER ONE:
HISTORY, MISSION, GENERAL ORGANIZATION, AND GOVERNANCE
January 2018

1640.40
CAMPUS CLASSROOM FACILITIES SCHEDULING POLICY
INSTRUCTIONAL SPACE
COMMITTEE

[Substantially revised in 2019. See also APM 40.1045.35]

A. FUNCTION.

A-1: To develop and oversee a systematic approach for evaluating, building, and maintaining modern learning
spaces on an ongoing basis, implement, and manage scheduling policies and procedures to ensure the
impartial and principled use of university facilities, both buildings and grounds, consistent with accreditation
standards.

A-2: To monitor and report on classroom and class lab utilization, offering recommendations to the Space
Advisory Council regarding any conversion from centrally scheduled learning spaces to departmentally
scheduled, or vice versa,

advise the president or the president’s designee on the operational use of UI facilities and to advise him/her and the
vice president for finance concerning appropriate fees to charge. [ed. 9-13]

A-3: To develop classroom and teaching lab renovation priorities; also develop design and technical standards in
support of continuous learning space improvements and implementation of curriculum. manage the impact of
events, programs, and multiple events on daily University operations.

A-4: To evaluate and recommend changes current scheduling policy to ensure flexibility in meeting the needs of
modern active learning spaces. ensure the effective resolution of scheduling conflicts

A-5: To make recommendations on prioritization of budgeted expenditures for any general or departmental
classroom construction, renovation, major maintenance and/or equipment upgrade project. communicate
information to the campus and community concerning facility use, policy, and procedures.

B. STRUCTURE. The Registrar, or designee, shall serve as Chair and one additional member from the Registrar’s
Office; two members selected from facilities, selected by the assistant vice president of facilities. (co-chair), assistant vice
president for auxiliary services (co-chair), vice provost for academic affairs, dean of students, assistant vice president for
facilities, faculty secretary, the chair of the Department of Health, Physical Education, Recreation & Dance, the chair of Lionel Hampton School of Music, the chair of Theatre Arts and Film, the risk
management officer, the director of Commons and Union/Campus Recreation, the director of Conference Services, the
associate registrar, the manager of KIBBIE Memorial Gym Pool Center, the associate director of Athletics, the facilities
planner, two ASUI representatives, one member selected by the senior executive director from each of the following
areas: Information Technology, Center for Excellence in Teaching and Learning (CETL), Purchasing; and the Director of
General Education, ex officio without vote. [one from the Student Recreation Center Board and one from the Student
Union-Commons Board].

C. CONTEXT: A systematic approach for evaluating the creation and/or maintenance of classroom environments that
are acceptable, sustainable and which effectively facilitate the teaching and learning processes is essential. Numerous
discussions with faculty, administration, and staff point to the lack of coordination among the many people who are
involved with classrooms. This has contributed to classroom environments which no longer effectively facilitate the
teaching and learning process. A coordinated strategic approach moving forward will ensure that classroom environments
effectively support the instructional mission of the University and that policy and procedures are in place to facilitate
equitable scheduling practices with good classroom utilization rates. UI Facilities are used by multiple programs,
including academic programs, intercollegiate athletics, campus recreation programs, and by multiple constituencies
including students, faculty, staff, retirees, alumni, and visitors. As demand for university facilities increases, there will be
increasing potential for scheduling and scheduling policy conflicts. Policies and procedures for ensuring the impartial and
principled resolution of those scheduling conflicts will be critical.

D. MAJOR OBJECTIVES:
D-1. To analyze the issues associated with scheduling and resolving facilities scheduling conflicts.

D-2. To develop effective policies and procedures for University facility use that:
   a. support the general educational mission of the University;
   b. maximize opportunity to provide a revenue stream from facilities when such uses do not conflict with the mission of the University;
   c. minimize risk of loss associated with the goals, finances, operations, compliance;
   d. provide for the impartial, principled scheduling of facilities and for resolving scheduling conflicts, while ensuring both efficient use of the facilities and an efficient scheduling process.

D-3. To develop systematic assessment methods and procedures (when needed) which demonstrate the effectiveness and impartiality of the scheduling process.

D-4. To provide those with programs or activities in these facilities with an ongoing opportunity for representative participation in the scheduling process.
POLICY COVER SHEET

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

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

Minor Amendment ☐

Chapter & Title: FSH 1640.90 – General Education Assessment Committee

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): Dean Panttaja 3/29/19

(Please see FSH 1460 C)

Telephone & Email: panttaja@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email: 

Reviewed by General Counsel ____Yes ____No Name & Date: ________n/a _____________________

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.

New Mandates from SBOE & NWCCU on system wide assessment dictate a committee composition that is more faculty centric, assessment knowledgeable, and representative of the SBOE GEM areas (which include the 5 Colleges engaged in general education). The committee composition should utilize institutionally recognized faculty, appointed as Statewide General Education representatives, who are familiar with General Education and its assessment to maximize the committee’s effectiveness. Student composition also requires revision as students seldom attend and lack the advanced understanding of assessment needed to be done. The curricular complexities of general education and the annual re-appointment of students complicates the forward momentum of the committee.

