University of Idaho

2019 – 2020 Faculty Senate Agenda

Meeting # 13

Tuesday, November 19, 2019, at 3:30 pm

Paul Joyce Faculty-Staff Lounge & Zoom

I. Call to Order

II. Approval of Minutes (VOTE)
   • Minutes of the 2019-2020 Faculty Senate Meeting # 12 (November 12, 2019) Attach. #1

III. Consent Agenda

IV. Chair’s Report

V. Provost’s Report

VI. Committee Reports
   • Faculty Affairs Committee: FSH 3500 Proposal (VOTE) Attach. #2a & Attach. #2b
     Speakers: Torrey Lawrence (Vice Provost for Faculty)
             Alexandra Teague (Faculty Affairs Committee Chair)

VII. Other Announcements and Communications
   • Institutional Planning Effectiveness Committee (IPEC) Update
     Speaker: John Wiencek (Provost & Executive Vice President)
   • Budget Related Policy Report Attach. #3
     Speaker: Diane Whitney (University Policy & Compliance Coordinator)

VIII. Special Orders

IX. New Business

X. Adjournment

Attachments:

- Attach. #1 Minutes of the 2019-2020 Faculty Senate Meeting # 12 (November 12, 2019)
- Attach. #2a Faculty Affairs Committee: FSH 3500 Proposal
- Attach. #2b Memo P&T Senate
- Attach. #3 Budget Related Policy Report
University of Idaho
2019 – 2020 Faculty Senate – Approved
Meeting # 13
Tuesday, November 19th, 2019 at 3:30 pm
Paul Joyce Faculty- Staff Lounge & Zoom

Present: Bacon, Bridges, Caplan, Chapman, Chopin, Cosens, DeAngelis, Dezzani, Fairley, Grieb (Chair), Hill, Jeffery, Keim, Kirchmeier (Vice- Chair), Paul, Raja, Sammarruca (w/o vote), Schab, Schwarzaender, A. Smith, R. Smith, Tibbals, Wiencek (w/o vote).
Present via Zoom: Kern, McKellar, Tenuto, Sears.
Absent: Lee-Painter, Lockhart, Luckhart.
Guests: 5.
Guest Speakers: Torrey Lawrence (Vice Provost for Faculty)
Alexandra Teague (Chair, Faculty Affairs Committee)
Diane Whitney (University Policy & Compliance Coordinator)

I. **Call to Order:** Chair Grieb called the meeting to order at 3:32 PM.

II. **Approval of Minutes (vote):** There was a motion to approve the minutes of the 2019-2020 Faculty Senate Meeting # 12, November 12, 2019 (Dezzani/Tibbals). A Senator requested an amendment on page 4 of the minutes. The sentence “She proposed to add the following statement as a future addition to their college bylaws...” should be replaced with “She asked that the Faculty Senate meeting records reflect that the Provost does not see a problem with the College of Law addressing the fact that the norm in law schools is to be able to meet the requirements for full professor in a much shorter timeframe with the addition of the following language to the College bylaws: ...” A motion to amend (Cosens/DeAngelis) and the motion to approve the minutes as amended passed unanimously. One Senator abstained because he was not present at Meeting # 12.

III. **Consent Agenda:** There was none.

IV. **Chair’s Report:** The next University Faculty Meeting will be held on December 11, 2019, in the International Ballroom, Bruce Pitman Center, from 2:30 to 4:00 pm Pacific Time. Chair Grieb encouraged the Senators to attend and remind their faculty to attend. He asked if there were any questions. Hearing none, he moved to the next item on the agenda.

V. **Provost's Report:** Provost Wiencek deferred his report until later in the agenda, in “Other Announcement and Communications”.

VI. **Committee Reports:** Revision of the Promotion and Tenure policy proposed by the Faculty Affairs Committee (FAC), Alexandra Teague, FAC Chair, and Torrey Lawrence, Vice Provost for Faculty.
Chair Grieb invited Torrey Lawrence & Alexandra Teague to continue the presentation and discussion on **FSH 3500** started in Meeting # 12, which covered up to Section **E**.

The conversation moved to Section **F (College Level Review)**. Chair Grieb thanked the FAC for the language included in Section **F-1**, specific to the College of Business & Economics. The College of Business & Economics will undertake a full review of their bylaws to formally define “major areas” and be consistent with the language of **FSH 3500 F-1**.

The discussion moved to Section **H**. Chair Grieb read Section **H-4.a** and observed that, although what is contemplated in Section **H-4.b** is the most typical scenario, per Section **H-4.a** the same year a faculty member goes up for tenure could be his/her terminal year (in case of denial). It was observed, though, that Sections **H-4.a** and **H-4.b** are (and always were) required by State Board (SB) policy, as signified by “RGP”. There were no additional questions or comment about Section **H**.

A Senator asked to go back to Sections **F** and **G**, which address review time for college and university committees. The Senator noted that times allowed for review have been very short recently and therefore it would be important to clarify this point. Vice Provost Lawrence referred to the friendly amendments to Sections **F-2** and **G-2** in the “Friendly Amendments” memo dated November 15, 2019 and attached to the meeting binder. At this point Chair Grieb called for a motion to approve the friendly amendments to **F-2** and **G-2**. A motion (Fairley/R. Smith) to approve Sections **F-2** and **G-2** as amended passes unanimously. There were no additional questions or comments on Sections **F**, **G**, and **H**.

There were no questions or comments on Section **I**.

There were no questions or comments on **FSH 3510** or **FSH 3530**.

Chair Grieb summarized the voting procedure. The Senators will vote on: approving the new policies **FSH 3500** and **FSH 3510**, deleting policies **FSH 3520**, **FHS 3560**, and **FSH 3570**, and approving the revisions on **FSH 3530**. A Senator noted that the removal of **FSH 3520** should be contingent to the approval of the other items in order to preserve tenure at the university. Vice Provost Lawrence and Diane Whitney pointed out that the intent of FAC was always to take all of the above items as one package. All parts of the proposed policy (approval of new sections, revisions of sections, and removal of sections) are meant to be presented as one group to the university faculty as well.

Chair Grieb proposed to vote first on the amendments. For **FSH 3500**: A motion to approve the amendment to Section **B-4** as in Suggestion # 1 in the “Friendly Amendments” document (A. Smith/ Dezzani) passed unanimously. There were no requests for additional discussion. The vote was as follows: 20 in favor and 2 abstentions.

Amendment to Section **C-1.c** was an editorial correction (no vote was taken).

Next, the amendments to Section **C-3.e** and **C-3.f** as from Suggestion # 3 in the “Friendly Amendments” document were considered. Chair Grieb invited Vice Provost Lawrence to comment. Vice Provost Lawrence noted that those amendments were done in response to a question raised last week. These sections are about appointment with tenure and administrative
Having taken a second look at the SB policy (which refers to rank, not tenure), FAC separated the two items which were previously together. The stricken words in (amended) C-3.e are now in (amended) C-3.f, whereas the latter was broken into three points. A motion to approve the amendments to Section C-3.e (R. Smith/Dezzani) passed unanimously. There were no requests for additional discussion. The vote was as follows 21 in favor and 2 abstentions.

Continuing the discussion on Section C-3.f, the proposal is to split C-3.f in two points: 1- “The role of an administrator is not tenurable”; and 2- “A faculty member who serves as an academic (administrator retains membership in his or her academic department and his or her academic rank and tenure…” . Furthermore, point 3- “A candidate may be initially appointed as an associate or full professor with tenure with the approval of the...” was added. A motion to approve the amendments to Section C-3.f (Schab/Dezzani) passed unanimously. There was no request for additional discussion. The vote was as follows: 22 in favor and 2 abstentions.

The (seconded) motion from the FAC was voted on. The votes were as follows: 21 in favor and 3 abstentions. There was a question from a Senator regarding the numbering of the new FSH articles. It was noted the “FSH 3500” did not exist before.

Chair Grieb and the Senators thanked the FAC for their careful work. Chair Grieb asked if there were any questions. Hearing none, he moved to the next item on the agenda.

VII. Other Announcements and Communications:

- Institutional Planning and Effectiveness Committee (John Wiencek, Provost & Executive Vice President).

Provost Wiencek gave an update on where we are with regard to budget issues. The President will send communications shortly. In addition to the $22 million base budget reduction starting next fiscal year, the Governor is requiring an additional 1% holdback for the current fiscal year, and a 2% additional base budget cut going starting in FY21. The Provost is communicating with the Deans and will provide specific budget resetting targets to those units reporting to him. Three separate paths are being followed simultaneously: 1) voluntary separation and retirement incentives; 2) academic program closure; 3) line-by-line budget review developed by the Deans to meet the set targets. The target budget reduction for the Executive Vice President area is $15,740,000, including both salary and fringe. The three activities mentioned above will proceed in parallel and independently. In January, once all three tasks have draft recommendations or preliminary results, we will overlay the results and develop a more complete and final plan, together with the Deans, Faculty Senate, Staff Council and the Leadership. Currently, the Provost is working with the Deans to develop some guiding principles. Initial ideas have focused on student success and enrollment, protecting strategic initiatives (including our untenured faculty), excellence in scholarship, and mission centrality.

Provost Wiencek proceeded to review the role the Institutional Planning and Effectiveness Committee (IPEC). He noted that Program Prioritization (PP) is SBOE-mandated. A review of all the PP activities undertaken by the U of I over the past several years has been prepared for the benefit of the SBOE, to show that the institution takes PP seriously, as we must since it’s in
policy. Traditionally, IPEC has had two representatives from Faculty Senate and one from Staff Council. There has been discussion about adding more faculty and staff. President Green agreed to one more faculty and one more staff. So, there will be three faculty representatives, one of whom is the Faculty Senate Chair. President Green has directed IPEC to guide the PP process once again.

The Provost moved to a presentation on IPEC starting by providing the link of the [website](#). He asked whether there were questions about IPEC and there were none.

IPEC serves at the pleasure of the President and oversees our planning process, especially strategic planning and its role in the accreditation process. We use program prioritization to assess programs and determine relative priorities, and to reallocate resources from low-priority to high-priority ones. In the past, PP has been used to fund university budget priorities (such as faculty/staff market-based salary adjustments and more competitive TA packages). Thus, it has provided positive outcomes. Unfortunately, closure of programs may be the outcome this time.

The Provost moved on to explain how PP was done. A consultant was hired and two taskforces (one academic, one non-academic) were put together. Only faculty and staff (no administrators) were on the taskforces. A faculty member chaired the academic programs taskforce and a staff member chaired the non-academic one. They focused on a traditional approach to PP which was shared with the university community. The feedback that was collected indicated large disappointment. The approach was metrics-driven, while the community wanted a more formative and forward-looking process.

With the strategic plan in mind (mission, vision, and goals), three criteria were developed, and the weights were adjusted so that small programs would not be penalized (to account for the feedback that had been received). Three criteria were used: 1) essentiality to mission, 2) contribution to strategic plan, and 3) institutional investment. It became clear that one could not apply the same metrics to different groups. Therefore, the university population was divided into four groups and the same criteria were applied within a given group. Concerning the contribution to strategic plans, the metrics that came out of the taskforce were heavily narrative-based and were then assessed by the UI community via a Qualtrics poll. Many faculty felt that this polling and/or the narrative statements were not a sufficiently robust means to evaluate the second criterion for PP purposes.

After the most current PP process was completed, IPEC asked the REAPP (Re-envisioning Another Program Prioritization) Committee to suggest improvements. (People have gone on and off that committee, so the membership shown on the slide is not comprehensive.)

There is no final written report from REAPP but the committee chair, Dean Ali Carr-Chellman, will join IPEC in revisiting the committee’s recommendations.

Concerning the second criterion, the group strongly recommended a move to more quantitative data for academic and non-academic programs. In parallel, Vice Provost Cher Hendricks also worked on a review process for both academic and non-academic programs.

All of the above was put on hold while we transitioned to the new president. Now, the process needs to get going again. The Provost has spoken to President Green about charging a group composed primarily of faculty and staff and including some deans, who were not involved the
previous time. The group will be reconstituted and asked to review the process and deliver their input to IPEC. The new process details will then be given to our institutional research people for analysis.

Although we have the three criteria approach, the group will have some latitude. Ideally, we can build on what we have rather than throwing it all away. The new process should be relatively quantitative. First, we will focus on academic programs, since we are talking about academic program closure and PP is an important mechanism for evaluating them.

Proceeding with his slide presentation, Provost Wiencek showed a timeline for the new committee, specifically for the academic program subgroups. Although they should develop quantitative measures, it is also important to have other means to evaluate a program’s quality which cannot be expressed in a single number. We can use a combination of methods, such as: first, we do a quantitative analysis, and then, when looking at the bottom fraction of programs, we can take a more qualitative view. We may complete additional evaluation prior to recommending closure, and engage in additional conversations with President, Provost, and Deans to make sure we are making the right decision. None of this is cast in stone yet.

