University of Idaho
2018-2019 FACULTY SENATE AGENDA

Meeting #26

3:30-5:00 p.m. - Tuesday, April 16, 2019
Paul Joyce Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Minutes.
   • Minutes of the 2018-19 Faculty Senate Meeting #25, April 9, 2019 (vote)

III. Consent Agenda.

IV. Chair’s Report.

V. Provost’s Report.

VI. Unfinished Business and General Orders.

VII. Other Announcements and Communications.

VIII. Committee Reports.

   Committee on Committees
   • FS-19-076rev: FSH 1640.28 - Committee on Committees (Grieb) (vote)
   • FS-19-088: FSH 1640.12 – Institutional Animal Care and Use Committee (Craig McGowan,
     Audrey Harris, Blair Ehlert)(vote)
     o FS-19-089: APM 45.01 – Animal Care and Use (FYI)

   Faculty Affairs (Marty Ytreberg)
   • FS-19-087: FSH 4700 – General Responsibilities of Instructors (Torrey Lawrence)(vote)

   President Athletics Advisory Council (Rich Seamon)(FYI)
   Benefits Advisory Board (BAG) & Extension Conference (Mike McKellar)(FYI)
   Campus Planning & Advisory Committee (David Lee-Painter/Penny Morgan)(FYI)
   Term-Tenure Track Task Force Update (Brandt, Lawrence, Eveleth)(FYI)

IX. Special Orders.

X. New Business.

XI. Adjournment.

Professor Aaron Johnson, Chair 2018-2019, Faculty Senate

Attachments: Minutes of 2018-2019 FS Meeting #25
Present: Benedum, Brandt (w/o vote), Bridges, Cannon (Boise), Caplan, Chopin, DeAngelis, Dezzani, Ellison, Grieb (Vice Chair), Jeffery, Johnson (Chair), Keim, Matthews (for Kern w/o vote, Coeur d'Alene), Kirchmeier, King, Lee, Lee-Painter, McKellar (Idaho Falls), Tibbals, Vella, Wilson (for Morgan w/o vote).
Guests: 9

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.

Consent Agenda. After inquiry, no senator moved to remove items from the consent agenda. The following items were deemed approved:

- **Committee Appointments** beginning Fall 2019
  - FS-19-075: FSH 1640.41 – Faculty/Staff Policy Group (revisions necessitated by changes in the faculty secretary position)
  - FS-19-076: FSH 1640.28 – Committee on Committees (revisions necessitated by changes in the faculty secretary position)
  - FS-19-077: FSH 1640.42 – Faculty Affairs (revisions necessitated by changes in the faculty secretary position)

Chair’s Report.
- The new UI President will be announced on Thursday April 11 at 10:30 a.m. PDT in the Administration Auditorium. Faculty, staff and students are invited to attend. The new president will be introduced and will make remarks at that time. The event will be livestreamed at: [uidaho.edu/live](http://uidaho.edu/live).
- NWCCU is revising their standards for accreditation. The proposed revisions were circulated to Senate Leadership. We have decided to wait for the second round of revisions and reviews to make any comments because of the short lead time and because there are already substantive changes planned by NWCCU to respond to prior comments. We are working with Dale Pietrzak to make sure we don’t miss the next round.
- Senate Leadership has been asked to nominate 3-4 senators to fill a position on UI’s 7 Year Institutional Regional Accreditation Steering Committee. We have begun contacting senators who might be interested. Please let us know if you would like to be considered.
- The Faculty Secretary search is underway. Terry Grieb is chairing the search committee. Senators are encouraged to nominate prospective candidates. In addition to Vice Chair Grieb, the members of the search committee are Senators Morgan, Seamon, and Jeffery, and Vice Provost for Faculty Torrey Lawrence.
- Faculty judges are still needed for the Innovation showcase. In addition there also are still openings for student participants.
- The library's review of journals is ongoing. Faculty can provide feedback at [www.lib.uidaho.edu/review](http://www.lib.uidaho.edu/review).
- Senators are encouraged to participate in the Great Colleges Survey.
- Results of elections for open senate seats are due April 15.

Provost Report. The provost noted that Boise State University’s new president will be announced on Tuesday, April 16. The provost then addressed questions asked by Senator Morgan regarding the growth in administrative expenditures at the central university level compared to the growth of expenditures at the college level. He pointed out that what is categorized or counted as central administration isn’t necessarily the administration that is at the heart of the question by Senator Morgan. He provided an
example, saying Student Services falls under administration but its function is more institutional support. He is working to benchmark UI’s administrative expenditures based on national data available from the National Association of College and University Business Officers (NACUBO). He hopes to report more detailed information by the end of April.