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)

Policy Coordinator

Appr. & Date: 

[Office Use Only]

[Office Use Only]

FSH

Appr. ____________

FC ____________

GFM ____________

Pres./Prov. __________

[Office Use Only]

APM

F&A Appr.: ________

[Office Use Only]

[Office Use Only]
1640.90
GENERAL EDUCATION ASSESSMENT COMMITTEE
[created July 2015]

A. FUNCTION.

A-1. General Education Assessment Committee (GEAC) serves as the body for oversight of general education assessment. The Director of General Education and the Director of Institutional Effectiveness and Accreditation, or designee, will provide coordination and leadership. [ed. 7-17]

A-2. The GEAC is charged with coordinating assessment of General Education. [rev. 7-17]

A-3. GEAC will have primary responsibility for assessing the Integrative Studies segment of the General Education curriculum and the Senior Experience through direct, indirect and face-to-face measures. [add. 7-17]

A-4. Working with University of Idaho members of the State Board of Education’s General Education Task Force, GEAC will annually assess a representative sample of General Education Matriculation (GEM) courses. [add. 7-17]

A-5. The committee will review assessment findings, report regularly to UCGE, and make recommendations based on its findings to UCGE as well as to instructors who teach General Education courses. [rev. 7-17]

[Information on general education assessment can be accessed at the general education website: http://www.uidaho.edu/class/general-education]

B. STRUCTURE AND MEMBERSHIP. The committee is composed of ten-eleven members as follows: Director of General Education as Chair, Director of Institutional Effectiveness and Accreditation, or designee, one UCGE member, two undergraduate students, and five-six faculty members to include one from each of the SBOE GEM areas who are serving as the institution’s representative to statewide general education, and two staff members associated with assessment practice and procedures, (faculty/staff, the majority of the members must be faculty) to include one with interdisciplinary experience and the remaining four selected to ensure a broad representation across the eight colleges that offer baccalaureate programs. All members, except students, serve on three year staggered terms. In consultation with the chair of UCGE, the Director of General Education is responsible for the selection of committee members. [rev. 7-16, 7-17]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Minor Amendment □

Chapter & Title: APM 30.15 UI Password/Pass-phrase 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): Mitch Parks, Mary George 3/26/19
(Please see FSH 1460 C)
Name Date
mitch@uidaho.edu; maryg@uidaho.edu
5-2522 5-5222

Policy Sponsor: (If different than originator.) Dan Ewart
Name Date
dewart@uidaho.edu

Reviewed by General Counsel _X_ Yes ____No Name & Date: _Casey Inge 3/26/19
Also UI Technology Security Advisory Council, ITS Directors & Managers, local university IT support, and Liz Brandt

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.

Current policy was old and outdated. It also contained a lot of specifics that have since changed. We made the policy more general and encompassing, without specifics. We will publish the specifics info (ITS standards) on the ITS web site.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
We anticipate no fiscal impact from these changes.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
All IT policies are related, probably the most related would be the Identity and Access Management policy APM 30.10. We tried to make sure that they were unique, but complementary.

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)
Preamble: Authentication of users and applications, accessing or processing data is a fundamental requirement of information security to ensure confidentiality and integrity of data. This policy establishes authentication requirements for the use of University of Idaho technology resources.

Contents:

A. Definitions
B. Policy
C. Scope
D. Exceptions to the Policy
E. Contact Information
F. References

A. Definitions – Types of Authentication. Below are the most common types of authentication used at the university.

A-1. Password: a combination of letters, numbers, symbols, and special characters that can be used to authenticate a person to an account accessing a technology resource. Long forms of passwords are sometimes called a passphrase.

A-2. Biometric: unique physical or behavioral characteristics of a person that can be analyzed to uniquely identify and authenticate a person to an account for accessing a technology resource.

A-3. Token: a hardware or software device that can be cryptographically verified as unique.

A-4. Geolocation: for purposes of this policy, geolocation refers to the process of identifying the locations of a user based upon the known locations of their Internet Protocol (IP) addresses, or from data collected from their authenticated devices with built-in location detection.

A-5. API Token: for purposes of this policy, an application program interface (API) token is a unique, long, token or key that may provide authentication for an application to access another service or application.

A-6. Personal Identification Number (PIN): a short number or password used locally on a device as a convenient authentication alternative to typing a full password.


B. Policy. Consistent with the university’s requirements for identity and access management, users must protect the integrity of their authentication methods, for all UI technology resources requiring their authentication. All authentication types must be secured as appropriate for the level of risk.

B-1. Responsibility of Users:
   a. Users are responsible for keeping passwords and all other types of authentication secure and confidential, including not sharing or storing passwords in an insecure manner. Passwords should not be written down and/or left in an easily accessible location.
   b. Passwords are confidential university information and should never be stored electronically without strong encryption.
   c. All passwords must be changed at first issuance or use.
   d. Passwords must not be shared for any individual accounts, including with IT support professionals, and only shared for other account types as defined in UI Identity and Access Management (APM 30.10) to the minimum extent required. If anyone asks a user for their password, they are obligated to report this to ITS Security as a security incident.
   e. For any shared passwords, whenever any person with knowledge of the password changes to a role where they no longer require knowledge of the password (i.e., leaves the university or changes positions), the password must be changed.
   f. Passwords for UI systems must be unique. Users should never use their UI password for any third-party systems, even if used for UI business purposes. Users should never use the same password for privileged and non-privileged accounts.
   g. Users must not store passwords with applications or use the “remember password” functions built into web browsers. Using a third-party password manager is highly encouraged to create strong
passwords and store them securely. (Contact ITS for a list of currently recommended password managers.)

h. Always log out of applications or lock computers when leaving a computer to prevent unauthorized use.

i. Users must not attempt to circumvent UI established authentication processes.

j. Users must follow ITS standards for authentication and password specifications. (See ITS Standards http://www.uidaho.edu/its/standards/)

B-2. Remediation and Compliance. Noncompliance with this policy shall be considered a violation of UI Acceptable Use (APM 30.12) and will be addressed and remediated accordingly.

C. Scope. This policy applies to all account holders regardless of affiliation with access to university data or information systems.

D. Exceptions to the Policy. Exceptions to this policy may be submitted in writing to the UI Information Security Officer who will assess the risk and make a recommendation to the UI Chief Information Officer. Exceptions must be reviewed for reauthorization on no less than an annual basis.

E. Contact Information. The ITS Information Security Office (its-security@uidaho.edu) can assist with questions regarding this policy and related standards.