IPEC will meet next Monday to discuss and provide the charge. The process for all four groups will be revised and rerun, starting with the academic group. Provost Wiencek reiterated that faculty and staff input is important to him as we all embark together in this difficult task. The committee will have some latitude, but we need something in place quickly, by the end of January. He reiterated that faculty and staff will have considerable input in IPEC along with the VPs.

In summary, Provost Wiencek expressed hope that we can work together towards a more collaborative and transparent approach.

In regard to assigning quantitative values under the given criteria, a Senator asked whether the process developed by the committee will then be administered by the units or by the committee itself. The Provost answered that he cannot speak exactly for what the committee will actually come up with. As an example, he referred to the previous process where two narratives were given 65% of the weight while six other quantitative metrics counted 5% each, including student credit hours and number of degrees awarded. The list from last time probably contains a reasonable number of items which we may want to keep while adding to them. We may want to think about quantitative measures which are available to us to evaluate research productivity. However, some of these measures (such as research expenditures or F&A generation, which are actual revenues coming into the university) would not be appropriate for the Humanities and Social Sciences.

A Senator pointed out that the most important values for the SBOE are undergraduate enrollment and retention. Therefore, he wondered if those will be major criteria. Provost Wiencek replied that SBOE is respectful of our process and implementation. They provide suggestions but are not prescriptive.

A Senator said that, as a representative of a college with no undergraduates, she is concerned that IPEC does not have a member from a college such as hers and asked whether her college can have a representative on the committee. Provost Wiencek noted that Chair Grieb will be
involved in those appointments. Chair Grieb specified that the conversation is about the PP taskforce, not IPEC directly.

A Senator recalled the negative feelings within the university community the last time PP was done. In particular, some people felt that research was undervalued. Provost Wiencek said that he will be an ex-officio member providing background and ideas but he plans to remain “hands-off”. The process will be driven by the committee.

Chair Grieb went back to the previous comment by a Senator about the College of Law. On the University Budget Financial Group (UBFG), Deborah McIntosh represents the College of Law. Chair Grieb and Chad Nielsen will send a formal request to the Chair of UBFC concerning interest in serving on PP groups.

A Senator inquired about alternative cost-cutting ideas in other areas. Provost Wiencek reminded everybody that ideas for possible solutions are being collected from the community as well as from the Tools Ranking Task Force. He believes that the President will give considerable weight to the suggestions from Faculty Senate and the university community. Primarily, we will embark in a self-reflection process, but then we must act quickly. At the moment every option is still open.

Chair Grieb pointed out that this discussion will go on over the next two meetings after the Fall break. A Senator said that the faculty would like to hear that the administration will also be evaluated according to the same quantitative standards. Provost Wiencek replied that, in some areas, we have good benchmarked data, such as ratios of faculty to students, whereas in non-academic areas there are no equivalent benchmarks. There will be cuts in administrative areas as well.

Chair Grieb invited Diane Whitney for the next item on the agenda.

- **Budget Related Policy Report (Diane Whitney, University Policy & Compliance Coordinator).**

Chair Grieb noted that the preparation of this report was the first step from the Policy Review Group. Diane Whitney announced that the report is on the U of I Policy website. She explained that policies with budget implications can be divided into four conceptual groups: General Principles, Ordinary Actions, Short-Term Actions, and Actions under Financial Exigency. The last one is not currently an option. She proceeded to describe the different categories.

A Senator raised the concern that salary reduction is never mentioned in policy. He asked whether the latter is permissible and whether it is a short-term reduction or a change in base salary. Diane Whitney observed that “short-term” is not defined and that there is no “black-and-white” answer to this question. Provost Wiencek added that no actions along those lines are being contemplated by Scott Green at this time. The President is more interested in voluntary furloughs. The Senator noted that the faculty can vote on a permanent salary reduction for themselves, as they did in Biology (about 3 to 4%).

Diane Whitney went on to give a policy overview, which she articulated in three parts: 1) framework to divide budget-related policies into General Principles, Ordinary Actions, Short-Term Actions, and Actions under Financial Exigency; 2) directory of budget-related SB and UI policies, in
numerical order, each with a web link and brief summary; and 3) lists of budget reduction actions with associated policies and deadlines.

There were no questions. It was reiterated that all the information is available from the meeting binder as well as the University Policy website.

VIII. **Special Orders:** There were none.

IX. **New Business:** Senator A. Smith gave a short update on the Bookstore RFP committee. Of the three vendors (Barnes & Noble, Follett Corporation, and Texas Book Company), the first two would have an actual presence on campus, whereas Texas Book Company is an online vendor. None of the three vendors included in their presentations what faculty would like to see in a bookstore. The focus was more on branding and T-shirts, although Barnes & Noble did a better job at addressing faculty perspectives. It is not yet known to which vendor the contract will be awarded. Barnes & Noble enjoyed a warmer reception whereas Follett’s proposal was received with hostility. To the questions of where savings may come from, Provost Wiencek noted that Auxiliaries (like the bookstore) have been losing money. Hence the reason for a change.

X. **Adjournment:** A motion to adjourn (Cosens/DeAngelis) passed unanimously. The meeting was adjourned at 4:55 PM.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
I. Call to Order: Chair Grieb called the meeting to order at 3:30 PM.

II. Approval of Minutes (vote): There was a motion to approve the minutes of the 2019-2020 Faculty Senate Meeting # 11 (November 5, 2019) (Dezzani/DeAngelis).

A Senator asked for clarification on a sentence on p.5 of the minutes which reads “If they do not get a notice by July 15, they will have another year.” Provost Wiencek commented that they have another year in addition to the one that they are already in (noting that, on July 15th, they are 15 days into the current year). The wording is from policy. The motion to approve the minutes passed unanimously.

III. Consent Agenda: There was none.

IV. Chair’s Report

- Faculty members who want to receive weekly funding opportunity bulletins, announcements of limited-submission funding opportunities, training and workshop events, and agency updates from the Office of Research and Faculty Development can subscribe to the Office of Sponsored Programs PI listserve.
- Chair Grieb thanked everyone who attended the budget open forum last Thursday. A video of the forum can be found at the President’s Presentations and Messages webpage. Faculty and staff are invited to submit their ideas for revenue generation or for cost savings at the Community Feedback webpage.
- Brief update on budget committees. Chair Grieb displayed an updated committee flow chart. He reported that the Sustainable Financial Model Working Group (SFMWG) had their second meeting today.
The Policy Review Group met yesterday to discuss a document prepared by Diane Whitney containing the relevant policies from FSH, APM, and SBOE regulations. The draft will be shared with everyone at the end of the week. There are three different types of policies:

1- Ordinary – these are the ones that we should focus on. They have implication for program closures.
2- Exigency Policies – not currently being considered.
3- Short Term – these include, for instance, furloughs. These do not fix a long-term problem, because they are a one-time saving strategy.

Concerning the Tool Ranking Taskforce (TRT), the dean members have been identified and meeting times will be set shortly.

Moving on to Institutional Planning and Effectiveness Committee (IPEC), Chair Grieb referred to last week conversation. IPEC is essentially a program prioritization group. Faculty Senate Leadership and Staff Council will meet to talk about structure and membership of this committee, which is charged by the Administration. They will review budget issues involving both academic (such Gen Ed or Research) and non-academic areas. They will develop quantitative metrics to prioritize programs. This process is currently being formalized and we will know more on Thursday (November 14).

The Sustainable Financial Model Working Group (SFMWG) had productive meeting. They will make recommendations on a long-term model to allocate resources year after year. Three aspects emerged:

1- Activity Based Model;
2- Performance Based Model;
3- RCM (Responsibility Center Management).

More work will be done between December and January and a formal report will be presented to Senate at a later date. Program Prioritization is required by SBOE, and appropriate metrics will be developed.

A Senator asked whether the SFMWG is aware that RCM had been tried 15 years ago and failed. Chair Grieb agreed that it is important not to repeat mistakes from the past. A “hybrid” model is being discussed as an option. Colleges most be entrepreneurial. They must be given the power to build the programs which they think will work best and benefit from those choices, if successful.

Another Senator expressed concern that the above process may take a long time. Provost Wiencek commented that a quick shift may be detrimental, therefore we will proceed gradually over time. It may take multiple years of studying and testing.

A Senator was concerned about the possibility of loss of quality in education and character of the university. When a managerial style is applied, the nature and character of a university can be lost. He mentioned the book “The Fall of the Faculty”. Both Chair Grieb and Provost Wiencek agreed that unintended consequences most be avoided, which is why we should proceed through gradual implementations. While we balance our budget, we must not lose our values.

• The next University Faculty Meeting will be held on December 11, 2019, in the International Ballroom, Bruce Pitman Center from 2:30 to 4:00 pm Pacific Time.
Having completed the Chair’s report, Chair Grieb asked if there were any questions. Hearing none, he moved to the next item on the agenda.

V. Provost’s Report:
   • The Provost confirmed that many meetings are taking place. He met with the Deans frequently. He mentioned the recent meeting with the Policy Review Group.
   • On a different note, the Tribal Business Submit took place last week. The emphasis of this year’s Summit is on identifying and understanding areas of intersections between the College of Business and Economics and various Tribal business and enterprise departments; understanding tribal sovereignty and its role in business and economics; and course offerings and areas of emphasis that enhance tribal collaborations and opportunities.
   • Dean searches are going on. Some are internal and some reach out to the outside. The College of Architecture has announced a national search.

Provost Wiencek asked if there were any questions. Hearing none, Chair Grieb moved to the next item on the agenda.

VI. Committee Reports: There were none.

VII. Other Announcements and Communications:
   • Revision of the P&T policy proposed by the Faculty Affairs Committee (Alexandra Teague, FAC Chair, and Torrey Lawrence, Vice Provost for Faculty, presenting).

Chair Grieb welcomed Torrey Lawrence & Alexandra Teague. Vice Provost Lawrence summarized the present status of the policy. There have been further revisions to the policy since the last discussion at the October 14 Senate meetings. Changes were based on feedback from Senate, FAC, and university counsel. Feedback was also gathered from all faculty by sending a link to the new policy to all university faculty on Friday, October 18. That webpage was viewed by 913 people in seven days. Feedback was collected through an online survey October 18-25.

The policy changes provided to the Senators were approved by the Faculty Affairs Committee on Tuesday, October 5, 2019. Due to the significance and complexity of these changes, several documents were made available:
   • New policy FSH 3500
   • New policy FSH 3510
   • Deleted policy FSH 3520
   • Revised policy FSH 3530
   • Deleted policy FSH 3560
   • Deleted policy FSH 3570
   • New/old policy map
   • Frequently Asked Questions (FAQ)
   • Feedback received from the online survey
The discussion started with FSH 3500, section by section. There were no questions or comments on Section A.

Section B: A clarification was asked as to why Section B-4 had been added. Kent Nelson added that this section will be helpful if anything goes wrong during the process. Still on section B-4, a Senator suggested to specify that the candidate’s agreement with the resolution should be in writing. Vice Provost Lawrence agreed that this is a good idea. In response to another question, Vice Provost Lawrence confirmed that the purpose of Section B-4 is, indeed, about transparency. It is meant to resolve a problem before the end of the process.

The discussion moved to section C. A Senator emphasize that the College of Law remains concerned about the timeline for early consideration for Promotion (C-1.b). As she had mentioned earlier, the proposed timelines will make it difficult for the College of Law to recruit candidates. She proposed to add the following statement as a future addition to their college bylaws: “To address the fact that the timeline to promotion to full professor is much longer than the norm for law school, reflecting the culture of a professional school in which faculty with practice experience in the profession are sought and to ensure clear communication of this to any committee determining the award of promotion, the College bylaws will reflect a presumption that law faculty will come up for promotion to full professor in a time period reflecting the majority of law schools responding to a poll. This poll will be repeated every 5 years when College bylaws are reviewed.”

Vice Provost Lawrence pointed out that the policy as it stands does not preclude the possibility of early promotion, as long as the Dean supports it. The Senator argued that her faculty are not concerned about the Dean’s support, but more like the university-level process. Provost Wiencek noted that the university-level Promotion Committee understands the culture of the Colleges from where the candidates are coming. The College of Law is represented on that committee and the concerns from the College of Law will be well articulated. Furthermore, this committee is advisory to the Provost. It is best to address these concerns in the unit bylaws and made the Provost aware of it. The Senator was positive about this solution, since unit bylaws must be approved by the President.