The provost noted that the attendance at the recent two UIdaho Bound events was greater than the total attendance at all UIdaho Bound events last year. The number of admitted students is up and there are indications that our yield rate (admitted to enrolled students) will increase this year. Based on these factors, the provost is cautiously optimistic about the possibility of enrollment growth next year. He cautioned that it is early in the process and that we cannot relax our recruitment efforts.

The provost will be holding an evening meeting with the deans to discuss the strategic hiring plan. He reminded senators that he is re-instituting the practice of developing a central faculty hiring plan, used by prior UI administrations, to better coordinate and strategically plan for hiring. Through this process, decisions about whether and how to fill open positions will be made through a university-wide process rather than a college process. This will allow the institution to allocate its resources to the highest and best use. The process will include all available unallocated resources within the division of academic affairs. He stressed that all funds would stay within academic affairs.

When this hiring plan process was first announced, the provost stated that most positions would likely stay in the same college although they might be re-structured to accommodate interdisciplinary priorities and/or program needs. Adjustments to base budgets were based on performance as well as contribution to the strategic plan. There are approximately 50 open positions this year. That represents approximately $3 million in salary funding. However, much of those salary savings have been allocated for budget reductions. The result is that funds are available to fill only half of the open positions. For this reason, the provost is not adhering to his original statement that positions would likely stay within the colleges. He is working with deans to develop a plan for allocating the available positions. The provost will make the final decision about how to handle the reallocation of positions.

The open positions fall into three general categories: 1) positions that need to be re-structured; 2) positions that need to be filled as structured; and 3) positions needed for innovation. Part of the process regarding the positions that need to be re-structured, the provost focused on the fact that UI has funded many faculty positions using non-permanent funding in the past. Although we have stopped this practice, existing permanent positions funded in this unstable manner, need to be re-structured and placed on permanent funding. Progress has been made in addressing this issue already, but additional steps are needed. The provost stressed that these positions are not at risk, but that the funding issues must be rectified.

A senator commented that in his college, approaches have been developed to prioritize faculty positions needed to cover core responsibilities compared to positions that have other purposes. He asked whether the hiring plan would make similar prioritizations. The provost responded that priorities such as those mentioned by the senator will still be made at the college level. The provost is focused on more institution-wide priorities such as does UI have the resources to restructure positions on non-permanent funding and are there innovative collaborations across units and colleges that could be fostered. He indicated that he is not going to make decisions without conferring with the deans. He also indicated that he believes a key consideration is that every college should get something to meet its needs.

A senator commented that the provost had also asked the deans to prioritize their own hiring requests.
A senator asked whether the hiring plan process was a separate mechanism from the University Budget and Finance Committee (UBFC) process for requesting new positions. Vice Provost Lawrence responded that UBFC is forwarding any requests for new positions that come through its process over to the faculty hiring process so they can coordinate. He clarified that new program requests that involve faculty positions still go to UBFC.

**FS-19-082: FSH 1640.22 Campus Planning Advisory Committee and FS-19-083: FSH 1640.40 – Instructional Space Committee.** Assistant Vice President for Facilities Brian Johnson presented the changes. Both proposals are part of an effort to restructure UI’s approach to space issues. Minor adjustments are being proposed to the Campus Planning Advisory Committee to add a faculty member and a student representative to the committee. The new Instructional Space Committee will formalize a taskforce that has existed for several years and that is focused on instructional spaces. The revisions to the Campus Planning Advisory Committee passed unanimously. The proposal to create the new Instructional Space Committee passed unanimously.

**FS-19-084: FSH 1640.90 – General Education Assessment Committee.** Director of General Education Dean Panttaja presented the change. The proposal is to add two faculty positions to the committee and require that the members be from the SBOE GEM areas. This will facilitate coordination of institutional and SBOE required assessment.

A senator pointed out that the number of committee members, 12, was not consistent with the number of specified members. An editorial change was proposed to substitute the phrase “up to 13” for the word “twelve” in proposed 1640.90.B.

The proposal including the editorial change, passed unanimously.

**FS-19-085: APM 30.15 – Password Policy and FS-19-086: APM 30.07 – User Provided Software.** Liz Brandt and IT’s Chief Security Officer Mitch Parks presented the updated policy. The change relaxes the rules for passwords in light of the implementation of the Duo Multi-Factor Authentication system. A senator asked how UI will enforce the rule that passwords should not be saved in web browsers. Parks responded that this has been part of UI policy for some time. He indicated that there are no plans at present to increase enforcement. He is hopeful that in the future, web browsers may include a way for institutional users to turn off the password save feature and that UI will be able to launch a password vault software available to all employees.

Aaron Johnson introduced the new University Registrar, Lindsey Brown. Brown thanked senators for the welcome. She indicated that the Registrar’s Office was continuing to move existing projects forward. She will be looking at how to implement the pending move to +/- grading, for example.