F. References.

APM 30.10 – Identity and Access Management Policy
APM 30.11 – Data Classifications and Standards
APM 30.12 – Acceptable Use of Technology Resources
NIST SP800-53r4
NIST SP800-171
HIPAA Security Rule 164.312(d)
POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy
[3/09]

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

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter &amp; Title:</td>
<td>APM 30.07 – User Provided Software on ITS Systems</td>
</tr>
</tbody>
</table>

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

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

Originator(s): Mary George 3/26/19
(See please FSH 1460 C)

Name Date
Telephone & Email: 885-5222 maryg@uidaho.edu

Policy Sponsor: Dan Ewart 3/26/19
(If different than originator.)

Name Date
Telephone & Email: 885-2271 dewart@uidaho.edu

Reviewed by General Counsel __Yes _X___No  Name & Date: _____________________________________

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

This is an old, obsolete process/informational item for faculty to request ITS to put class software on ITS-managed lab computers. This has been replaced with a service request form on ITS’ work management system. See https://support.uidaho.edu/TDClient/KB/ArticleDet?ID=175. This article provides the forms and information for faculty to request software for lab machines.

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

There is no anticipated fiscal impact with this deletion.

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

None that we are aware of.

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.: _____________

[Office Use Only]

F&A Appr.: __________

[Office Use Only]
A. **General.** Software, both data files or programs, may be placed on various systems under ITS control for purposes of instruction or research. To place software on one of the following systems, software is brought to ITS (Admin 140) a minimum of one week prior to needed access (two weeks requested). The software is given to the appropriate personnel for prompt installation.

A-1. **File Servers for Student Computer PC and Macintosh Labs and Classrooms.** ITS operates many open access computer labs and classrooms across campus. In addition, several lecture rooms with PCs, Macs and large display units for viewing the screen are available for teaching. All of these computers are connected to a file server containing a variety of software for student use. Most of the funding for this equipment comes from the annual student computer fee established during the fall of 1993. [ed. 1-10]

A-2. **Available Student Computer Lab Software.** For a listing of software available from the student computer menu, please look on the following Web page: Support Site

B. **Information.** For further information or questions on user provided software applications on Customer Support controlled systems, call ITS Help Desk at (208) 885-4357 (dial 5-HELP). [ed. 1-10]
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<thead>
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<th>Arena Construction Analysis</th>
<th>Fundraising Revenue Analysis</th>
<th>Fundraising Cash Analysis</th>
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<tr>
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<td>Gifts Received (via UIF)</td>
<td>Gifts Received (via UIF)</td>
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<td>Professional Fees</td>
<td>Bequests and Annuities (via UIF)</td>
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<tr>
<td>Construction + Contingency</td>
<td>Gifts in Process (via UIF)</td>
<td>Gifts in Process (via UIF)</td>
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<td>Owner Support</td>
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<td>2,724,250</td>
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<td>Contingencies</td>
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<tr>
<td></td>
<td>SUBTOTAL</td>
<td>SUBTOTAL</td>
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<td>13,166,853</td>
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<td>Facility Fee (Pre-Construction)</td>
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<td>Facility Fee (Post-Construction B)</td>
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<td>Facility Fee (Post-Construction B)</td>
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<td>Wood Innovations Grant</td>
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<td>TOTAL PROJECT REVENUE</td>
<td>AVAILABLE CASH</td>
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* Worst-case scenario analysis, assumes no GIK for project materials ($1.3M est)

** Facility fees at $250K per year, for 35 years
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<tr>
<th>ARENA BUDGET ANALYSIS</th>
<th>ARENA COMMITMENTS ANALYSIS</th>
<th>ARENA CASH ANALYSIS</th>
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</thead>
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<td>Arena total cost</td>
<td>Arena total cost</td>
<td>Arena total cost</td>
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<tr>
<td></td>
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<td>46,000,000</td>
</tr>
<tr>
<td>Budgeted revenue from</td>
<td>Existing commitments from</td>
<td>Cash from Foundation</td>
</tr>
<tr>
<td>donations and</td>
<td>donations and sponsorships</td>
<td>gift activity</td>
</tr>
<tr>
<td>sponsorships</td>
<td>(28,000,000)</td>
<td>(5,700,000)</td>
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<tr>
<td></td>
<td>Existing commitments from</td>
<td>Cash from ICCU</td>
</tr>
<tr>
<td>budgeted revenue from</td>
<td>student facility fees</td>
<td>Sponsorship</td>
</tr>
<tr>
<td>student facility fees</td>
<td>(18,000,000)</td>
<td>(10,000,000)</td>
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<tr>
<td>Unfunded amount</td>
<td>Unfunded amount</td>
<td>Cash from other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>misc revenues</td>
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<tr>
<td></td>
<td></td>
<td>(300,000)</td>
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<tr>
<td></td>
<td></td>
<td>Cash from student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>facility fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(750,000)</td>
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<td></td>
<td></td>
<td>Unfunded amount</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29,250,000</td>
</tr>
</tbody>
</table>
MARKET-BASED COMPENSATION FOR FACULTY

APRIL 2019

PATRICK HRDLICKA
TORREY LAWRENCE
KIM SALISBURY

PRESENTATION OVERVIEW

- Salary model history
- How the salary model works
- Salary model philosophy
- Salary calculation examples
- FY18 and FY19 raises
- Vandalweb
- Upcoming changes for FY20
- Questions?
GOAL AND TIMELINE

- Fall 2015: President Staben announced the goal to increase employee salaries to 100% of market (on average) by 2025, accompanied by a charge to develop and deploy a data-driven, objective, and transparent market-based compensation system.

- Feb. 2016: Faculty Senate established the Staff Compensation Task Force.

- Oct. 2016: Faculty Senate established the Faculty Compensation Task Force.

- 2016-2017: F-CTF met ~15 times to define UI’s institutional peer group (i.e., market), select salary databases, and draft guiding principles.