A Senator asked about the three-year waiting period to go up again for promotion to Full Professor, when the previous attempt has been unsuccessful. FAC Chair Teague responded that promotion implies considerable amount of work. FAC felt that a substantial change of the promotion dossier requires some time. Actually, candidates have to wait only two years and can go up again on the third year. Furthermore, they can ask for the Dean’s support if they are confident that they have made substantial progress. There was a request of clarification concerning the sentence “The role of the administrator is not tenurable”. The Senator was satisfied with the clarification. A Senator pointed out a typo on Section C-1.c.

There was a question concerning Section C-4.a, in case the faculty member has or adopts more than one child. It was replied that more than one extension can be requested per C-4. The next question concerned C-3.e, and whether it should say “…with the approval of Deans, Provost, President…” (that is, including Deans). Chair Grieb suggested that this could be undertaken as a possible amendment next week. Vice Provost Lawrence remarked that the words as they are reflect our current practices and are consistent with SBOE policy. Kent Nelson will check about this issue. Another Senator proposed that the list should include “…Deans and Faculty…”
The discussion moved to Section D. The first question concerned Section D-2.f, specifically how to interpret “appointment” in that context. Vice Provost Lawrence explained that this section refers to faculty with joint appointments. Faculty who do not have joint appointments but work in interdisciplinary scholarship can add additional material in the dossier. In response to a question about D-2.a.2, Vice Provost Lawrence explained that FAC felt it would be fair to allow the candidate to choose the version of the criteria by which they will be evaluated, if those criteria have changed during the period covered by the review. It is also best to document the faculty’s choices.

The discussion moved on to Section E. Vice Provost Lawrence pointed out the addition of E-2.a.6, as recommended by General Counsel. With regard to section E-1.a.1 (which prescribes a committee of 5 faculty members, with at least 3 tenured faculty members in the unit and at least one tenured faculty member from outside the unit), a Senator inquired whether the remaining committee member must be tenured. Vice Provost Lawrence noted that the remaining member is elected by the faculty, thus they can choose whether this member is tenured or not. Still on E-1.a.1, it was clarified that “the outside unit member” can be from outside or inside the college. To the question whether extension faculty can sit on P&T committees for non-extension faculty, the answer was affirmative. A clarification was provided on Section E-2.a.2, which gives eligible voting faculty flexibility to assemble and deliberate before voting, if they so choose. Torrey Lawrence pointed to E-2.b and E-2.c for clear definitions of who is eligible to vote in case of tenure or promotion.

At this time Chair Grieb called for an end to the discussion, which will be continued next week with FSH 3500 Section F.

- “UI Solar Initiative” by Jeannie Matheison (Director, Sustainability Center)

Chair Grieb welcomed Jeannie Matheison, who delivered a presentation on solar energy initiatives.

Jeannie Matheison pointed out that, as an institution, we have made commitments to sustainability. This was most recently affirmed in our 2016 strategic plan, where sustainability is identified as one of our five core values. Another commitment we made is the climate action plan which took a comprehensive look at our institution’s carbon footprint and committed us to trying to achieve carbon neutrality by 2030. Both reports are available on the Sustainability Center website.

Reducing our carbon footprint is one of the most important steps we can take. Electricity costs are increasing by 5% each year. It is very difficult for large institutions to navigate increasing energy costs when revenue remains constant. Purchasing a solar array is like buying your energy “in bulk” for the next 30+ years, at a fixed price. We had some available funding at the Sustainability Center, and we began exploring projects that would contribute to carbon neutrality with Facilities Management Team. She proceeded to describe how a group of stakeholders was put together, and how the process of identifying the ideal location for a solar array began with determining criteria and metrics for a campus solar site assessment. From the identified metrics, 15 possible locations for a solar array were evaluated and ranked in order of highest to lowest. The top four locations considered were: The bookstore, IRIC, Shoup Hall and the Physical
Education Building. A copy of the solar site assessment is available on the Sustainability Center’s website.

Jeannie Matheison showed a short video and concluded by encouraging everyone to donate $166 to support the purchase of a solar panel. To learn more about the UI Solar Initiative and the many giving levels go to the website. Chair Grieb noted that the funding site is easy to find via a search of the UI website.

Chair Grieb asked if there were any questions. Hearing none, he moved to the next item on the agenda.

VIII. **Special Orders:** There were none.

IX. **New Business:** There were none.

X. **Adjournment:** A motion to adjourn (Fairley/Dezzani) passed unanimously. The meeting was adjourned at 4:57 PM.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
POLICY COVER SHEET

For instructions on policy creation and change, please see www.uidaho.edu/governance/policy.

All policies must be reviewed, approved, and returned by the policy sponsor, with a cover sheet attached, to uofi-policy@uidaho.edu.

Faculty Staff Handbook (FSH)
- Addition
- Revision*
- Deletion*
- Emergency
- Minor Amendment
Chapter & Title: _3500, 3510, 3520, 3530, 3560, 3570 (see attached files for chapter titles)_

Administrative Procedures Manual (APM)
- Addition
- Revision*
- Deletion*
- Emergency
- Minor Amendment
Chapter & Title: ____________________________

*Note: If revision or deletion, request original document from uofi-policy@uidaho.edu. All changes must be made using “track changes.”

Originator (see FSH 1460 C) _Torrey Lawrence, Vice Provost for Faculty ___________________________ Name 11/8/19 Date

208-885-7941 tlawrence@uidaho.edu Telephone Email

Policy Sponsor, if different from Originator _Same __________________________ Name Date

Reviewed by General Counsel _■ Yes  ____No Name & Date: _Kent Nelson and Kim Rytter (11/1/19)____

1. Policy/Procedure Statement: Briefly explain the reason for the proposed addition, revision, and/or deletion to the Faculty Staff Handbook or the Administrative Procedures Manual. See attached memo and supporting documents.

2. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? None.

3. Related Policies/Procedures: Describe other UI policies or procedures related or similar to this proposed change, or that will be impacted by it. None.

4. 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. Specified in the policy in 3500-I and 3510-H.

If not a minor amendment forward to: _Faculty Affairs Committee ____________________________

Policy Coordinator  

Appr. & Date: ___________________________ [Office Use Only]

FSH

Appr. __________________

FC __________________

GFM __________________

Pres./Prov. _____________

[Office Use Only]

APM

F&A Appr.: __________________

[Office Use Only]

Track # ___________________

Date Rec.: ________________

Posted: t-sheet ______________

h/c ______________________

web _____________________

Register: __________________

(Office Use Only)
MEMORANDUM

DATE: November 8, 2019

TO: Faculty Senate

FROM: Torrey Lawrence, Vice Provost for Faculty
       Diane Whitney, University Policy and Compliance Coordinator

RE: New Promotion & Tenure Policy

As we have already discussed, our current procedure for evaluating promotion and tenure (P&T) applications is a complex web of separate policies that are overlapping, inconsistent, and incomplete. They contradict other UI policies as well as unit/college bylaws. This complexity makes it difficult to understand and even more challenging to follow properly.

There have been further revisions to the policy since our discussion at the October 14 faculty senate meetings. Significant changes are “tracked” on the versions presented below.

Changes were based on feedback from faculty senate, FAC, and university counsel. We also gathered feedback from faculty at large by sending a link to the new policy to all university faculty on Friday, October 18. That webpage was viewed by 913 people in seven days. Feedback was collected through an online survey October 18-25.

The attached policy changes were approved by the Faculty Affairs Committee (FAC) on Tuesday, October 5, 2019. Due to the significance and complexity of these changes we have attached the following documents to assist in your evaluation.

- New policy FSH 3500
- New policy FSH 3510
- Deleted policy FSH 3520
- Revised policy FSH 3530
- Deleted policy FSH 3560
- Deleted policy FSH 3570
- New/old policy map
- Frequently Asked Questions (FAQ)
- Feedback received from the online survey

We look forward to discussing the proposed policy with you.
Notes:

1. Three existing sections of FSH chapter 3.5 will be deleted from policy. They are FSH 3520, 3560, 3570, and associated forms.

2. To avoid confusion with previous policy numbers, this new policy will be added in two new chapters: FSH 3500 and 3510. Section 3530 remains, but with changes.

3. Changes “tracked” below are revisions since version 11 that was sent to all faculty on Friday, Oct. 18, 2019.

4. The highlighted text in 3500 E-2-a-6 was suggested by general counsel after the approval by FAC. It should be considered as a possible friendly amendment.

FSH 3500

PROMOTION AND TENURE

A. INTRODUCTION.

A-1. Definitions.

a. Academic Administrator. For purposes of this section, “academic administrator” means the president, provost, vice provosts, deans, associate/assistant deans, and department chairs/directors of academic units, and vice president for research, and shall not include persons occupying other administrative positions. (RGP II.G. 6.i.i.)

b. Board. As used throughout this section, “board” refers to the State Board of Education and Board of Regents of the University of Idaho.

c. Faculty Member. For the purposes of this section and certain other sections that contain references to this subsection, “faculty member” is defined as any member of the university faculty who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

d. Period under Review. The “period under review” includes all years since appointment to the candidate’s current rank.

e. Unit. For the purposes of this policy, “unit” means a school, division, or department (i.e., the first organizational unit below the college level), but the College of Law shall be considered a unit. —For Extension educators, the unit shall be the Extension district.

f. Unit Administrator. The “unit administrator” is the administrator of the unit that holds the promotion and/or tenure candidate’s appointment. In the case of an interdisciplinary appointment, the administrator of the unit that holds the majority of the appointment shall be considered the unit administrator.

g. University. As used throughout this section, “university” and “UI” refer to the University of Idaho.

A-2. Faculty Promotion.

a. General. Promotion to a rank requires the faculty member to meet the requirements for that rank. Responsibility for the effective functioning of promotion procedures rests with faculty and administrators. Decisions are based on thorough and uniform evaluation of the faculty member’s performance in relation to
the expectations listed in his/her position description and the criteria for promotion established in the unit and college bylaws.

b. Criteria. Promotion is awarded only to faculty members who effectively perform in the responsibility areas contained in FSH 1565 C and meet university, college and unit criteria. Promotion in rank is granted only when there is reasonable assurance, based on performance, that the faculty member will continue to meet the criteria for promotion. Each faculty member shall be evaluated based on the faculty member’s individual position description. The faculty of each college or unit or both shall establish substantive promotion criteria for all types of faculty existing within that unit or college (e.g. regular faculty, clinical faculty, research faculty, etc.), consistent with the university requirements. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college or unit bylaws (see FSH 1590).

c. Non-Tenure Track Faculty Promotion. Full-time Non-tenure track positions at the assistant and associate professor level are eligible for promotion to the next rank. Full-time instructors are eligible for promotion to senior instructor. Senior instructor is not a rank from which a faculty member may be promoted (FSH 1565 D-1-b).

A-3. Faculty Tenure.

a. General. Tenure is intended to protect academic freedom in order to maintain a free and open intellectual atmosphere. The justification for tenure lies in the need for protection from improper influences from either outside or inside the university. Tenure strengthens UI’s ability to attract and retain superior teachers and scholars as members of the faculty. UI’s tenure policy improves the quality of the faculty by requiring that each faculty member’s performance be carefully scrutinized before tenure is granted.

b. Definition. Tenure is a condition of presumed continuing employment accorded to a faculty member, usually after a probationary period, on the basis of an evaluation and recommendation by a unit committee and administrator, a college committee and dean, a university committee, the provost, and the president. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed (RGP II.G.1.b). After tenure has been awarded, the faculty member’s service can be terminated only for adequate cause, the burden of proof resting with UI (FSH 3910), except under conditions of financial exigency as declared by the board (FSH 3970), in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized elimination or substantial reduction in an academic program (RGP II.G.6.a).

c. Criteria. Tenure is granted only to full-time faculty members (RGP II.G.6.a) who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective performance in the responsibility areas contained in FSH 1565 C as specified in their position description and consistent with university, college and unit criteria. The faculty of each college or unit or both shall establish substantive tenure criteria consistent with the university requirements for tenure. The criteria shall include a statement regarding the role of interdisciplinary activity and shall be included in college and/or unit bylaws (see FSH 1590).

d. Tenurable Ranks. The tenurable ranks are senior instructor, assistant professor, associate professor, and professor. Senior instructors, research professors, extension faculty, psychologists, and licensed psychologists can be either tenure track or non-tenure track. See FSH 1565. [Comment: Changes to ranks in FSH 1565 are being considered by QTT (aka Non-Tenure Track Task Force) and are beyond the scope of this P&T process. This provision reflects current practice.]

A-4. Consideration of Tenure or Promotion Alone. The procedures in this policy apply to all cases including applications for only tenure or only promotion.