**Arena Financing.** Vice President Brian Foisy discussed proposed financing arrangements for the arena project. He explained that the arena project is funded through a revenue stream that will come to UI over a period of time. This includes gift commitments and student fees. However, the full amount of the project is needed up front so that construction can progress to completion.

The revenue stream for the project comes from several sources. First, students have committed $18 million to the project through student fees that will be paid over the next 35 years. Second, the university has received gifts, donations and sponsorships totaling $26 million. Some of these commitments have already been transferred to the university while others will be paid over time or are end-of-life commitments. The UI already has $16 million of the gift commitments in hand. For example, in exchange for a 35 year contract on naming rights, Idaho Central Credit Union (ICCU) has already transferred their
substantial gift to the university. Together, the student fee commitment and the gift sponsorships total just under $44 million. As has been indicated, the university is working to raise the remaining $3 million for the project.

The university has two options to respond to this financing gap. It can borrow the money from itself, or it can borrow the money from third parties. The more traditional approach is to borrow the money from third parties by issuing bonds and then paying them off using the revenue stream. The disadvantage of borrowing from third parties is that the university must pay interest. For the arena project, the interest could be $15-$20 million. These interest charges increase the cost of the project to $66 million.

The alternative is for the university to borrow from itself. Foisy acknowledged that in light of the current $5 million budget reallocation, financing a $29 million bridge loan might appear inappropriate. He explained that the bridge loan is not a loan against university reserves. He defined “reserves” as institutional funds that are not committed, that are managed centrally and that UI is free to spend and not replenish. The problem leading to the current budget issues is the depletion of university reserves. In December we failed to meet the board’s requirement for how much reserves we need to have on hand.

If UI borrows the bridge funding from itself, the loan would be from UI cash balances. Rather, he has analyzed UI cash balances. UI has consistently had a cash balance of $100 million for the past 15 years. The cash balances do not include restricted funds such as federal funds. He compared the university’s cash balances to deposits at a bank. The money on deposit does not belong to the bank. However, the bank pools those deposits and manages them. Banks extend loans from their cash balance created by these deposits. He also compared the bridge funding to the Vandal Strategic Loan Fund. Given UI’s long term, consistent cash balance, Foisy believes it could be appropriate for the UI to borrow the amount of bridge funding needs from the cash balance. Under state law, UI must have a very high level of assurance that we will get the money back. The risk is very low as the commitments for the stream of income to repay the balances are in place. Only the $3 million yet to be raised would be at risk.

The university has not decided which approach (borrowing from itself or from third parties) would be best. Borrowing from ourselves appears inappropriate given the university’s current budget situation. Also, questions about the university’s liquidity might arise if the university borrows from itself. The arena project can begin before these questions are answered because the university already has $16 million on hand. Also, if UI decides to borrow from itself initially, it could change course and issue bonds at a later date.

A senator asked about the university’s current bond rating. Foisy responded that UI has an AA3 rating. AAA is the highest rating. The AA3 rating is an investment grade rating. Foisy believes that if UI assumes additional debt or degrades our liquidity, it could cost us a notch on our bond rating reducing it to an A1 rating. This is still investment grade. The reduction in the rating has not happened yet and many factors could impact whether it happens. If the bond rating is lower, it could mean the UI would have marginally higher costs of borrowing. Foisy believes the risk is minimal.

Faculty Compensation. Vice Provost for Faculty Torrey Lawrence, Professor Patrick Hrdlicka, and Academic Budget Officer Kim Salisbury presented an update on the faculty compensation system. Lawrence explained that the university is launching a new dashboard in VandalWeb by which faculty will be able to see how their target salaries are calculated. The new dashboard will launch on Friday, April 12.

In preparation for the launch of the dashboard and for the upcoming compensation cycle, Hrdlicka reviewed the steps that have led to the current compensation approach. He explained that the data for the compensation is based on the CUPA-HR salary survey which includes all US public and private PhD-
granting institutions ranked as R-1, R-2, or R-3 schools. The database is comprehensive and is broken down by discipline, rank and tenure status. In some cases, alternative data sources such as the Oklahoma State Salary Survey and the Bureau of Labor Statistics are used where there were not enough data points in the CUPA-HR database. The CUPA-HR database is updated annually in February. Market salaries are available on the Provost’s website.

Part of the challenge of developing the compensation system was to make the CUPA HR salary database work for UI. In some situations the database does not contain enough data points for certain ranks (instructors and senior instructors). In these instances, market rates are determined by tracking the market rates of associate professors in the same discipline. Similarly, there are insufficient number of data points in the databases for non-tenure track faculty in specific disciplines. A preliminary analysis of internal practices suggested that non-tenure track salaries track at approximately 85% of tenure-track salaries. Analysis of CUPA-HR data has indicated that market rates for non-tenure track faculty members likely are more appropriately tracked as 90% of tenure-track salaries.