- January 2018: Mid-year salary adjustments.

- July 2018: FY19 CEC salary increases deployed.

- 2018-2019: Further system development including:
  - Refinement of compensation model
  - Guidelines for awarding performance raises (FAC project)
  - Evaluation of promotion raise practices
  - Development of Vandalweb portal to view personal salary data.
THE MODEL - MARKET SALARY

- Based on data from CUPA-HR salary survey for all U.S. public and private doctorate-granting institutions (R1, R2, and R3)

- Alternative data sources are used in isolated cases (e.g., Oklahoma State University survey; Bureau of Labor Statistics)

- CUPA-HR lists salary data by CIP code, academic rank, and TT/NTT

- Based on tenure-track, academic year appointments

THE MODEL - MARKET SALARY

- CUPA-HR dataset updated annually in February for next fiscal year

- Market salaries are available from the Provost’s website (Faculty Processes – Salary Information)

- Adjustments to CUPA-HR salaries:
  - Instructor market rates are 65% of Associate Professor
  - Senior Instructor market rates are 70% of Associate Professor
  - Non-tenure track professors are 85% of the market rate for TT professors in the same CIP and rank (will increase to 90% for FY20)
THE MODEL – TARGET SALARY

Target Salaries are based on:
- Market salary for a specific CIP
- Rank
- Longevity (completed years of satisfactory performance in rank)
- Tenure/Non-Tenure Track
- Academic Year/Fiscal Year
- Full-time/Part-time

Target salaries do not include a performance component
FY19 Longevity Table

<table>
<thead>
<tr>
<th>Rank Years Completed</th>
<th>Instructor</th>
<th>Senior Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Distinguished Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>100.00%</td>
<td>100.00%</td>
<td>90.00%</td>
<td>95.00%</td>
<td>83.00%</td>
<td>83.00%</td>
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<tr>
<td>1</td>
<td>100.00%</td>
<td>100.00%</td>
<td>90.00%</td>
<td>96.00%</td>
<td>84.00%</td>
<td>84.00%</td>
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<tr>
<td>2</td>
<td>100.00%</td>
<td>100.00%</td>
<td>90.00%</td>
<td>97.00%</td>
<td>85.00%</td>
<td>85.00%</td>
</tr>
<tr>
<td>3</td>
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<td>100.00%</td>
<td>100.00%</td>
<td>98.00%</td>
<td>86.00%</td>
<td>86.00%</td>
</tr>
<tr>
<td>4</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>99.00%</td>
<td>87.00%</td>
<td>87.00%</td>
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<tr>
<td>5</td>
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<td>88.00%</td>
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<tr>
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<tr>
<td>7</td>
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<td>90.00%</td>
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<tr>
<td>9</td>
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<td>92.00%</td>
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<tr>
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<td>100.00%</td>
<td>100.00%</td>
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<td>93.00%</td>
<td>93.00%</td>
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<td>11</td>
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<td>100.00%</td>
<td>100.00%</td>
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<td>94.00%</td>
<td>94.00%</td>
</tr>
<tr>
<td>12</td>
<td>100.00%</td>
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<td>95.00%</td>
</tr>
<tr>
<td>13</td>
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<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>96.00%</td>
<td>96.00%</td>
</tr>
<tr>
<td>14</td>
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<tr>
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<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**LONGEVITY PHILOSOPHY**

- **Recruit faculty**: Maximize ability to recruit talent with target salaries that are close to market rate for new assistant professors
- **Retain faculty**: Reward timely career progression:
  - Assistant professors target salaries reach 100% after successful 3rd year review
  - Associate professors target salaries reach 100% after five years of satisfactory performance in rank, coinciding with the first opportunity for consideration for promotion
  - Reward institutional loyalty with steeper longevity progression for full professors until they reach 100% (improved for FY20)
- **Promote faculty**:
  - Mimic salary increases in our current promotion policy
  - Minimize salary compression between ranks
SALARY CALCULATION EXAMPLES

EXAMPLE #1

<table>
<thead>
<tr>
<th>4 DIGIT CIP</th>
<th>CIP DISCIPLINE</th>
<th>Instructor</th>
<th>Senior Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Distinguished Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
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<td>58,500.00</td>
<td>63,000.00</td>
<td>80,000.00</td>
<td>90,000.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
</tr>
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</table>

**CIP 5100 “General Health”**

- Market salary for this rank: Instructor $58,500
- Longevity: 5 years 100%
- Tenure-track (TT) or NTT: Not applicable
- Academic Year (AY) or Fiscal Year (FY): AY 100%
- Full-time (FT) or Part-time (PT): FT 100%

**TARGET SALARY:** $58,500
EXAMPLE #2

<table>
<thead>
<tr>
<th>4 DIGIT CIP</th>
<th>CIP DISCIPLINE</th>
<th>Instructor</th>
<th>Senior Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Distinguished Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>General Health</td>
<td>58,500.00</td>
<td>63,000.00</td>
<td>80,000.00</td>
<td>90,000.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
</tr>
</tbody>
</table>

**CIP 5100 “General Health”**

Market salary for this rank: Assistant Professor $80,000

Longevity: 2 years 90%

Tenure-track or NTT: Tenure-track 100%

Academic Year (AY) or Fiscal Year (FY): AY 100%

Full-time (FT) or Part-time (PT): FT 100%

**TARGET SALARY:** $72,000

EXAMPLE #3

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<tr>
<th>4 DIGIT CIP</th>
<th>CIP DISCIPLINE</th>
<th>Instructor</th>
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<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Distinguished Professor</th>
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<tbody>
<tr>
<td>5100</td>
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<td>90,000.00</td>
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<td>120,000.00</td>
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</table>