B. ROLE OF THE PROVOST.

B-1. Delegation. The provost may delegate any of his or her responsibilities in this policy to a designee.
B-2. Provost’s Administrative Guidance. The process of promotion and tenure is administered by the provost. The provost shall publish guidance necessary for the administration of the promotion and tenure system that is consistent with the Faculty Staff Handbook (FSH) and the Regents of the University of Idaho Governing Policies and Procedures (RGP). This guidance shall be mandatory. The provost’s administrative guidance shall include:

a. Deadlines for the promotion and tenure process;
b. The forms required to document the promotion and tenure process (e.g. dossier submission form, unit voting forms, etc.);
c. Procedures for requesting early consideration for promotion;
d. Requirements for curriculum vitae;
e. Requirements regarding the submission of promotion and tenure dossiers including format, order of materials, page limits for materials, etc.;
f. Requirements for the selection of external reviews for scholarly work;
g. Procedures for collecting feedback from faculty, staff, and students to be used by committees in this process;
h. The timing of appointments and relative representation of faculty on the university promotion & tenure committee pursuant to section G-1 herein; and
i. Other matters necessary to ensure the appropriate administration of the promotion and tenure process.

B-3. Committee Problem Resolution. If the unit administrator and/or the college dean is not able to fill membership on a committee required under this policy, the provost, in consultation with the dean, shall appoint an appropriate faculty member to fill any opening in order to comply with the requirements of this policy. If the provost takes such action under this provision, documentation of the action shall be maintained by the provost.

B-4. Procedural Error Remediation. In the event of a procedural error, the provost, dean, unit administrator, and candidate shall confer and attempt to come to an agreement that resolves the error. The provost shall decide the resolution of the procedural error. If the candidate agrees to the resolution, he or she may not later object to the resolution. If the candidate does not agree to the resolution, he or she retains the right to appeal the final institutional decision based on that procedural ground (see H-3 herein).

C. SCHEDULE FOR PROMOTION AND TENURE CONSIDERATION.

C-1. Promotion.

a. Timing of Promotion. A faculty member shall apply and be considered for promotion according to the schedule below.

1. Instructors. Full-time instructors shall be considered for promotion to senior instructor during their sixth year of continuous, full-time service as an instructor. Part-time instructors are not eligible for promotion.

2. Tenure Track Assistant Professors. Assistant professors who are on a tenure track shall be considered for promotion at the same time they are considered for tenure and shall be promoted if they receive tenure (C-2-a herein).

3. Non-Tenure Track Assistant Professors. Assistant professors who are not on a tenure track shall be considered for promotion during their sixth full year of service, or thereafter, as an assistant professor.

4. Tenure Track and Non-Tenure Track Associate Professors. Faculty may be considered for promotion during their sixth full year of service, or thereafter, as an associate professor.

b. Early Consideration for Promotion. A faculty member may be considered for promotion at an earlier time than permitted by this policy with the approval of the dean based on the faculty member’s record of
accomplishments. The process for requesting early consideration for promotion shall be set forth in the provost’s administrative guidance pursuant to B-2 herein.

c. Reconsideration for Promotion. When a faculty member has been considered for promotion and not promoted, he or she may be apply and be considered again during their third full year of service or later after denial of promotion unless earlier consideration is approved in writing by the dean.

C-2. Tenure.

a. Timing of Tenure. A faculty member shall apply and be considered by the university for tenure during the sixth full year of probationary service. Consideration at that time is mandatory (RGP II.G.6.b.ii.). If an associate or full professor is not appointed with tenure, they are considered for tenure during the fifth full year of service. Satisfactory service in any tenurable rank may be used to fulfill the probationary period

b. Early Consideration for Tenure. A faculty member may be considered for tenure at an earlier time than permitted by this policy (RGP II.G.6.d.iv.1), with the approval of the provost based on the faculty member’s record of accomplishments. The process for requesting early consideration for tenure shall be set forth in the provost’s administrative guidance pursuant to section B-2 herein.

C-3. Special Circumstances.

a. Late Appointments. When the appointment begins after the eighth week of the start of the academic year (for academic year appointments) or after the eighth week of the fiscal year (for fiscal year appointments) then the timeline for promotion and tenure consideration begins the following year.

b. Transfer between Units.

1. Approval Process. When a non-tenured faculty member transfers to another unit within UI, the transfer must be approved by the provost in consultation with the units and college dean(s).

2. Impact on Time to Promotion and Tenure. The extent to which service in the first unit counts toward tenure and/or promotion in the new unit must be communicated to the faculty member in writing by the provost at the time of the transfer. (RGP II.G.6.l.ii.)

3. Tenure Status. Tenure status does not change when a tenured faculty member transfers from one unit to another within UI.

c. Effect of Lapse in Service. A non-tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years may have his or her prior service counted toward eligibility for the award of tenure. Eligibility for the award of tenure must be clarified in writing before reappointment. A tenured faculty member who has left the institution and is subsequently reappointed after a lapse of not more than three (3) years must have tenure status clarified in writing by the president before appointment. The faculty member may be reappointed with tenure, or may be required to serve additional years before being reviewed for tenure status. (RGP II.G.6.l.i)

d. Credit toward Promotion or Tenure at Time of Appointment. Credit toward tenure and/or promotion may be granted at the time of appointment with the approval of the provost. Such credit must be documented in the letter offering the candidate employment at UI. Where credit toward tenure and/or promotion is approved, all evidence of success in the faculty member’s areas of responsibility having arisen during the years for which credit is given shall be included in the candidate’s tenure and/or promotion dossier and must be considered in evaluating whether the candidate has demonstrated success in the applicable areas of responsibility. Credit toward promotion and tenure may be granted under the following circumstances:

1. After review of the candidate’s qualifications, the faculty in the unit vote that the candidate meets UI criteria for the rank to be offered, and
2. The candidate has demonstrated outstanding performance of responsibilities relevant to the position for which the person is being appointed through service at another institution, or has made substantial contributions to their field of specialization, and

3. The candidate must complete one full year of employment at UI prior to applying for promotion or tenure.

e. **Appointment with Tenure.** A candidate may be initially appointed as an associate or full professor with tenure with the approval of the provost and president. (RGP II.G.6.i.iii) If an administrative appointment carries academic rank, evaluation for tenure is conducted by the unit in which the rank is held. Appointment with tenure may be offered under the following circumstances:

1. The candidate has attained tenure at another college or university, and
2. After review of the candidate’s qualifications, the faculty in the unit vote that the candidate meets UI criteria for tenure and the rank to be offered, and
3. The candidate has demonstrated performance of responsibilities relevant to the position for which the person is being appointed.

f. **Administrative Appointment.** The role of an administrator is not tenurable. A faculty member who serves as an academic administrator retains membership in his or her academic department and his or her academic rank and tenure. (RGP II.G.6.i.ii) The faculty member may resume duties in his or her academic department when the administrative responsibilities end. (RGP II.G.6.i.iv)

g. **Unit Administrator under Review for Tenure and/or Promotion.** If the unit administrator is scheduled to be evaluated for tenure and/or promotion the dean shall fulfill all the responsibilities under this policy normally fulfilled by the unit administrator.

h. **Conflicts of Interest.** A faculty member who is a “related individual” to the candidate as defined in FSH 6241-A shall not participate in the process of promotion and tenure.

**C-4. Extensions.**

a. **Childbirth or Adoption:** A faculty member who becomes the parent of a child by birth or adoption, may request an automatic one-year extension of the timeline for tenure and/or promotion. (RGP II.G.6.d.iv.2.)

b. **Other Circumstances:** An extension of the timeline for tenure and/or promotion may be granted in other exceptional circumstances (RGP II.G.6.d.iv.2) that may impede a faculty member’s progress toward achieving tenure and/or promotion, including but not limited to significant responsibilities with respect to elder/dependent care, child care and/or custody, disability or chronic illness or such other reasons deemed by the provost to be exceptional and likely to impede the faculty member’s progress.

c. **Third Year Review.** In the event that an extension is requested and granted before the third year review, the review is also automatically delayed for one year.

d. **Length of Extension.** In most cases, extension of the time to tenure and/or promotion shall be for one year; however, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted.

e. **Option to Shorten Extension.** A faculty member may choose to be considered for promotion and/or tenure on his or her original timeline, even if an extension has been granted.

f. **Procedure for Requesting an Extension:**
1. The faculty member must request the extension from the provost in writing by March 15 of the calendar year in which the review process begins, as set forth in the provost’s administrative guidance in B-2 herein. The written request must include appropriate documentation of the childbirth, adoption, or other exceptional circumstance.

2. Except to obtain necessary consultative assistance on medical or legal issues, only the provost shall have access to documentation pertaining to a request related to disability or chronic illness. The provost shall, in his or her discretion, determine if consultation with the dean and/or unit administrator is appropriate.

3. The provost shall notify the faculty member, unit administrator, and dean of the action taken. No information regarding extensions shall be included in the candidate’s dossier.

g. Effect of Extension. If an extension is granted, the expectations for tenure and/or promotion remain the same.

D. PROMOTION AND TENURE DOSSIER. All materials provided by the candidate and by the unit administrator shall be compiled together into a single dossier in the manner prescribed by the provost’s administrative guidance (B-2 herein).

D-1. Materials to be Provided by the Faculty Member. The candidate shall submit the following materials:

   a. Current Curriculum Vitae. The curriculum vitae in the required UI format.

   b. Candidate Statements. This section is limited to eight pages.

      1. Context Statement. A Context Statement, written by the candidate, describing the candidate’s academic unit and the candidate’s responsibilities within his or her unit as established in the position description. It is intended to inform reviewers about the candidate’s academic environment so that reviewers may consider the similarities and differences between their own academic unit and that of the candidate. The context statement should also describe the expectations placed on the candidate by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. If applicable, the candidate shall indicate his or her choice of unit criteria for promotion and tenure under which to be evaluated, pursuant to D-2-a-2.

      2. Personal Statement of Accomplishment. The candidate has an opportunity to interpret their record of accomplishment relevant to the responsibilities in their position description and the criteria for promotion and/or tenure, but should not duplicate other materials in the dossier. The statement may explain and analyze materials submitted and include a philosophical vision as it relates to the broader impact of accomplishments. The statement explains the nature of the faculty member’s activities so that others will understand them fully for purposes of assessment. The format and method of presentation is a matter of faculty choice.

   c. Evidence of Accomplishment. Evidence of accomplishment may be provided for each area of responsibility in the position description. Evidence could include examples of scholarly work, teaching evaluation materials, letters of support, etc. This shall not include additional narrative written by the candidate regarding promotion or tenure. This section has no page limit.

D-2. Materials Provided by the Unit Administrator. The unit administrator shall provide the following materials to the candidate, in the format prescribed by the provost’s administrative guidance (B-2 herein), at least 10 business days prior to the deadline specified in D-3-a herein:

   a. Bylaw Sections. College and unit bylaw sections that cover the following areas:

      1. Annual review process and annual performance criteria.
2. Criteria for promotion and tenure. If criteria change during the period under review, the candidate shall choose the version of the criteria by which he or she will be evaluated. If a candidate does not select a version, the version in effect at the time of submission shall be used.

b. Position Descriptions and Annual Evaluations. Copies of the candidate’s position description(s) (FSH 3050) and annual evaluations (FSH 3320) for the period under review.

c. Teaching Effectiveness. If teaching is included in the candidate’s position descriptions, copies of all of the candidate’s student course evaluation summaries (RGP II.G.6.e) for the period under review and peer evaluations of teaching for the period under review as prescribed by the provost’s administrative guidance (B-2 herein). The candidate may supplement this section to include other evidence of teaching effectiveness as outlined in FSH 1565 C-1-a.

d. Prior Reports. Copies of any third year review committee reports and periodic review reports made during the period under review, along with the associated unit administrator’s and dean’s reports (as applicable) and any responses by the faculty member to the reports.

e. External Peer Reviews. The unit administrator shall obtain three to five external reviews of the candidate’s performance in the area of scholarly and creative activity, except in the case of third year review or faculty without responsibility for scholarship or creative activity as defined by FSH 1565 C-2. All review letters received shall be included in the dossier.

1. Qualifications of Reviewers. External reviewers shall be tenured faculty members who have expertise in areas closely related to the candidate’s expertise. If the review is to be in support of promotion, each reviewer shall be at, or above, the rank the candidate is seeking. Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent an unbiased assessment.

2. Selection. The reviewers to be solicited shall be chosen by the unit administrator, but at least one two reviewers shall come from a list of at least eight qualified reviewers provided by the candidate in writing to the unit administrator by the deadline provided in B-2 herein. If the unit administrator cannot obtain letters from two reviewers on the candidate’s list, the unit administrator shall ask the candidate to identify further potential reviewers. The candidate may also provide the unit administrator with the names of up to two individuals who shall be excluded from consideration as an external reviewer. If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate. These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

3. Request Letters to the External Reviewers. The letters of request to the reviewers shall be based on a template provided by the provost.