Each faculty member was assigned a four digit Classification of Instructional Programs (CIP) code. CIP Codes are developed by the US Department of Education and are used to categorize higher education instructional programs. The UI formula is based on this market rate plus rank, longevity, tenure, academic vs fiscal year status, and full-time vs part-time status. The market rate adjusted after considering these factors is the faculty member’s target rate. The calculation of a faculty member’s target rate does not include consideration of performance. The target rate for each faculty member is based on fixed longevity tables that never exceed 100%. This approach means that some resources are set aside for performance compensation.

Referring to the FY 18-19 longevity table, Hrdlicka explained that the approach assumes that Instructors’ compensation should be calculated at 100% of market in order to be able to recruit faculty at that rank. Assistant professor salaries start at 90% of market. Again, the rationale for this is that salaries must be relatively close to market to recruit faculty at this rank. After three (3) years and a successful third year review, assistant professor target salaries move up to 100% of market. The longevity table also builds in salary jumps from assistant to associate professor, and from associate to full professor. The starting percentages for associate and full professors were chosen to approximate UI’s current promotion increases. Some criticism was received regarding the decision to require 17 years before a full professor progresses to 100% of market. An accelerated timeline will be used for FY20 that moves full professors to 100% in 11 years.

Lawrence demonstrated how the compensation system would work using several examples and using the new dashboard.

Salisbury next reviewed the approach that had been taken to compensation changes during the last academic year. 559 faculty received a mid-year compensation increase in January 2018. This increase was based solely on target salaries. Performance was not considered because new evaluations had not taken place prior to the increases. A sliding scale was used to calculate the amount of the increase. The further behind target a faculty member was, the bigger the salary increase was (as a percentage of their compensation). Faculty whose salaries were already at or above their target rate did not receive a salary increase. In April 2018 (FY19), 728 faculty received additional increases as part of the annual Change in Employee Compensation. These compensation changes were calculated to keep up in changes in the market rates from FY18 to FY19. The university also brought all faculty who had satisfactory performance evaluations to a minimum of 80% of target salaries. Finally, resources were dedicated to performance increases. Deans were not authorized to give performance increases to more than 1/3 of faculty in a unit. In addition, deans were authorized to use 50% of the performance resources allocated to them to address
equity and compression or to move faculty further toward their appropriate market rate. The effect of these increases moved salaries from 89.6% of market to 90.6% of market.

Professor Hrdlicka has developed a detailed FAQ that will be linked to the Faculty Compensation Dashboard and is available on Provost’s website.

For FY20, the longevity table for full professors will be accelerated to 11 years and the market rate for non-tenure track faculty will be determined as 90% of the market rate for the specific rank/discipline combination. Market rates will be determined as 3-year averages in order to smooth out sudden market changes. Once the portal is available, it will reflect FY19 information. New FY20 faculty targets will not be loaded until July 1 in order to avoid confusion.

A senator asked how faculty should report discrepancies or mistakes in their compensation calculation. Lawrence recommended calling the issue to the attention of the college or department. If the problem cannot be addressed at that level, then faculty should bring the issue to the attention of the Vice Provost for Faculty.

The faculty secretary asked how the allocation between market compensation and performance compensation will be determined for FY 20. The provost responded that he is currently discussing the allocation with the deans. The allocation may also be affected by a legislative goal to give every state employee a $550 raise. This will likely be incorporated into the allocation discussion. He advised faculty to monitor the situation.

A senator thanked Lawrence, Hrdlicka and Salisbury for providing information in the FAQ on how close each college is to market.

A senator asked how promotion increases would be handled. Lawrence responded that a proposal from a group that has been looking at promotion increases is currently under consideration. These increases are not being decreased or cut. The pending proposal is to expand promotion increases. Hrdlicka clarified that even if a faculty member’s market and target salaries drops, no one will see decreases in actual salary. Lawrence concluded by reminding senators of the upcoming open fora on compensation to be held later in the week.

The agenda having been completed, a motion (Lee-Painter/Dezzani) to adjourn passed unanimously. The meeting was adjourned at 5:04 p.m.