**CIP 5100 “General Health”**

Market salary for this rank: Associate Professor $90,000

Longevity: 6 years 100%

Tenure-track or NTT: Tenure-track 100%

Academic Year (AY) or Fiscal Year (FY): FY *(11/9)*

Full-time (FT) or Part-time (PT): FT 100%

**TARGET SALARY:** $110,000
### EXAMPLE #4

<table>
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<th>4 DIGIT CIP</th>
<th>CIP DISCIPLINE</th>
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<th>Professor</th>
<th>Distinguished Professor</th>
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</thead>
<tbody>
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<td>5100</td>
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<td>63,000.00</td>
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<td>90,000.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
</tr>
</tbody>
</table>

**CIP 5100 “General Health”**

- Market salary for this rank: **Professor $120,000**
- Longevity: **14 years 97%**
- Tenure-track or NTT: **Tenure-track 100%**
- Academic Year (AY) or Fiscal Year (FY): **AY 100%**
- Full-time (FT) or Part-time (PT): **FT 100%**

**TARGET SALARY:** **$116,400**

### EXAMPLE #5

<table>
<thead>
<tr>
<th>4 DIGIT CIP</th>
<th>CIP DISCIPLINE</th>
<th>Instructor</th>
<th>Senior Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Distinguished Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>General Health</td>
<td>58,500.00</td>
<td>63,000.00</td>
<td>80,000.00</td>
<td>90,000.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
</tr>
</tbody>
</table>

**CIP 5100 “General Health”**

- Market salary for this rank: **Senior Instructor $63,000**
- Longevity: **4 years 100%**
- Tenure-track or NTT: **Not applicable**
- Academic Year (AY) or Fiscal Year (FY): **AY 100%**
- Full-time (FT) or Part-time (PT): **PT (.80 FTE) 80%**

**TARGET SALARY:** **$50,400**
### EXAMPLE #6

<table>
<thead>
<tr>
<th>4 DIGIT CIP</th>
<th>CIP DISCIPLINE</th>
<th>Instructor</th>
<th>Senior Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
<th>Distinguished Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>General Health</td>
<td>58,500.00</td>
<td>63,000.00</td>
<td>80,000.00</td>
<td>90,000.00</td>
<td>120,000.00</td>
<td>120,000.00</td>
</tr>
</tbody>
</table>

**CIP 5100 “General Health”**

- Market salary for this rank: Assoc. Research Prof. $90,000
- Longevity: 3 years 98%
- Tenure-track or NTT: NTT 85%
- Academic Year (AY) or Fiscal Year (FY): FY *(11/9)*
- Full-time (FT) or Part-time (PT): PT (.75 FTE) 75%

**TARGET SALARY:** $68,722.50

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### RAISES DURING 2017-2019
2017-2018 MID-YEAR SALARY INCREASES

Based solely on target salaries

Increases were given on a sliding scale with larger relative increases going to those furthest behind their target salaries

No increases were given to faculty at or above their target salary

FY19 CEC SALARY INCREASES

Increases reflected changes in market rates from FY18 to FY19

Bring faculty members to a minimum of 80% of their target salary

College/Unit decisions:
  a. Up to 50% was used for performance-based increases for no more than 1/3rd of faculty
  b. At least 50% was used to address equity/inversion/compression/keeping up with changes in market rates
IMPACT

1 2017-18 Mid-Year Salary Increases (FY18)
   - On aggregate, the mid-year salary adjustment moved salaries from 89.6% to 90.8% of FY18 market rates
   - 559 faculty (65.7%) received mid-year salary increases

1 2018-19 CEC Increases (FY19)
   - On aggregate, the CEC increases moved salaries from 90.0% to 93.3% of FY19 market rates
   - 728 faculty (87.1% of faculty) received CEC salary increases

VANDALWEB SALARY INFORMATION
SALARY INFO IN VANDALWEB

1 Scheduled to launch Friday, April 12

2 VandalWeb > Employees > Employee Information > Target Annual Pay

Employee Information

Banner Employee Profile
Employee Account Center
Use this to view your employee account transactions; if
Current and Past Job History
Historical information on current and past jobs.
Professional Development & Learning Portal
Employee Training Portal. Located outside of the Emplo
List of Direct Reports (For Supervisors Only)
Show a list of your direct reports. Supervisor use only.
Target Annual Pay
See how Target Annual Pay is calculated
Salary Agreements
Review and sign your salary agreement/letter.

---

Patrick Hrdlicka, Position , Regular Faculty, Professor
As of 03-Apr-2019 14:51

Current Annual Pay $%
$98,888.40

The market rate for a Professor in Chemistry, General (4005) is $116,327.00
Longevity: You have 2 years of satisfactory performance at this rank.
You are working 100% of full-time.
Combining all these factors gives us a calculated target:
Adjusting for rounding in Banner, we set your target salary at $98,877.95
$98,888.40

Frequently Asked Questions
IMPROVEMENTS FOR FY20

1. The longevity table will improve for full professors so they reach 100% in 11 years rather than 17 years.

2. NTT faculty market rates will increase from 85% to 90% of TT rank.

3. Market rates will be based on three-year average (plus inflation factor) to smooth out large changes.

4. Vandalweb portal will be updated with FY20 data in July 2019.

QUESTIONS?

208-885-7941
PROVOST@UIDAHO.EDU
History and Overall Goal

Q1: Why are we implementing a market-based compensation model for faculty?
A: In the fall of 2015, President Staben announced the goal to increase employee salaries to 100% of market (on average) by 2025. This goal was accompanied with a charge to develop and deploy a market-based compensation system, which is data-driven, objective, and transparent.

Q2: What is UI’s salary goal?
A: The goal is to increase salaries to 100% of market (on average) by 2025.

Q3: Does this mean that every faculty member will be paid the market rate in their discipline?
A: No. Some faculty members will command salaries above market rates, while the salaries of other faculty members will be below market rates.