4. Materials Provided to the External Reviewers. The unit administrator shall provide only the candidate’s CV, position descriptions for the period under review, candidate statements from D-1-b herein, and up to four examples of the candidate’s scholarly and creative activity chosen by the candidate. The unit administrator shall not provide the complete dossier or any additional materials to external peer reviewers.

5. Criteria for External Review.

a) The review shall be limited to the candidate’s scholarly and creative activity in relation to the applicable tenure and/or promotion criteria and the faculty member’s position description(s).

b) Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those at the reviewer’s institution or other professional organizations.
c) The university shall make every effort to keep the names of the reviewers confidential from the candidate. The candidate may request to view the external reviewers’ anonymized evaluations after the final institutional decision is made. Such requests shall be directed to the provost.


1. In the case of interdisciplinary appointments, administrators of units holding the minority of the candidate’s appointment (see A-1-d herein) may provide an additional review letter.

2. In the case of a candidate based at a UI center, the center executive officer shall may provide an additional review letter.


a. Deadline for Submission. A candidate’s dossier in support of tenure and/or promotion, containing all of the materials described in section A, must be submitted to the unit administrator either prior to the beginning of the semester in which the review is scheduled to begin or prior to the submission of the candidate’s materials to the external reviewers, whichever is earlier. In the event a unit administrator fails to provide materials within the timeline referenced in D-2 above, the candidate’s deadline for submission shall extend to ten days after the provision of materials by the unit administrator.

1. External peer reviews need not be submitted as part of the dossier prior to the deadline, but must be submitted received, if required, prior to any consideration of the dossier.

2. The dossier may be supplemented with scholarship or creative accomplishments occurring after submission. Supplementation must be made pursuant to the provost’s administrative guidance.

b. Finalization of Dossier. Submission is final when the faculty member has signed a dossier submission form and provided the signed form to the unit administrator. Other than supplementation provided in D-3-a herein, the dossier is final when submitted and may not be supplemented or altered after submission.

E. UNIT LEVEL REVIEW.

E-1. Unit Promotion and Tenure Committee.

a. Membership. The unit administrator faculty shall constitute elect a promotion and tenure committee for each candidate according to the criteria below. The unit faculty may delegate the selection of committee members to the unit administrator.

1. The committee shall be composed of five faculty members. At least three members shall be tenured faculty members in the unit, who shall elect a chair from among their tenured members. At least three of the committee members must be tenured faculty members in the unit. At least one member shall be a tenured faculty member from outside the unit.

2. The committee shall elect a chair from among their tenured members.

3. Because the promotion and tenure committee is a personnel committee, students and non-university employees shall not serve on the committee.

4. In cases considering promotion to full professor, unit administrators are encouraged to include full professors in the committee.

5. Neither the unit administrator nor the dean may serve as a member of a unit promotion and tenure committee.
6. If there are not three tenured faculty members available to serve on the committee, the unit administrator, in consultation with the dean, shall designate tenured faculty members from other units whose areas of expertise are closely related to the work of faculty in the unit. One such member may chair the committee if there is not a tenured member from the unit available to serve as chair.

7. **Upon request by the candidate to the unit administrator, the unit administrator shall provide the candidate with the names of the committee members.**

b. **Basis for Evaluation.** The unit administrator shall submit the completed dossier to the chair of the unit promotion and tenure committee. The review shall be based on the dossier as well as feedback collected by the committee from faculty, staff, and students in the unit. The process for requesting such feedback shall be set forth in the provost’s administrative guidance pursuant to section B-2 herein. The committee shall not meet until the dossier and feedback have been available to all members for at least two weeks. The committee may provide the candidate with the opportunity to present evidence from the dossier in support of his or her application for tenure and/or promotion. The committee shall evaluate the promotion and tenure dossier of the candidate in light of the unit, college and university criteria for tenure and/or promotion. The unit administrator shall make the dossier and feedback available to all committee members at least two weeks prior to their first meeting.

c. **Unit Promotion and Tenure Committee Report.** The committee shall write a report recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee’s recommendations and an anonymized record of the committee’s vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed. The chair of the committee shall deliver the report to the unit administrator. The report shall not be shared with faculty who are not members of the college or university promotion and tenure committees.

E-2. **Unit Faculty Voting.**

a. **General.**
   1. The dossier must be made available at least two weeks prior to any voting.
   2. Faculty who are eligible to vote may assemble to deliberate prior to voting.
   3. Voting shall occur using a signed, written ballot in a format provided in the provost’s administrative guidance in B-2 herein.
   4. Faculty members may submit evaluative comments as part of their ballot to the unit administrator for their consideration.
   5. Unit faculty voting results shall not be shared with the candidate’s promotion and tenure committee.
   6. Faculty are not required to vote but are encouraged to do so.

b. **Voting by Tenured Faculty.** In the case of tenure, the unit administrator shall solicit the vote of all tenured faculty members of the candidate’s unit regarding whether the candidate should be granted tenure. Non-tenured faculty shall not be eligible to vote. The unit administrator shall poll tenured faculty members of the candidate’s unit regarding whether the candidate should be granted tenure.

c. **Voting by Promoted Faculty.** In the case of promotion, the unit administrator shall solicit the vote of all faculty members of the candidate’s unit of the same or higher rank as that to which the candidate seeks promotion. Faculty members of lower rank shall not be eligible to vote. The unit administrator shall poll all unit faculty members of rank to which the faculty member seeks promotion or a higher rank regarding whether the candidate should be promoted.

E-3. **Unit Administrator.**

a. **Unit Administrator’s Report.** The unit administrator shall prepare a written report after considering the tenure and/or promotion dossier, the unit promotion and tenure committee report, and the unit voting results. The unit administrator’s report shall include the anonymized voting results as well as the administrator’s recommendation for or against tenure and/or promotion in light of the unit, college and university criteria for tenure and/or promotion. In the event that the administrator submitting the
recommendation has not had at least one year to evaluate the candidate, he or she shall disclose this as part of the report, except for reasons clearly stated in writing, defer to the evaluations and recommendations of the committee when submitting his or her own recommendation.

b. Transmission of Reports to the Candidate and Written Response. The unit administrator shall provide the candidate with copies of the unit administrator’s report and the report of the unit promotion and tenure committee. The candidate may provide a written response to the reports within five business days after receiving the reports.

E-4. Forwarding Materials. The unit administrator shall forward the tenure and/or promotion dossier and all reports and the candidate’s response, if any, to the dean.

F. COLLEGE LEVEL REVIEW.

F-1. College Promotion and Tenure Committee. Each college having more than one unit shall have a standing promotion and tenure committee. The members shall be tenured and shall serve staggered three-year terms. Each unit shall have one representative elected by the unit faculty. The committee shall elect its chair from among its members or may elect the dean or associate dean to serve as chair without vote. For the College of Business and Economics each major area shall serve as a “unit” for purposes of section F. Names of committee members shall be provided to the candidate upon request to the dean.

F-2. College Promotion and Tenure Committee Evaluation and Report. The committee shall evaluate the dossier in light of the unit, college and university criteria. The committee chair shall write a report for each candidate recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee’s recommendations and an anonymized record of the committee’s vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed. A tie vote will result in a recommendation of “undecided.”

F-3. Dean’s Report. The dean shall evaluate the candidate in light of the unit, college and university criteria for tenure and/or promotion then make a written recommendation as to whether each candidate should be promoted and/or tenured after considering the materials presented in the dossier (including all reports, responses and polling information), and advice of the college committee. The dean may also confer individually or collectively with unit administrators about the qualifications of the candidate.

F-4. Transmission of Reports to Candidate and Written Response. The dean shall provide the candidate with copies of the dean’s report and the college promotion and tenure committee report. The candidate may provide a written response to the reports within five business days after receiving the reports.

F-5. Forwarding Materials. The dean shall forward the completed tenure and/or promotion dossier and all reports, recommendations, and responses to the provost.

G. UNIVERSITY LEVEL REVIEW.

G-1. University Promotion and Tenure Committee Composition. A university promotion and tenure committee of faculty members, chaired by the provost without vote, is appointed each year.

a. Nominations. One-third of the committee’s membership shall be selected by the provost from nominations submitted by the senators. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Senate nominates four faculty members who should be representative of the breadth of the disciplines within the college. The delegation representing the College of Agricultural & Life Sciences on Faculty Senate nominates four faculty members from the college comprising two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% University of Idaho Extension appointments. The Faculty Senate delegations from the other colleges and the Faculty-at-Large each nominate two faculty members from
their constituencies. If senators from a college do not submit nominations by the deadline announced by the provost, the provost shall appoint members from that college, as specified in G-1-b-2 herein.

**b. Membership.** The membership of the committee shall be as follows:

1. The vice president for research, the dean of the College of Graduate Studies and the provost’s designee with primary responsibility for faculty promotion and tenure, to serve *ex officio* (without vote).

2. Two representatives from the College of Letters, Arts and Social Sciences, two representatives from the College of Agricultural & Life Sciences, and one representative from each of the other colleges and the Faculty-at-Large.

3. The committee shall include *at least one* tenured faculty members (RGP II.G.6.e).

4. Upon request by the candidate to the provost, the provost shall provide the candidate with the names of the committee members.

**G-2. University Promotion and Tenure Committee Vote.** The committee shall deliberate and vote for or against tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. Abstentions are not allowed.

**G-3. Provost’s Report.** The provost shall write a report to the president making a recommendation regarding tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. The report shall include a rationale for each recommendation and the anonymized results of voting from the university promotion and tenure committee.

**H. DECISION.**

**H-1. Presidential Approval.** The president shall confer with the provost and make the decision regarding tenure and/or promotion for each candidate in light of the unit, college and university criteria for tenure and/or promotion. The awarding of tenure and/or promotion to an eligible faculty member is made only by a positive action of approval by the president.

**H-2. Notice to the Candidate.** The president shall give notice in writing to the candidate of the granting or denial of tenure and/or promotion by May 1 of the academic year in which the decision is made. (RGP II.G.6.c.) The provost’s recommendation shall be forwarded to the candidate at that time. Notwithstanding any provisions in this section to the contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the prescribed times. If the president fails to notify the candidate of the decision within the required timeframe, it is the responsibility of the candidate to inquire as to the decision.

**H-3. Appeals.** Appeals regarding promotion or tenure may be filed only after the final decision of the president, which shall be considered the institutional decision (see FSH 3840 B-2).

**H-4. Denial of Tenure.** If a faculty member is not awarded tenure, the president, at his or her discretion, may:

a. Notify the faculty member that the *contract* year in which the tenure decision is made is the terminal year of employment (RGP II.G.6.k.), or

b. Issue a contract for a terminal year of employment following the year in which the tenure decision is made (RGP II.G.6.j), or

c. Issue to the faculty member contracts of employment for successive periods of one (1) year each. Such appointment for faculty members not awarded tenure must be on an annual basis, and such temporary appointments do not vest in the faculty member any of the rights inherent in tenure and there shall be no continued expectation of employment beyond the annual appointment (RGP II.G.6.j).
I. IMPLEMENTATION.

I-1. Effective Date. This policy shall be effective April 1, 2020.


   a. The provisions of section C herein (Schedule for Promotion and Tenure Consideration) shall apply to faculty hired after the final approval of this policy.

   b. Faculty hired before the adoption of this policy shall be governed by the provisions of section C herein unless written notice of election not to be governed by Section C is provided to the unit administrator, dean and provost prior to April 1, 2020.

   c. Faculty who elect not to be governed by the provisions of section C herein are subject to the corresponding policies regarding the timing of promotion and tenure in place immediately prior to the adoption of this policy, specifically those in FSH 3520 and FSH 3560. These previous policies shall remain available on the provost’s web page.
A. GENERAL. In addition to the annual evaluation of faculty by the unit administrator, each full-time, untenured faculty member shall be reviewed by a committee of colleagues during the 24- to 36-month period after beginning employment at UI. The committee shall provide the faculty member with a detailed report regarding the faculty member’s progress toward tenure and/or promotion. The third year review process shall not include a vote of the committee or unit faculty.

B. THIRD YEAR REVIEW COMMITTEE. The third year review committee shall be created according to the process outlined in FSH 3500 E-1-a.

B-2. In the case of a review of a tenure-track faculty member, at least three of the four members of the committee must be tenured members of the faculty member’s academic unit. The committee shall be chaired by a tenured faculty member from the unit who shall be appointed by the unit administrator. If there are not two tenured faculty members in the unit available to serve on the third year review committee, the unit administrator shall appoint, as necessary, one or two tenured faculty members from other units whose areas of expertise are most closely related to the area of expertise of the faculty member under review. If necessary, a tenured faculty member from another unit may chair the third year review committee.