Respectfully Submitted,
Liz Brandt,
Faculty Secretary & Secretary to the Faculty Senate
1640.28
COMMITTEE ON COMMITTEES

A. FUNCTION.

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

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

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

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

The below is what should have been proposed rather than the above structure:

B. STRUCTURE. Six faculty members, vice chair of the Faculty Senate (chair), Faculty Secretary (w/o vote), and the following or their designees: provost for faculty, a representative of staff council, and ASUI president, or designee. [rev. 7-05, ed. 7-06, 7-09]
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: 1640.12 INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

**Administrative Procedures Manual [APM]** □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

- Chapter & Title: ________________

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

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

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Originator(s): Blair M. Ehlert 03/18/2019
(Please see FSH 1460 C)

Telephone & Email: 208-885-7258 bmehlert@uidaho.edu

Policy Sponsor: (If different than originator.) Janet E. Nelson 03/21/2019

Telephone & Email: 208-885-6689 vpresearch@uidaho.edu

Reviewed by General Counsel X Yes No Name & Date: Casey Inge 03/06/19

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

Revised FSH to coincide with federal regulations

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

N/A

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

APM 45.01 -- Animal Care and Use

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

If not a minor amendment forward to: ________________________________

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

FSH
Aprr. ________________
FC ________________
GFM ________________
Pres./Prov. ________________
[Office Use Only]

APM
F&A Aprr.: ________
[Office Use Only]

Track #: ________________
Date Rec.: ________________
Posted: t-sheet ________
  h/c ________
  web ________
Register: ________________
(Office Use Only)
1640.12

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)
(See also APM 45.01)

A. FUNCTION. To perform the functions of the IACUC as defined in APM 45.01. [ed. 7-06, rev. 7-10]

B. STRUCTURE. [rewritten 7-10]

B-1. Members are appointed to three year terms by the Institutional Official (IO) who is the VP for Research and Economic Development. To provide the necessary expertise and continuity, members may serve successive terms with reappointment by the IO.

B-2. The committee is composed of not less than seven voting members including a chairperson, the Campus Attending Veterinarian (ex-officio appointment), a practicing scientist experienced in animal research, a non-scientist, and an individual not affiliated with the University. No more than three voting members may be from the same administrative unit, the Manager of the Laboratory Animal Research Facility, a public member who is not employed by the UI, is not a laboratory animal user, is not an immediate family member of an individual affiliated with the UI, and is not a practicing scientist experienced in research involving animals; one member of the faculty or staff with responsibilities involving the utilization of animals in teaching or research from each of the following—the College of Agriculture and Life Sciences, the College of Natural Resources, the College of Science, and one member at large. The public member/non-scientist position may be fulfilled by two individuals at the discretion of the IO. (See Guide for the Care and Use of Laboratory Animals on the National Academies of Science website.)

B-3. Alternates that meet the criteria for each of the specified positions may be appointed by the IO.

B-4. The Chief Research Compliance Officer/Office of Research Assurances Director serves as a non-voting, ex-officio member, standing member without vote.

B-5. The IO may remove and replace a committee member at any time when the IO has determined that the member is unwilling or unable to perform committee member functions.
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: __________________________________________

Minor Amendment □
Chapter & Title: APM 45.01 -- Animal Care and Use
________________________________________

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): Blair M. Ehlert 03/18/2019
(Please see FSH 1460 C)
Telephone & Email: 208-885-7258 bmehlert@uidaho.edu

Policy Sponsor: (If different than originator.) Janet E. Nelson 03/21/2019
Telephone & Email: 208-885-6689 vpresearch@uidaho.edu

Reviewed by General Counsel _X_ Yes ____No Name & Date: __Casey Inge 03/06/19_____________

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. Revised APM to coincide with federal regulations.

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

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. 1640.12 INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

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)
Chapter 45.01 -- Animal Care and Use
January 25, 2018

Preamble: This policy sets forth the policy and procedures for the University of Idaho to ensure compliance with federal and state laws, statutes and regulations regarding the care and use of animals in research, teaching, demonstrations, and testing.

Contents:
A. Definitions
B. Authority
C. Components
D. Animal Procurement and Care
E. Occupational Health
F. Exceptions
G. Contact Information

A. Definitions.


A-2. Animal Activity. Animal activity means teaching, research, demonstration or testing procedures using live or dead animals that are performed on University owned property or engaged in by University personnel. University Owned Property excludes land and facilities leased to third parties for commercial enterprise purposes.

A-3. Personnel. Personnel includes all University employees, students, and volunteers working on University sanctioned activities (see E-2 and E-3). [ed. 1-18]

A-4. Animal Housing Facility. Any facility or location that has been approved by the IACUC where animals being used for Animal Activity are held for longer than 12 hours.

B. Authority.

B-1. The University maintains policies and procedures to ensure compliance with the Animal Welfare Act (Title 7 CFR, Chapter 54), the Health Research Extension Act of 1985 (Public Law 99-158), the U.S. Government Principles for the Utilization and Care of Vertebrate Animals in Testing, Research and Training, the Public Health Service Policy on Humane Care and Use of Laboratory Animals, and Title 25 (Animals) of the Idaho Statutes. [ed. 1-18]

B-2. All personnel engaged in animal activities must comply with this policy.