Q4: Where will the funds to support salary increases come from?
A: Increases for positions permanently budgeted on general education sources will be supported by general education funds (i.e. state support, tuition revenue, etc.). When other sources provide whole or partial funding of a faculty position, then those other sources must provide additional funding to support salary increases.

Faculty Governance

Q5: How have faculty been involved in the development of the compensation model?
A: Faculty have actively engaged throughout this process:

1) Faculty Senate established the Faculty Compensation Task Force (F-CTF) in October 2016. The F-CTF consisted of 16 members, 13 voting and 3 ex officio members: one faculty member from each academic college and one from faculty-at-large (10), the Faculty Secretary, the Vice President of Finance and Administration, the Executive Director of Human Resources, the Vice Provost for Faculty (ex officio), the Director of Institutional Effectiveness and Accreditation (ex officio), and a representative from the Provost’s office (ex officio). The F-CTF was co-chaired by Patrick Hrdlicka (professor of chemistry) and Wesley Matthews (Executive Director of Human Resources). The F-CTF met thirteen times during FY17 to define UI’s institutional peer group (i.e., market), select suitable salary databases, and draft guiding principles. A F-CTF website was developed where meeting minutes were posted and faculty were given an opportunity for feedback. In addition, F-CTF co-chair Hrdlicka gave periodic updates to Faculty Senate.

2) The F-CTF met twice with Provost Wiencek during the fall of 2017 to discuss adjustments to - and deployment of - a preliminary version of the compensation model in connection with the FY18 mid-year salary adjustments.

3) In March of 2018, the F-CTF co-chairs provided Provost’s Council with input regarding distribution of forthcoming CEC (Change in Employee Compensation) funds.
4) A subgroup of deans and F-CTF members met periodically between April 2018 and April 2019 to review and compare UI’s promotion raise practices relative to peer institutions. Recommendations to adjust current practices, were forwarded to the provost and vice provost for faculty.

5) Throughout FY19, the Faculty Affairs Committee (FAC) worked with the vice provost for faculty on developing guidelines for determining performance-based salary increases and clarifying salary policies in the Faculty-Staff Handbook.

6) Throughout FY19, F-CTF co-chair Hrdlicka worked with the Provost’s Office on further refining, analyzing, and implementing the faculty compensation model.

**Market (institutional salary comparison group)**

Q6: What is UI’s institutional salary comparison group?
A: UI’s institutional salary comparison group, henceforth also referred to as ‘the market’, encompasses all U.S. public and private doctorate-granting institutions. It includes R1, R2, and R3 institutions as defined by the Carnegie classification framework.

Q7: UI is an R2 institution. Why does UI’s institutional salary comparison group include R3 institutions?
A: Inclusion of R1 and R3 institutions in the institutional salary comparison group provides a more robust salary dataset than using only salary data from R2-institutions. A preliminary analysis revealed that market salaries, on average, were similar for the R1/R2/R3 vs R2-only datasets.

Q8: UI aspires to become an R1 institution. Should UI’s institutional salary comparison group reflect this?
A: UI is currently an R2 institution. Using an R1 or R1/R2 salary comparison group was not deemed a politically or financially viable option at the time. However, the F-CTF recommended that the institutional salary comparison group and/or UI’s overall salary goal be reevaluated and adjusted as the institution moves closer towards realizing its aspirational R1 goal and/or overall salary goal.

**Salary Databases**

Q9: Which salary databases are used?
A: CUPA-HR (College and University Professional Association for Human Resources) serves as the primary data source for faculty salaries. Alternative data sources (e.g., the Oklahoma State University survey; Bureau of Labor Statistics) are used with appropriate scaling factors in isolated cases (e.g., if CUPA-HR does not provide a sufficiently robust dataset for a given discipline/rank combination). CUPA-HR offers a large dataset (more than 100 universities participate), is updated annually, can be tailored according to our needs, and has a user-friendly interface amenable to institution-scale applications. Market salaries – expressed as averages, medians, or percentiles – are available for most discipline/rank combinations.

Q10: Can I access the CUPA-HR database?
A: The full CUPA-HR dataset is only available via subscription. However, tables with market rates for relevant CIP/rank combinations are posted on the Provost’s website.
Q11: Why do we not use salary surveys conducted by discipline-specific national organizations (e.g., American Chemical Society for chemists and chemical engineers)?
A: Salary surveys conducted by discipline-specific national organizations use different methodologies, which precludes a direct comparison between disciplines. In contrast, CUPA-HR is a one-stop comprehensive database which uses one sampling methodology across most disciplines.

Q12: What are CIP codes?
A: CIP (Classification of Instructional Programs) codes are a taxonomy of academic disciplines at institutions of higher education in the United States. The CUPA-HR and OSU datasets list salary data by CIP code and academic rank. A list of UI’s active CIP codes is available on the Provost’s website.

Q13: What are the differences between two-, four-, and six-digit CIP codes, and why are four-digit CIP codes used?
A: The two-digit series represent the most general groupings of related programs. The four-digit series represent intermediate groupings of programs that have comparable content and objectives. The six-digit series represent specific instructional programs. For example, “40” denotes Physical Sciences, “40.05” denotes Chemistry, and “40.0504” denotes Organic Chemistry. Four-digit CIP codes are generally used for determination of market rates as a compromise between sufficient disciplinary granularity and an adequate number of datapoints.

Q14: How are CIP codes determined for faculty in academic units?
A: Faculty members, unit leaders, and deans collaborated to identify an appropriate four-digit CIP code. Units must offer an academic program within the particular CIP code family and be directly related to the position.

Q15: How are market rates determined for faculty who are not in traditional academic units (e.g. library staff, extension faculty)?
A: Market rates for these faculty have been determined through other data sources such as the Bureau of Labor Statistics in partnership with the appropriate leadership (usually deans or directors) from that area.