B-3. In the case of a review of non-tenure-track faculty member, at least three of the four members of the committee must be faculty members holding a rank higher than the faculty member under review in the faculty member’s unit. The committee shall be chaired by a higher ranked faculty member from the unit who shall be appointed by the unit administrator. If there are no faculty members holding a higher rank in the unit available to serve on the third year review committee, the unit administrator shall appoint, as necessary, one or two other faculty members from the unit who are most familiar with the non-tenure-track faculty member’s area of expertise. If necessary, a higher ranked faculty member from another unit may chair the third year review committee.

C. BASIS FOR EVALUATION. The unit administrator shall provide the completed dossier (FSH 3500 D), excluding external peer reviews, to the chair of the committee. The review shall be based on the dossier as well as feedback collected by the committee from faculty, staff, and students in the unit in light of the unit, college and university criteria for tenure and/or promotion. The process for requesting such feedback shall be set forth in the provost’s administrative guidance pursuant to FSH 3500 B-2. One function of this review is to provide formative feedback; therefore, it shall not include a vote of the faculty.

D. COMMITTEE REPORT AND CANDIDATE RESPONSE. The committee shall write a report evaluating the faculty member’s progress toward tenure and/or promotion in each of the faculty member’s responsibility areas. The report shall provide direction to the faculty member regarding the steps necessary to continue making progress toward tenure and/or promotion. The faculty member may provide a written response to the report within five business days after receiving the report. The chair of the committee shall forward the report and any response from the candidate to the unit administrator.

E. UNIT ADMINISTRATOR’S REPORT AND CANDIDATE RESPONSE. The unit administrator shall write a report evaluating the faculty member’s progress toward tenure and/or promotion in each of the faculty member’s responsibility areas in light of the unit, college and university criteria for tenure and/or promotion. The report shall provide direction to the faculty member regarding the steps necessary to continue making progress toward tenure and/or promotion. The faculty member may provide a written response to the report within five business days after receiving the report.

F. DEAN’S REPORT AND CANDIDATE RESPONSE. The committee report, the unit administrator’s report, the candidate’s response(s), if any, and the tenure and/or promotion dossier shall be forwarded to the dean. The dean shall write a report evaluating the faculty member’s progress toward tenure and/or promotion in each of the faculty member’s responsibility areas in light of the unit, college and university criteria for tenure and/or promotion. The report shall provide direction to the faculty member regarding the steps necessary to continue making progress toward tenure and/or promotion. The faculty member may provide a written response to the report within five business days after receiving the report.
G. FORWARDING MATERIALS. The dean shall forward all materials to the faculty member and to the provost’s office for recordkeeping.

H. IMPLEMENTATION. This policy shall be effective July 1, 2020.
CHAPTER THREE: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

FACULTY TENURE

PREAMBLE: This section defines tenure and sets out the procedure by which a faculty member is evaluated, at the department, college, and university level, for a possible award of tenure. In general, the material gathered here was all an original part of the 1979 Handbook. The material that provides the first sentence of what is now subsection F, H-1, J-1 through J-3 was added in July 1987. At that time what is now subsection D (criteria for tenure) and subsections J-4 and J-5 (specifying review at the university level) were added and what is now H-4 (concerning the formal tenure-review process) greatly enlarged. Substantial revisions to D, H-3, H-4, H-5, and J-4 were made in July 1998. The tenurability of lecturers and senior instructors was clarified (Section E) in July 2001. Subsections F, G, and H were revised and J-3 added in July 2002. G-1 and H-3 were substantially revised July 2005. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. Minor rearrangements and clarifications were made January 2008. In January 2010 this section was again revised to reflect changes in the faculty position description and evaluation forms intended to simplify the forms while better integrating faculty interdisciplinary activities into the evaluation process. In July 2011 changes to F-9 were made to make automatic the one-year extension for childbirth/adoptive leave. In July 2012 the percentage requirement for student membership on tenure committees was removed to better align this policy with Regent’s policy which states only that students be included. In July 2013 Regent’s no longer required students on tenure committees, thus the university revised its policy to allow units to determine and to note same in their by-laws. In July 2017 changes were made to clarify the language in F-9 for tenure extensions. Except where specifically noted, the rest of the text was written in July 1996. More information may be obtained from the Provost’s Office (208-885-6448). [ed. 7-97, 7-02, rev. 7-98, 7-01, 7-02, 7-05, 7-07, 1-08, 1-10, 7-11, 7-12, 7-13, 7-17]

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I. REVIEW OF EVALUATIONS AT THE UNIVERSITY LEVEL

A. GENERAL. Tenure has as its fundamental purpose the protection of academic freedom in order to maintain a free and open intellectual atmosphere. The justification for tenure lies in the character of scholarly activity, which requires protection from improper influences from either outside or inside the university. A tenure policy strengthens the capability of a university to attract and retain superior teachers and scholars as members of the faculty. UI’s tenure policy improves the quality of the faculty by requiring that each faculty member’s performance be carefully scrutinized before tenure is granted and on an annual basis thereafter [see FSH 3320]. [ed. 7-98, ed. & ren. 1-10]

B. DEFINITIONS.

B-1. Board. As used throughout this section, “board” refers to the State Board of Education and Board of Regents of the University of Idaho. [ren. 1-10]

B-2. Tenure. Tenure is a condition of presumed continuing employment accorded a faculty member by the board, usually after a probationary period, on the basis of an evaluation and recommendation by a faculty committee, by the faculty member’s unit administrator, by the college dean, and by the president. After tenure has been awarded, the faculty member’s service can be terminated only for adequate cause, the burden of proof resting with UI [see FSH 3910], except under conditions of financial exigency as declared by the board [see FSH 3970], in situations where extreme shifts of enrollment have eliminated the justification for a position, or where the board has authorized the elimination of, or a substantial reduction in, an academic program. [ed. 7-98, rev. & ren. 2-10]
B-3. University. As used throughout this section, “university” and “UI” refer to the University of Idaho. [rev. 1-10]

B-4. Faculty Member. For the purposes of this section and certain other sections that contain references to this subsection, “faculty member” is defined as any member of the university faculty who holds one of the following ranks: instructor, senior instructor, assistant professor, associate professor, or professor.

C. CRITERIA FOR TENURE. Tenure is granted only to faculty members who demonstrate that they have made and will continue to make significant contributions in their disciplines through effective performance in the responsibility areas (FSH 1565 C) as specified in their position description. The college and unit criteria [see G-1 and H-2] must also be met. [rev. 7-98, rev. & ren. 1-10].

D. TENURABLE RANKS. The tenurable ranks are: senior instructor, assistant professor, assistant research professor, associate professor, associate research professor, professor, research professor, and librarian, psychologist/licensed psychologist, and extension faculty all with the rank of assistant professor, associate professor, and professor. The rank of senior instructor can be used with either a tenure or non-tenure track position but it is not a rank from which a faculty member may be promoted (See FSH 1565 D-1 b.) [rev. 7-98, 7-01, ren. & rev. 1-10].

E. TENURE ELIGIBILITY. The granting of tenure is based on the criteria formulated and described below and follows the procedures specified in subsections E, F, G, H, and I. Full-time faculty members who hold tenurable ranks are eligible for appointment to tenure under the conditions and through the procedures described in this section. [ren. & rev. 1-10].

E-1. Tenure is not awarded automatically, but only on the basis of explicit judgment, decision, and approval. A faculty member who is eligible for consideration for tenure must be evaluated by the unit tenure-recommending committee [see G-4] in accordance with the schedule in G-1. That committee’s recommendation, together with the recommendations of the faculty member’s unit administrator, interdisciplinary leader and center administrator if appropriate, and dean, including all narratives, is forwarded to the president for review. In the event that the administrator submitting the recommendation has not had at least one year to evaluate the candidate, he or she will, except for reasons clearly stated in writing, rely on the evaluations and recommendations of the tenure-recommending committee when submitting his or her own recommendation. The candidate is responsible for demonstrating that she or he has met the criteria for tenure. The authority to award tenure rests with the board, which has delegated its authority to the president. [rev. 7-02, 1-08, ren. & rev. 1-10].

E-2. A unit administrator is unable to be granted tenure in his or her administrative capacity. A faculty member with tenure in an academic department who is appointed to an academic administrator position retains tenure in that department. (RGP IIG6i) [rev. 7-02, ren. & rev. 1-10].

E-3. The Board defines academic administrators who are eligible for tenure as the chief academic officer of the UI (provost), deans, department chairs, and their associates and assistants of academic units. An academic administrator may be appointed with or without academic rank, except that an administrator of an academic department must hold academic rank in a discipline. If the appointment carries academic rank, evaluation for tenure is conducted by the department in which the rank is held. In such cases, tenure will be granted only upon favorable recommendation of the department or upon successful appeal of an unfavorable unit recommendation. In the event that tenure is not granted, the appointee may continue to serve in the administrative or service capacity (except as administrator of an academic department), but without academic rank. [rev. 7-02, ren. & ed. 1-10].

F. TIME REQUIREMENTS FOR TENURE ELIGIBILITY.

F-1. Prior to the award of tenure, employment beyond the annual term of appointment may not be legally presumed. (RGP IIG6). Ordinarily a faculty member is not considered for tenure until the fourth full year of probationary service, and consideration is mandatory no later than the sixth full year of service. (RGP IIG6). Credit for prior experience may be given in accordance with the provisions of F-4. In this context, unless otherwise specified, the term “year” means the appointment year, whether that is an academic, calendar, or fiscal year. When the appointment begins after January 1, then the following fiscal year date is the start date to begin counting for consideration for tenure. A faculty member who is not awarded tenure may be given written notice of non-reappointment, or be offered
a one-year terminal appointment, or be granted an additional short-term probationary appointment for not more than a
twelve-month period by mutual agreement between UI and the faculty member. The decision to offer employment
following a denial of tenure is in the sole discretion of the president (RGP IIG6j). [See 3900.] [rev. 7-98, 7-02, 7-05,
ren. & rev. 1-10]

F-2. Tenure evaluation procedures must be started in sufficient time to permit completion by the end of the time
periods indicated in F-1. When authorized by the president or his or her designee, the year in which the tenure
decision is made may be the terminal year of employment if the decision is to deny tenure. (RGP IIG6k). [rev. 7-02,
ren. & ed. 1-10]

F-3. Satisfactory service in any tenurable rank may be used to fulfill the probationary periods required for awarding
tenure. A maximum of two years of satisfactory service in the rank of instructor at UI may be recognized in partial
fulfillment of the time requirement in the tenurable ranks. [rev. & ren. 1-10]

F-4. In cases involving prior equivalent experience, tenure may be granted following less than the usual period of
service. In particular, a new faculty member with comparable experience (see FSH 3050 D) from other institutions in
relation to the expectations set forth in his/her position description may be granted credit for such experience up to a
maximum of four years and may be considered for tenure after a minimum of one full year of service at UI. A faculty
member initially employed as an associate or full professor, having already attained tenure at another college or
university may be appointed with tenure. However, before any negotiations for appointment with tenure can begin,
this action must be supported by a majority vote of the tenured faculty in the department or equivalent unit and by the
university administration. If an associate or full professor is not appointed with tenure, they are considered for tenure
not later than the fourth full year of service. [ed. 7-98, rev. & ren. 1-10, rev. 1-14]

F-5. In the event that a nontenured faculty member’s service at UI has been discontinuous, prior years in the same or
a similar tenurable rank may be counted toward tenure eligibility, subject to the limitation stated in F-3 with respect to
instructors, and subject to the conditions that: [rev. & ren. 1-10]

a. Not more than three years have passed since the faculty member left UI. [ed. 1-10]

b. Applicability of the prior service toward tenure must be stated in writing before reappointment.

c. At least one additional year is to be served before tenure is recommended.

F-6. If a tenured faculty member leaves UI and later returns to the same or a similar position after not more than three
years, the appointment may be with tenure, or he or she may be required to serve an additional year before a tenure
decision is made. Notification of probationary or tenure status is to be given in writing before reappointment.