C. Components.
C-1. Institutional Official. The Institutional Official is appointed in writing by the President. The Institutional Official is authorized on behalf of the President to ensure that all programmatic and regulatory requirements of animal activities are met.

C-2. Institutional Animal Care and Use Committee (see FSH 1640.12).

a. The University’s Institutional Animal Care and Use Committee (IACUC) is granted all rights and responsibilities as defined under federal, state and local law by the President.

b. The IACUC’s responsibilities include, but are not limited to:

1. Reviewing, at least once every six months biannually, the University’s program for the humane care and use of animals.
2. Inspecting, at least biannually once every six months, all approved Animal Housing Facilities and locations where surgery is performed.
3. Reviewing and approving, requiring modifications to secure approval, or withholding approval of proposed animal activities.
4. Development of procedures and guidelines based on Federal, State, and University policies.
5. Investigating reported concerns regarding the care and use of animals within the University.
6. Advising the Institutional Official regarding all aspects of the University of Idaho animal care and use program.

c. Only procedures reviewed and approved by the IACUC may be conducted. IACUC approved activities may be subject to further review and approval by university officials; however, those officials may not approve any animal activity if it has not been approved by the IACUC.

C-3. Attending Veterinarian

a. The Attending Veterinarian (AV) has direct or delegated authority for animal activities in the University. The AV is responsible for oversight of animal disease control and prevention, euthanasia, the appropriate use of pain-relieving drugs, and other aspects of veterinary care.

b. The AV is an ex officio member of the IACUC.

c. The AV has appropriate authority to ensure the provision of adequate veterinary care and oversee the adequacy of other aspects of animal care and use.

D. Animal Procurement, Care and Disposition.
D-1. Procurement.

a. Animals may not be procured for, or transferred to, personnel who do not have IACUC approval.

b. Animal procurement and disposition must be in accordance with Purchasing Services (*APM 60.44*) and IACUC policies and procedures.

D-2. Housing, Care and Disposition.

a. The housing and care of animals must be in accordance with IACUC policies and procedures.

b. Animals must be disposed of in accordance with federal, state and IACUC policies and procedures.

E. Occupational Health

E-1. The University Animal Care and Use Occupational Health Program is provided through the Safety Office, in coordination with the Office of Research Assurances. The program consists of three elements: 1) submission of a completed consent form 2) submission of a completed medical history screening form and satisfaction of any other requirements of a University approved medical professional, and 3) completion of training deemed appropriate for the risks to which individuals may be exposed as part of their animal work, which will include, at a minimum provision of information about zoonotic diseases, physical hazards, and other hazards associated with an individual’s animal care responsibilities. [*rev. 1-18*]

E-2. For purposes of compliance with applicable federal law and University’s Public Health Service-approved assurance, the University considers the following to be personnel who must participate in all three of the above-described elements of the University Animal Care and Use Occupational Health Program: [*rev. 1-18*]

a. All University employees or individuals (including faculty, staff, and students) who are listed as internal personnel on active IACUC protocols and who come into contact with live or dead animals, animal tissues, or animal excrement as a result of their normal duties.

b. Animal facility staff who come into contact with live or dead animals, animal tissues, or animal excrement as a result of their normal duties, even if not listed on an active IACUC protocol.

E-3. The University considers the following categories to be individuals who must participate in the training element of the University Animal Care and Use Occupational Health Program but may choose to voluntarily participate in the other elements of the program: [*rev. 1-18*]
a. Students enrolled in courses with animal exposure, volunteers, and other individuals not described in section E-2 who have significant animal contact for their University related duties (e.g. facilities personnel working in animal facilities and contractors with long-term projects remodeling animal facilities). As necessary, these individuals are provided appropriate personal protective equipment, such as equipment provided to those individuals described in E-3 to mitigate risks associated with their animal work.

b. Individuals listed on active University IACUC protocols, who are neither University employees nor individuals listed as internal personnel on a University IACUC protocol. Such individuals may provide documentation, or allow the IACUC office to request documentation of, participation in their home institution’s occupational health program and its provision of appropriate training, in satisfaction of the requirements under this section. If no such program exists or no documentation is available, such individuals are treated as described in E-3.a. [rev. 1-18]

F. Exceptions.

F-1. Veterinary Care. Standard veterinary care performed by the campus veterinarian or another veterinarian listed on an approved IACUC protocol does not constitute teaching, research, demonstration or testing procedures. These activities are part of the veterinary care program, and as such not regulated by this policy. [rev. 1-18]

F-2. Authority to Grant Exceptions. Exceptions to this policy may only be granted by the Institutional Official for Animal Care and Use.