Q16: I have a joint appointment. How is my CIP code determined?
A: Joint appointments have not been consistently documented or delineated in the past. Most appointments are actually “buy-outs” of time from a home department, but a handful of cases involve appointments intended to be joint appointments. We have used the market-based salary of the faculty member’s primary department’s CIP code.

Compensation Model
Q17: What is the difference between market rate, target salary, and actual salary?
A: The market rate is the average salary reported in the reference database for a specific CIP/rank combination within UI’s institutional salary comparison group. The target salary is calculated taking several fixed measures into account (see below). A faculty member’s actual salary may be below, equal to, or exceed their target salary.
Q18: How is a faculty member’s target salary calculated?
A: The target salary calculation takes the following factors into account:
   - The faculty member’s academic rank, CIP code, and tenure status (tenured, tenure-track, or non-tenure-track)
   - The market rate for a specific CIP/rank combination
   - Academic year vs fiscal year appointment
   - Full-time vs part-time appointment
   - A longevity factor, which takes into account years of satisfactory performance in rank. Longevity tables are available on the Provost’s website.

Q19: Does the compensation model consider performance? And, if so, why is a performance factor not included in the target salary calculation?
A: The overall market-based compensation model for faculty also includes a significant performance component that is reflective of a faculty member’s performance relative to other faculty in their unit. Since performance requires an annual assessment, it is not included as a parameterized factor in the target salary calculation. Unit leaders and deans are given latitude to make recommendations on performance-based raises following the annual evaluation process, as part of the annual CEC (Change in Employee Compensation) process.

Q20: Who is eligible for performance raises?
A: Faculty members who have met or exceeded expectations in their annual evaluation may be eligible for a performance-based increase as part of the annual CEC process.

Q21: What is the underlying philosophy behind the longevity tables?
A: The longevity tables were designed to:
   - maximize our ability to recruit talent (e.g., the longevity scale starts at 90% for new assistant professors, i.e., target salaries will be close to market rates)
   - reward timely career progression (e.g., the longevity factor for assistant professors reaches its maximum following a successful 3rd-year review; the longevity factor for associate professors reaches a maximum following five years of satisfactory performance in rank, coinciding with the first opportunity for an associate professor to be considered for promotion to full professor).
   - mimic the salary increases observed under our current promotion policy
   - minimize salary compression between ranks
   - reward institutional loyalty of productive employees (e.g., steep longevity progression for full professors, until a maximum is reached approximately mid-way through a typical career)

Q22: Why does the longevity component not extend beyond 100% of the market rate for a given CIP/rank combination?
A: By capping the longevity component at 100% of the market rate for specific CIP/rank combinations, funds become available for performance-based salary increases.
Q23: Why does the longevity scale start at 83% for full/distinguished professors?
A: Calculating the target salary of a fifth-year associate professor as 100% of the market rate for associate professors within a specific CIP and the target salary of a newly promoted full professor as 83% of the market rate for full professors within a specific CIP code, most closely mimics our current promotion policy.

Q24: Why does it take so many years of satisfactory performance for full/distinguished professors to reach a longevity factor of 100%?
A: The market dataset for full professors includes faculty with a very broad range of “years in rank”, from newly promoted professors to professors who have been in that rank for 30 or more years. When the compensation model was initially deployed, 17 years of satisfactory performance in rank was deemed an appropriate timeframe to reach a longevity factor of 100%. Further analysis suggested that the longevity progression should be accelerated (11 years of satisfactory performance in rank to reach a longevity factor of 100%).

Q25: Why are non-tenure track faculty assigned market rates that are a percentage of the market rate for like-rank tenure-track faculty within that CIP code?
A: The databases do not provide sufficiently robust discipline-specific datasets for non-tenure track faculty. When the compensation model was initially deployed, internal data supported defining the market rate of non-tenure track faculty as ~85% of the market rate of like-rank tenure-track faculty. Subsequent analysis of CUPA-HR data has provided support for calculating the market rates of non-tenure track faculty as 90% of the market rate for like-rank tenure-track faculty in the same CIP code.

Q26: Why are market rates of instructors and senior instructors linked to tenure-track associate professors in the same CIP code?
A: The databases do not provide enough discipline-specific responses for instructors and senior instructors. When the compensation model was initially deployed, internal data supported defining the market rates of instructors and senior instructors as ~65% and ~70% of the market rates for associate professors in the same CIP. Subsequent analysis of CUPA-HR data has provided support for this approach.

Q27: Why are instructors and senior instructors hired at 100% of their discipline-specific market rates, and why is there no longevity progression for these employees?
A: Offering starting salaries below the discipline-specific market rates would render the institution at a competitive disadvantage when hiring new instructors. Hence, the longevity schedule starts instructors and senior instructors at 100% of their market salary. While there is no longevity progression, these faculty are eligible for additional performance-based salary increases.

Q28: Does the compensation model reward mediocre performance?
A: No. Longevity progression is based on years of satisfactory performance, i.e., receiving a “3” or “meets or exceeds expectations” according to the previous and current annual evaluation process, respectively. In addition, faculty members meeting or exceeding expectations, may be eligible for performance-based salary increases as part of the annual CEC process.
**Future Salary Distributions**

Q29: How will future CEC funds be distributed?
A: The methodology for distribution of available CEC funds will be established annually by the Provost in consultation with the Provost’s Council and input from faculty. Funds may be used to cover promotion and retention raises, bring salaries to a minimum level relative to target salaries, keep up with market and moving targets, reward exceptional performance, etc.

Q30: Will there be across-the-board cost of living adjustments in the future?
A: No, unless required by the state. In principle, inflation and other cost of living adjustments should be reflected in a market-based compensation model (i.e., steadily increasing market rates).

Q31: Will there be across-the-board salary increases in the future?
A: Most likely not unless required by the state. The switch to a market-based compensation system enables us to deploy salary increases in a more data/market-informed manner.