F-7. When a nontenured faculty member holding academic rank moves from one department to another within UI,
the faculty member must be informed in writing by the provost, after consultation with the new department, as to the
extent to which prior service will count toward tenure eligibility. (RGP IIG6l) [rev. 7-02,]

F-8. When a tenured faculty member moves from one position to another within UI, or accepts a change from full-
time to part-time appointment, his or her tenure status does not change. While a tenured faculty member is serving as
a unit administrator, college dean, or in some other administrative or service capacity, he or she retains membership,
avademic rank, and tenure in his or her academic department. Should the administrative or service responsibilities
end, the faculty member resumes duties in his or her academic discipline.


a. Childbirth/Adoption: A faculty member in a tenure track position who becomes the parent of a child
by birth or adoption, may request an automatic one-year extension of the probationary period for tenure.
Childbirth or adoption shall be considered an exceptional case justifying an extension under Regents’
Policy II.G.(4)(b) and will not prejudice a subsequent contract renewal decision. In the event that the
extension is requested and granted before the third year review, the review is also automatically delayed for one year. [add 7-11, rev. 7-17]

b. Other Circumstances: An extension of the probationary period for tenure may be granted in other circumstances that may impede a faculty member’s progress toward achieving tenure, including significant responsibilities with respect to elder/dependent care obligations and disability/chronic illness, or other exceptional circumstances. [rev. 7-11, ed. 7-17]

c. Procedure for Requesting an Extension:

1. The faculty member must request the extension from the Provost in writing by June 1st before the review process begins and must include appropriate documentation of the childbirth, adoption, or other circumstance. [rev. 7-17]

2. Except to obtain necessary consultative assistance on medical or legal issues, only the Provost will have access to documentation pertaining to a request related to disability or chronic illness. The provost will, at his or her discretion, determine if consultation with the dean and/or department is appropriate. The provost shall notify the faculty member, department chair, and dean of the action taken. [rev. 7-17]

3. In most cases, extension of the probationary period will be for one year. However, longer extensions may be granted upon a showing of need by the faculty member. Multiple extension requests may be granted. [rev. & ren. 7-17]

4. If a probationary period extension is approved, a reduction in productivity during the period of time addressed in the request should not prejudice a subsequent contract renewal decision. In the event the probationary period is approved before the third year review, the review is automatically delayed. [rev. 7-11, ren. 7-17]

G. EVALUATION FOR TENURE,

G-1. Unit Criteria. The faculty of each unit or equivalent unit establishes specific criteria for tenure. The criteria shall include a statement regarding the role of interdisciplinary activity. The unit criteria may be revised at any time by a majority vote of the unit faculty, and they must be reviewed for possible changes at intervals not to exceed five years (see FSH 1590). Revisions may not be retroactive but, for tenure evaluation purposes, are considered proportionately in conjunction with criteria that were previously in force. Unit criteria must be consistent with the college criteria and are subject to review by the college committee on tenure and promotion. [rev. 7-06, 7-08, ren. & rev. 1-10]

G-2. College Criteria. College criteria must be consistent with university criteria. [add 1-10].

G-3. Annual Review. (FSH 3320). The basis for the annual review is performance in relation to the position descriptions for the period under consideration where such descriptions have been developed according to the policies stated in FSH 3050 and in relation to the unit criteria for tenure and promotion. In the case of members of instructional faculty, the annual student evaluation of teaching is carefully weighed in this review. Each college must have procedures that guarantee that the student evaluations are considered (college procedures are subject to review and approval by the president and the board). The unit administrator’s annual evaluations, including all narratives and any evaluative comments provided by interdisciplinary/center administrators or from those administrators of faculty holding joint appointments—-together with the judgments of higher administrators, are used as one of the bases for recommendations concerning salary, reappointment, nonreappointment, promotion, tenure, or other personnel actions, as appropriate. [rev. & ren. 1-10]

G-4. Third Year Review. A more thorough review by a non-tenured faculty member’s colleagues is held during the 24 to 36 month period after beginning employment at UI. The candidate creates a professional portfolio (see FSH 3570). A committee is appointed, in accordance with procedures determined by each unit, to consider the progress of each faculty member. The detailed procedures for appointing the committee and conducting the third year review are developed by the faculty of each unit and made a part of the unit bylaws. In case of a conflict, the below requirements in a. supersede college and unit bylaws. [rev. 7-08, 7-05, 1-08, ren. & rev. 1-10]
a. At a minimum, the candidate must submit the following materials:

1. Current curriculum vitae;

2. Annual evaluations and other progress reviews from unit administrator(s), dean(s) and center administrator(s) where applicable; in the case of joint appointments and appointments where interdisciplinary activities are part of the faculty member’s position description, or in cases where faculty are located at centers or offsite locations, the secondary unit administrator and dean and/or center administrators’ evaluative comments shall also be included. [rev. 1-10]

3. Professional Portfolio (see FSH 3570); [add. 1-10]

4. At the candidate’s discretion, additional material may be prepared and made available to all who are evaluating his/her suitability for tenure and/or promotion. Materials from the following areas, should also be included as appropriate: advancement, interdisciplinary activity, professional development and professional service. [add. 1-10]

b. The faculty member is given a copy of the committee’s report and is informed in writing by the unit administrator of strong and weak points that are brought out by this review. The following materials are then submitted to the Provost’s Office: [rev. 1-10]

1. Analysis, recommendations and narratives from: [rev. 1-10]
   a) Dean,
   b) Unit chair and, where applicable, interdisciplinary program administrators (those listed on the faculty member’s narrative attached to his/her position description) and center administrators, and/or administrators of faculty in joint appointments, and [rev. 1-10]
   c) Review committee(s).

2. Complete portfolio of 3rd year review materials.

G-5. Formal Tenure Review

a. The formal evaluation for tenure requires assessing the faculty member’s performance in meeting the criteria for tenure. To initiate the formal evaluation for the granting of tenure to a faculty member, the unit administrator (or college dean if the unit administrator is under consideration for tenure) obtains the position descriptions and annual evaluations (including all narratives) for the relevant period, the third year review (all maintained in the unit office), the professional portfolio (from the faculty member, see FSH 3570), summary scores of student evaluations from all classes taught (Institutional Research and Assessment), and the curriculum vitae and reviews all of the previous listed documentation for its completeness and accuracy with the candidate. [rev. 7-98, 7-02, 1-08, 1-10]

b. The unit administrator will request an evaluation of the candidate’s performance from three to five appropriate external reviewers, who should include tenured faculty at peer institutions. Persons asked to write peer reviews should be at, or above, the rank the candidate is seeking. The names of at least two of these reviewers will be selected from a list suggested by the candidate. See also External Peer Review Guidelines on the Provost website at http://www.uidaho.edu/provost/faculty/tenure.) Final selection of external reviewers should take place at the unit level, in accordance with college policy. The letter of request will include the candidate’s curriculum vitae, position descriptions (including narratives) for the relevant period, the professional portfolio, and up to four examples of the candidate’s scholarly work. In addition, the letter of request shall include instructions that the candidate be evaluated in relation to the candidate’s personal context statement and unit and college criteria. When all deliberations within the university have been completed, the external reviewers’ evaluations will be shown to the faculty member after every effort has been made to ensure the reviewer’s anonymity. [add. 7-98, rev. 7-02, 1-08, 1-10]
e. Copies of position descriptions, annual evaluations, and external peer review letters are forwarded to each person participating in the review at the unit and higher levels. Supplementary material, if any, shall be available for review in the unit office. The results of the student evaluations of teaching must be carefully weighed and used as a factor in assessing the teaching component in tenure determinations. The unit administrator making the recommendation concerning tenure will solicit, and address in his/her summary, the evaluative comments regarding the candidate from all tenured faculty members of the unit, and from interdisciplinary program directors and center administrators (if applicable), and from the unit tenure-recommending committee (see G-5-d). The unit administrator's summary should assess the candidate's record in light of the criteria established at the unit, college and university level. Any person having a familial or other similar significant relationship with the candidate is not permitted to serve in any capacity in the review process. Each unit is responsible for developing procedures in its bylaws that meet the requirements of this subsection (unit bylaws are subject to review and approval by the provost, see FSH 1590). A copy of the form to be used in transmitting the recommendations made at each stage of evaluation for tenure appears as the last two pages of this section. [See also FSH 3380 D.]

d. The unit tenure-recommending committee includes the following: one or more tenured faculty members, one or more nontenured faculty members, and one or more persons from outside the unit. In cases involving the evaluation or review of members of the instructional faculty, inclusion of students shall be determined by the unit's by-laws. Student members may include one or more students sufficient to ensure equity of representation and who have had experience in the unit with which the faculty member being evaluated is associated. Each member of the tenure review committee has an equal vote. If a unit decides not to include a student member(s), the unit bylaws will address how sufficient student input will be accomplished, e.g., formal teaching evaluations, student testimonials, open forums for comment. In cases involving the evaluation of individuals involved significantly in interdisciplinary activities, one or more members of the appropriate interdisciplinary program(s) faculty shall be included on the committee. No faculty member serves on the unit tenure-recommending committee when it is considering his or her own case. The dean is excluded from the unit committee's process. Each unit is responsible for developing procedures, including protocols for voting, in its bylaws that meet the requirements of this subsection (unit bylaws are subject to review and approval by the provost, see FSH 1590). [rev. and ren. 1-08, 7-12, 7-13]

G-6. Forwarding Materials. The unit administrator forwards his or her completed copy of the recommendation form for each person being considered to the dean along with the recommendation of the unit tenure committee, including all narratives and external review letters. A summary of votes, and any comments by tenured faculty members are also forwarded. Before forwarding the materials to the college, the findings of the unit faculty and unit administrator are relayed in writing to the candidate indicating strengths as well as weaknesses as perceived at the unit level. The candidate has one week from receipt of the findings to provide written clarification if he or she believes his or her record or the unit criteria for tenure have been misinterpreted. Any such clarification is forwarded with the rest of the candidate's materials to the college. [rev. 7-98, rev. & ren. 1-10]

G-7. Unit Administrator under Review for Tenure. If a departmental administrator is under consideration for tenure, the forms completed by the departmental tenure committee and the tenured faculty members concerned are forwarded directly to the dean and the dean is responsible for making the summary. (See also FSH 1420 E-6) [rev. & ed. 1-10]

H. REVIEW OF RECOMMENDATIONS AT THE COLLEGE LEVEL

H-1. College Standing Committee. In each college there is a standing committee on tenure and promotion. The members serve terms of not less than three years on a staggered basis. The membership of the committee and the method of selection are prescribed in the bylaws of the college. [ed. 7-98, ren. 1-10]

H-2. College Criteria. Each college shall have bylaws, adopted by the college faculty, specifying criteria consistent with FSH 1565 C for granting tenure (and promotion to specific ranks) in that college. The criteria shall include a statement regarding the role ascribed to interdisciplinary activity. College criteria must be compatible with the university-wide criteria as specified in FSH 1565 and C above, and are subject to approval by the provost. The dean
or the faculty (by petition of 20 percent or more of the faculty members of the college) may initiate consideration for
revision of the criteria at any time. [ed. 7-98, 7-01, rev. 7-06, ren. & rev. 1-10]

H-3. College Standing Committee Recommendations. The College standing committee makes recommendations
to the dean and the provost on the tenure of individual faculty members. [rev. 1-08, rev. 1-10]

H-4. Dean’s Recommendation. The dean considers the recommendations made by the college’s committee on
tenure and promotion and makes his or her own written recommendation that assesses the candidate’s record in
light of the criteria established at the unit, college and university level. It is advisable that the dean confer
collectively with the unit administrators about the merits of the faculty members whom they are recommending for
tenure. Before forwarding the materials to the provost, the findings of the college committee(s) and the dean are
relayed to the candidate in writing indicating strengths as well as weaknesses as perceived at the college level. The
candidate has one week from receipt of the findings to provide written clarification if he or she believes his or her
record or the college criteria for tenure have been misinterpreted. Any such clarification is forwarded with the
candidate’s materials to the provost. [rev. 7-98, 1-08, ren. & rev. 1-10]

I. REVIEW OF RECOMMENDATIONS AT THE UNIVERSITY LEVEL.

I-1. The individual recommendations, together with the summary recommendations of the unit administrator, the
recommendations of the college committee and those of the dean, including all narratives, are forwarded for review
by the provost. Any individual signed recommendations are placed in the faculty member’s personnel file. [rev. 7-02,
ren. & ed. 1-10]

I-2. The awarding of tenure to an eligible faculty member is made only by a positive action of approval by the
president. The president gives notice in writing to the faculty member of the granting or denial of tenure by proffered
written contract, of appointment or nonappointment to tenure not later than June 30 (see also FSH 3900 B) after the
academic year during which the decision is made. (RGP IIG6c). Notwithstanding any provisions in this section to the
contrary, no person is deemed to have been awarded tenure solely because notice is not given or received by the
prescribed times. No faculty member may construe the lack of notice of denial of tenure as signifying the awarding of
tenure. If the president has not given notice to the faculty member as provided herein, it is the duty of the faculty
member to make inquiry to ascertain the decisions of the president. [rev. 7-02, ren. & ed. 1-10]

I-3. The board requires the president to provide a list of the faculty members granted tenure in the university’s regular
semi-annual report to the board. (RGP IIC4b). [add. 7-02, ren. 1-10]

(From to be put on next two pages, in separate document)
NON-TENURE TRACK FACULTY POSITIONS

PREAMBLE: This section, intended to define non-tenure track appointments with faculty status, was added July 2001. Further information may be obtained from the Provost's Office (208-885-6448) or the Office of the Faculty Secretary (208-885-6155).