G. Contact Information. For further information regarding implementation of this policy see the Institutional Animal Care and Use Committee website or contact the committee (IACUC@uidaho.edu or 208-885-7258). [ed. 1-18]
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

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

Chapter & Title: 4700 GENERAL RESPONSIBILITIES OF INSTRUCTORS

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): Torrey Lawrence April 10, 2019
(Please see FSH 1460 C)

Telephone & Email: 208-885-7941, tlawrence@uidaho.edu

Policy Sponsor: (If different than originator.)

Telephone & Email:

Reviewed by General Counsel ___Yes ___X__No Name & Date: ___NA___________________________

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.
NWCCU stipulates “The institution identifies and publishes expected course, program, and degree learning outcomes. Expected student learning outcomes for courses, wherever offered and however delivered, are provided in written form to enrolled students.” (Regulation 2-C-2) This requirement was previously addressed through similar text in the annual position description form. The text was removed during recent revisions to that form. It must return to policy for accreditation reasons. This is a more appropriate location than the PD form.

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]

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

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

Pres./Prov. ____________
[Office Use Only]

[Office Use Only]
GENERAL RESPONSIBILITIES OF INSTRUCTORS

PREAMBLE: This section outlines certain general responsibilities of all UI instructors in their classes. This material is mostly unchanged from the 1979 Handbook; subsection A was added in May of 1984 and much changed again in July of 1990. Unless otherwise noted, the text is as of July 1996. Further information may be obtained from the Registrar’s Office (208-885-6731) or the Provost’s Office (208-885-6448).

CONTENTS:
A. Registration Duties
B. Course Objectives and Grading System
C. Proscribed Subjects
D. Academic Dishonesty
E. Warnings for Unsatisfactory Academic Performance
F. Administration of Classes

A. REGISTRATION DUTIES. In 4310, which concerns academic advising and counseling, it is stated that the responsibility of faculty members to perform those functions is second only to that for teaching. At the time of preregistration and registration, the volume of student advising and of other steps in the process is very great and very concentrated. All faculty members, and many staff members, may be called on and should be available to assist during this period. Some may have duties assigned by their deans or departmental administrators; others may assist with the central registration under the registrar’s supervision. Performance of some of the routine steps in preregistration and registration should be delegated to adequately instructed and supervised nonfaculty personnel so that faculty members can be primarily concerned with the curricular guidance of individual students.

B. COURSE OBJECTIVES AND GRADING SYSTEM. Instructors are expected to take some time in the first or second class session to discuss course objectives and to explain the grading system that is to be used. In particular, the extent to which grades are affected by attendance should be made clear at the beginning of the course.

C. PROSCRIBED SUBJECTS. Under the UI’s charter, “no instruction either sectarian in religion or partisan in politics shall ever be allowed in any department of the university.”

D. ACADEMIC DISHONESTY. Instructors should proctor examinations diligently and should investigate all cases of suspected or alleged dishonesty in their classes. [See 2300 II. Also see regulation O-2 in the catalog.]

E. WARNINGS FOR UNSATISFACTORY ACADEMIC PERFORMANCE.

E-1. It is an instructor’s responsibility to send a “Warning” notice whenever repeated absence or inadequate work on the part of a student is noted. They should not hesitate to issue warnings; the purpose is to benefit the student—not to harass or cause additional difficulty. Each notice should indicate “warn” or “counsel,” as appropriate.

E-2. The number of absences may be considered excessive when it exceeds the number of credits assigned to the course. Notices reporting absence should show the date of each absence during the period covered by the notice. (A student who is absent because of illness may explain the absence to the instructor, and the instructor will decide whether the explanation justifies excusing the absence. An instructor may verify a student’s report that he or she was at the Student Health Service for treatment by calling the director. The Student Health Service does not provide written excuses. See regulation M in the catalog for procedures applicable to absences that are officially sanctioned.)

E-3. A supply of official “Warning” notice forms (pink slips) is available in departmental and college offices. When an instructor has filled out one of these, it is sent to the Registrar’s Office where it is duplicated and then sent on, usually within 24 hours, to the student’s academic dean. In this way, these officers are enabled to make early investigations and take appropriate corrective action.

E-4. The student’s dean and the administrative officers concerned have the responsibility to act promptly on each warning submitted by instructors. Whenever “counsel” has been indicated, a report of the disposition of the case
should be sent to the instructor. One valuable result of prompt follow-up is the early detection of cases of informal (unofficial) withdrawal, in which a student has ceased to attend classes and possibly left UI without anyone’s knowledge. Discouraged, homesick, or bewildered students can often be assisted, frantic calls from relatives can be avoided, and vocationally misdirected students can be referred to the Counseling & Testing Center. [ed. 6-09]

F. ADMINISTRATION OF CLASSES.

F-1. Priority of Enrollment in Oversubscribed Courses or Sections. If the number of students who preregister for a given course section exceeds the enrollment limitation, the students are given preference for admission in the following order: (1) those who expect to graduate before the course is offered again, (2) those who show evidence of extraordinary circumstances, subject to the judgment of the unit, and (3) those who have completed the greater numbers of credits (i.e., other factors being equal, the more credits completed, the higher the student’s priority). Order of preregistration is irrelevant. This provisional placement of students in classes on completion of preregistration is made known to them before the end of the semester. This provisional placement is validated by the student’s formal registration at the beginning of the succeeding semester.