Q32: Will promotion raises remain in place?
A: Yes, promotion raises will remain in place. Current promotion increases are:

<table>
<thead>
<tr>
<th>Position Change</th>
<th>Academic Year (AY)</th>
<th>Fiscal Year (FY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Senior Instructor</td>
<td>$2,500</td>
<td>$3,050</td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>$6,000</td>
<td>$7,300</td>
</tr>
<tr>
<td>Associate Professor to Professor</td>
<td>$8,500</td>
<td>$10,300</td>
</tr>
</tbody>
</table>

Q33: Are faculty at risk of a salary decrease if their market rate decreases from one year to another?
A: No, faculty members will not witness a decrease in their actual salary even if dictated by changes in market rates. However, the calculated target salaries might decrease, which may impact future salary decisions. To minimize spurious year-to-year fluctuations, three-year rolling averages of market rates will be used.

Q34: Is there a difference between a “merit-based salary increase” and “performance-based pay increase”?
A: “Merit-based pay increase” is a term associated with the former compensation system, in which there was an implicit expectation that an overall annual evaluation score of “3” or above automatically would result in a merit-based pay increase. This is no longer the case. Presently, faculty members who have met or exceeded expectations, may be eligible for a performance-based pay increase.

**Mid-Year Salary Adjustments during 2017-2018**

Q35: How were mid-year salary increases determined?
A: The mid-year salary adjustments were based solely on market rates and salary targets. Each faculty member’s target salary was calculated, and mid-year increases were distributed on a sliding scale with the largest relative increases going to those furthest behind their salary targets and the smallest relative increases going to those closest to their targets. No increases were given to faculty commanding salaries above their salary target. Provost Wiencek sent out an explanatory memo to Provost’s Council detailing the process.
Q36: What effect did the mid-year salary adjustments have on the overall salary goal?
A: On aggregate, the mid-year salary adjustment moved faculty salaries from 89.6% to 90.8% of FY18 market rates. 535 of 794 faculty (67.4%) received salary increases.

CEC Salary Increases for 2018-19 Contracts
Q37: How were salary increases distributed during the CEC process?
A: Salary recommendations for eligible faculty were based on the following:
   1) Increases were recommended to adjust for changes in market rates. For positions experiencing increases in market rates from FY18 to FY19, salary increases were recommended to stay as close as fiscally possible to the prior percentage of market rate. For positions experiencing decreases in market rates, the recommendation was to leave salaries unchanged, unless the faculty member qualified for one of the increases listed below.
   2) For faculty with salaries below 80 percent of their target salaries, an adjustment was recommended to bring them to 80 percent of their target salary, irrespective of the change in market rate for the position. Colleges and units were given the option to not accept the recommended adjustment if the faculty member had received poor performance evaluations within the last five years.
   3) In addition to the above steps, a pool of funds was made available to each college to be used as follows:
      a) Up to 50% was to be used for performance-based increases for no more than one-third of the faculty in the unit,
      b) At least 50% was to be used to bring faculty closer to market salaries or to address equity/compression/inversion issues within units.

The process governing FY19 CEC salary adjustments was described in a May 2, 2018, memo from Vice President for Finance and Administration, Brian Foisy, and Provost and Executive Vice President, John Wiencek, which is available on the Budget Office website, Salary Guidelines page. Additional clarification was provided by Provost and Executive Vice President, John Wiencek, in a May 23, 2018, memo to the faculty, which is available on the Provost’s website, Market-Based Compensation page.

Q38: What effect did these CEC salary adjustments have on the overall salary goal?
A: On aggregate, the CEC process moved faculty salaries from 90.0% to 93.3% of FY19 market rates. 682 of 779 faculty (87.5%) received salary increases.

Vandalweb Portal
Q39: Can I see my salary calculations on Vandalweb?
A: Yes. Login to Vandalweb (www.vandalweb.uidaho.edu) then select “Employees”, “Employee Information”, and “Target Annual Pay.”

Analysis
Q40: Have you conducted a salary comparison for different groups of faculty following the implementation of the compensation model?
A: Yes, we have analyzed the dataset, asking “On average, how close is group X to their calculated salary target” and “is this value statistically significant different from the value observed for the UI faculty population” (P = 0.05; marked with *).
Overall: All faculty: 96.0 % of target

By gender: Female: 96.0 % of target
Male: 96.0 % of target

By college: College of Engineering: 103.2 % of target*
College of Natural Resources: 101.4 % of target*
College of Education, Health, and Human Sciences: 97.2 % of target
College of Agricultural and Life Sciences: 96.3 % of target
College or Letters, Arts and Social Sciences: 94.3% of target
College of Arts and Architecture: 93.5 % of target
College of Science: 91.8 % of target*
Library: 86.9 % of target*
College of Law: 85.1 % of target*
College of Business and Economics: 83.8 % of target*

By rank: Instructors: 94.5 % of target
Senior Instructors: 89.9 % of target*
Assistant Professors: 103.4 % of target*
Associate Professors: 91.0 % of target*
Professors: 91.3 % of target*

By rank/type (select): Assistant, Clinical: 114.7 % of target*
Assistant, Extension: 100.5 % of target*
Assistant, Regular: 101.6 % of target*
Assistant, Research: 102.6 % of target*

Associate, Clinical: 98.5 % of target
Associate, Extension: 92.8 % of target
Associate, Regular: 90.9 % of target*
Associate, Research: 90.1 % of target*

Professor, Extension: 94.2 % of target
Professor, Regular: 88.3 % of target*
Professor, Research: 91.1 % of target

Questions
Q41: Who should I contact with questions about my CIP code, market salary, target salary, etc.?
A: Please begin by talking with your supervisor and college leadership. Unresolved questions are welcome in the Provost’s Office (208-885-7941 or provost@uidaho.edu).