F-2. Admission to Class. Instructors admit to class only those students whose names appear on the class roster or for whom the instructor has signed an “add” card; instructors have the authority, however, to grant or deny access to classes by visitors. Instructors are not authorized to make any change in a student’s study list. [See regulation C in the catalog for procedures that are to be followed for changes in registration and regulation O-6 for changes in section.] [ed. 7-00, rev. 1-14]

F-3. Class Rosters. 
   a. Immediately following registration, class rosters are sent by the registrar to all instructors via departmental administrators. Prompt checking of the students attending a class against the roster is important; students cannot receive credit for a course in which they are not registered--even though they may attend regularly and complete the requirements. After the first four weeks of classes, students can register for a course only by petition through the dean and with the instructor’s permission. A student who is attending a class and for whom the instructor has no evidence of enrollment should be referred to the Registrar’s Office.
   b. Rosters for courses or sections that are not being given should be marked “course not offered,” signed by the instructor and departmental administrator, and returned to the registrar.
   c. After the two-week registration period, corrected rosters are sent to instructors via departmental administrators.

F-4. Syllabi. Faculty shall provide syllabi to registered students and to their unit offices at the beginning of each term for courses for which they are responsible. Each syllabus shall include expected learning outcomes for the course and describe an example of how at least one learning outcome will be assessed. [add. 7-19]

F-5. Grade Reports. The academic calendar specifies dates near the middle and at the end of each semester on which grade reports are due (at midsemester, for undergraduate courses only). Shortly before these dates, the registrar sends class lists, with instructions for their use in reporting grades, to instructors via departmental administrators. As a general rule, at the end of a term, the final grades for a course should be filed within 72 hours after the time scheduled for the final examination in the course. [ren. 7-19]

F-6. Disclosure of Grades on Class Work. [See 2200 V and 2600 for policies concerning student records and improper disclosure.] The posting of individual students’ midsemester or final grades or the grades they receive on daily assignments, quizzes, projects, term papers, examinations, or any other academic work is a violation of the rights guaranteed to students. The same is true of leaving graded papers (for students to search through and find their own) in hallways, offices, etc. Instructors may post, or otherwise release, statistical summaries of grades when individual students are neither identified nor identifiable. [ren. 7-19]

F-7. Grade-Record Books. Grade-record books that are issued to instructors become their personal property upon receipt and need not be turned in when an instructor leaves the employ of UI. [ren. 7-19]

F-8. Recording of Lectures. Students may electronically record lectures only with the consent of the instructor or as an approved ADA accommodation and with appropriate notification to the instructor. [rev. 8-18, ren. 7-19]
Committee Members:
Jeff Langman (Chair) | Geology | jlangman@uidaho.edu
Bob Stone | Business | rstone@uidaho.edu
Penny Morgan | Forest Rangeland & Fire | pmorgan@uidaho.edu
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Ray Pankopf | Director AES | rayp@uidaho.edu

1) Current Capital priorities: submitted in August, finalized in Legislature in April/May
   - Permanent Building Fund
   - FY20 request book forwarded with major requests for Tribal and Diversity Center and Engineering/STEM/classroom facility
     - Site for Tribal building not chosen, possibly by Ed, architectural review
     - STEM building site not chosen, possibly by Physics
   - Potato Seed and Vandal Meats buildings need sites, priority: CPAC suggested the site next to Facilities, which were the approved selections

2) Current A&R priorities: greatest priority is upkeep
   - UBFC is a new variable in project list
   - Idaho Avenue prioritizes with another project and integrated with larger projects such as construction of new arena
   - New Engineering and Water System Plan added to interact with IDEQ
   - ADA priorities: access to building (outdoor ramps/sidewalks, movement within building (elevators), access to room resources
     - ADA funding: limited $800,000 per year for all agencies

3) Reorganization of the "space" committees: Space Advisory Council, Classroom Committee, and CPAC
   - No negative impact to CPAC perceived for reorganization
   - Support for greater integration of the three committees
   - Incorporation of language into FSH to indicate the reporting of CPAC to the Space Advisory Committee

4) New plan for pedestrian mall behind Pittman up to McClure
   - Multi-stage A&R project
   - Goal is pedestrian mall connecting Pittman to center of campus
   - Substantial CPAC support and feedback for initial phase at Pittman and continuation of phases to McClure