A. CREATION. Non-tenure track positions may be created upon the recommendation and approval of the department or unit head, the dean, and the provost. Non-tenure track appointments are made only on annual contracts.

B. RIGHTS AND PRIVILEGES. Non-tenured track faculty are eligible for emeritus status (see FSH 1565H) and have the same rights and responsibilities as other faculty at the university. Non-tenure track faculty may use the grievance processes available to other faculty. If the appointment is full-time, non-tenure track faculty receive the same benefits as other full-time employees including educational privileges. However, non-tenure track faculty are not eligible for sabbatical leaves.

C. PROMOTION. Non-tenure track positions at the assistant and associate professor level are eligible for promotion to the next rank.

D. PROVOST'S REPORT TO FACULTY AFFAIRS. The provost will provide the Faculty Affairs Committee with a report on non-tenure track positions annually during the fall term.

E. CONVERSION TO TENURE-TRACK STATUS. Conversion from non-tenure track appointments to tenure-track appointments requires the approval of the provost, dean, unit administrator, and unit faculty. Conversion from non-tenure track appointments to tenure-track appointments requires the approval of the appropriate unit faculty, in accordance with the by-laws of that unit, and compliance with all university policies for tenure-track appointments.
FACULTY PROMOTIONS

PREAMBLE: This section discusses promotion in rank and the procedures by which a faculty member is evaluated, at the department, college, and university level, for a possible promotion. In particular the charge of the University Level Promotions Committee is given (subsection G). This section was an original part of the 1979 Handbook and has been revised in very minor ways several times since. In July 1994 it was more substantively revised: subsections A and B were largely rewritten to emphasize the faculty’s responsibility for promotion, G-2 (add a “presumption in favor” of the candidate under certain conditions at the university level) and the last sentence of H (providing feedback to the candidate) added. Again in July 1998 there were substantial revisions to E-2 (making formal the requirement and procedures for an external review), and E-5 and F-5 (providing a feedback loop between candidate and subsequent evaluators). In July 2000 section B was revised to make clear that eligibility for promotion in rank necessitated a history of position descriptions that required activities consistent with the criteria for that rank. In July 2002 section D was edited to clarify promotion schedules at each rank. In July 2007 the form underwent substantial revisions to address enforcement and accountability issues in the UI promotion and tenure process as well as align the form with the Strategic Action Plan. In January 2008 the section underwent some minor editing and revising to bring it into greater conformity with other sections of the Handbook. In January 2010 this section was revised to reflect changes in the faculty position description and evaluation forms intended to simplify the forms while better integrating faculty interdisciplinary activities into the evaluation process. In July 2012 the university promotions committee makeup was revised to reflect current practice and align membership to college reorganizations. In July 2014 the cap on non-tenure-track faculty appointments in a unit was adjusted and promotion processes from FSH 1565 were moved into this policy and revised. Except where otherwise noted, the text is as of July 1996. Further information may be obtained from the Provost’s Office (208-885-6440). [rev. 7-00, 7-02, 7-07, 1-08, 1-10, 7-12, 7-14]

CONTENTS:

A. General
B. Bases of Evaluation
C. Responsibility
D. Schedule
E. Evaluation and Recommendation at the Unit Level
F. Review of Recommendations at the College Level
G. Review of Recommendations at the University Level
H. Report of Recommendations Forwarded
I. Appeal
J. Annual Timetable for Promotion Consideration

A. GENERAL. Promotion to a rank requires the faculty member to meet the requirements for that rank. Responsibility for the effective functioning of promotion procedures rests with faculty and administrators. Decisions are based on thorough and uniform evaluation of the faculty member’s performance in relation to the expectations as listed in his/her position description. Performance of university administrative duties as a unit administrator is not a consideration in promotion. [ed. 1-08, 7-14, rev. 1-10]

B. BASES OF EVALUATION. Promotion in rank is granted only when there is reasonable assurance, based on performance, that the faculty member will continue to meet the standards for promotion. The faculty member’s position description (see FSH 3050), covering the period since appointment to his or her current rank, provides a frame of reference for the unit expectations for satisfactory performance. When the appointment occurs after January 1, the following fiscal year is the first year of the promotion consideration period. In order to form a basis for promotion in rank, the position descriptions must require activity consistent with the criteria for that rank as stated in FSH 1565. The faculty member’s professional portfolio (FSH 3570) and other documents are judged in the context of unit and college by-laws as well as the documents listed in E-2 a and E-3 below. [rev. 7-00, 1-10, ed. 1-08, 7-14]
C. RESPONSIBILITY. The responsibility for submitting recommendations in accordance with the prescribed schedule [see D] falls on the unit administrator or on the dean of the college if the college is not departmentalized. Small units may be joined with others for this purpose. The intent is to secure an adequate body of recommendations from those concerned and qualified to participate in the evaluation. The procedure involves successive considerations of the candidate, beginning with the faculty member's colleagues at the unit level, and proceeding through the college level to the university level. Interdisciplinary and center administrators are to be included as appropriate. [rev. 1-08, ed. 1-10]

D. SCHEDULE. Consideration of each faculty member for promotion is required according to the following schedule:

D-1. Instructors. Each unit will develop criteria for promotion and review of its instructors. Instructors may be considered for promotion to senior instructor before the end of the third year of full-time service in this rank. Instructors who do not seek promotion shall be reviewed at the end of their third year (FSH 3570) and at a minimum of every five years thereafter as determined by the unit's by-laws. The committee for third-year review, periodic review and promotion, defined by the unit’s bylaws, shall include tenure-track faculty within the unit.

Part-time service is not considered in determining the time for consideration for promotion. Periods of full-time service need not be consecutive; however, if there is an interruption of more than three years’ duration in an instructor’s full-time service, the instructor and the unit administrator may agree on an adjustment in the amount of full-time service that must be completed before consideration must be given to the instructor’s promotion, such adjustment being subject to approval by the provost.

Note: The rank of senior instructor, except in very rare instances, is a terminal rank that does not lead to promotion to the professorial ranks. [See 1565 D-1 b]. [ed. 7-04, 1-10, 7-14]

D-2. Clinical Faculty. Clinical faculty members are eligible for promotion after completion of time in rank comparable to that for tenure-track faculty, and upon evaluation by departmental, college and university promotion committees. Clinical faculty shall be reviewed during their third year (see FSH 3570). Each unit will develop criteria for promotion and review of its clinical faculty. The promotion process will be consistent with that followed by the unit, college and university for tenure-track faculty (see FSH 3560). Clinical faculty will be reviewed at least once every five years thereafter as determined by the unit's by-laws. The committee for third-year review, periodic review and promotion, as defined by the unit's bylaws, shall include tenure-track faculty from the unit. [add. 7-14]

D-3. Assistant Professors. Assistant professors are considered for promotion before the end of their sixth year in that rank. When an assistant professor has been considered for promotion and not promoted, he or she shall be considered again no less frequently than at five-year intervals. The review may be delayed upon the request of the assistant professor and the concurrence of the unit administrator and the dean. Assistant professors who have served eight years in that rank shall be considered for promotion following the process established in this policy. [ed. 7-07, 7-02, 1-10, ren. 7-14]

D-4. Associate Professors. Associate professors are considered for promotion before the end of their seventh year in that rank. When review for promotion to full professor is scheduled during the fifth, sixth or seventh full year after the award of tenure then the promotion review may, if it meets substantially similar criteria and goals of the post tenure review, take the place of the periodic performance review required by the board of regents. (RGP IIG 6g) When an associate professor has been considered for promotion and not promoted, he or she should be considered again within five years. The review may be delayed upon the request of the associate professor and the concurrence of the unit administrator and the dean. [ed. 7-07, 1-10, ren. 7-14]

D-5. Early Consideration for Promotion. In addition to those whose consideration is mandated by this schedule, a faculty member may be considered for promotion at an earlier time if nominated for consideration by a faculty member of the recommending unit whose rank is higher than that of the nominee. It is suggested that the faculty member proposing to make the nomination confer with the administrator concerned on the merits of giving early
consideration to the nominee. If it is determined that the nomination is to be made, the evaluation process is
initiated by the recommending faculty member using a copy of the form that appears at the end of this section. The
remainder of the evaluation process is the same for these additional candidates as it is for those regularly scheduled
for consideration. A faculty member may request consideration of himself or herself for promotion but such a
request does not require that the evaluation and recommendation process be carried out. [ed. 7-97, 1-10, rev. 1-08,
ren. 7-14]

D-6. Credit for Prior Experience. In cases involving prior equivalent experience, promotion may be considered
following less than the usual period of service. In particular, a new faculty member with comparable experience
(see FSH 3050 B) from other institutions in relation to the expectations set forth in his/her position description may
be granted credit by the provost for such experience up to a maximum of four years. [rev. 1-10, ren. 7-14]

E. EVALUATION AND RECOMMENDATION AT THE UNIT LEVEL. [ed. 7-97, 1-10]

E-1. Unit Criteria. The faculty of each department or equivalent unit establishes, as appropriate for the unit,
specific criteria that are consistent with criteria in FSH 1565 C for promotion in rank. The criteria shall include a
statement regarding the role of interdisciplinary activity. Unit criteria are subject to review by the college standing
committee on tenure and promotion for consistency with the college criteria. Such criteria may be revised at any
time by a majority vote of the unit, but they must be reviewed for possible changes at intervals not to exceed five years (see FSH 1590). Revisions may not be retroactive but, for promotion evaluation purposes, are considered proportionately in conjunction with criteria that were previously in force. [rev. 1-08, 1-10]

E-2. Formal Promotion Review.

a. The formal evaluation for promotion requires assessing the faculty member’s performance in meeting the
criteria for promotion. To initiate the formal promotion evaluation, the unit administrator (or college dean if
the unit administrator is under consideration for promotion) obtains the position descriptions for the
relevant period (maintained in the unit office), annual performance evaluations, and the third year review
(FSH 3520 G-4) if conducted while in the current rank, including all narratives, the professional portfolio
(from the faculty member)(see FSH 3570), summary scores of the student evaluations of all classes taught
(from Institutional Research and Assessment), and the curriculum vitae, and reviews the latter for
completeness and accuracy with the faculty member. [ren. & rev. 1-08, rev. 1-10]

b. Copies of documents referred to in E-2 a., and copies of the unit, college, and university criteria for
promotion are made available to each person participating in the review at the unit and higher levels.
Supplementary material, if any, shall be available for review in the unit office. [See FSH 3380 D.] The
results of the student evaluations of teaching must be carefully weighed and used as a factor in assessing
the teaching component in promotion decisions. [rev. 7-98, 1-10, 7-10, rev. 1-08, 7-14]

c. All review committees shall be formed consistent with unit by-laws and must include tenure-track
faculty. If the unit’s by-laws do not address review committee makeup, the structure of the tenure
committee as described in FSH 3520 G-5 d. shall be used. [add. 1-10, rev. & ren. 7-14]

d. Members of the faculty of the candidate’s unit (or group of small units joined together for this purpose)
whose ranks are higher than that of the candidate are afforded an opportunity to submit their opinions and
recommendations on the candidate’s promotion on the lower portion of the front page of the prescribed
form. The unit administrator making the recommendation will solicit, and address in his/her summary, the
evaluative comments regarding the candidate from all faculty members (within the candidate’s unit) of a higher
rank than the candidate, from interdisciplinary program directors and/or center administrators (if applicable).
Any person having a familial or other similar significant relationship with the candidate is not permitted to serve
in any capacity in the review process. Each unit is responsible for developing procedures in its bylaws that meet
the requirements of this subsection (unit bylaws are subject to review and approval by the provost, see FSH
1590). A copy of the form to be used in transmitting the recommendations made at each stage of evaluation for
promotion appears as the last two pages of this section. [See FSH 3380 D.] [rev. & ren. 1-08, 1-10, ren. 7-14]
f. The unit administrator completes the first section on the back of the recommendation form. In arriving at a conclusion, the administrator carefully considers the following (particularly as they relate to the factors listed in D): the information obtained from the curriculum vitae, the position descriptions (including all narratives), the conference with the candidate, the recommendations solicited from the candidate’s colleagues, the external reviewers, interdisciplinary administrators and/or center administrators (if applicable) and the results of annual student evaluations of teaching (in the cases of teaching members of the faculty). [ren. 1-08, rev. & ren. 1-10, rev. 7-14]

E-3. External Review: In addition to E-2 above, tenure-track faculty will require an external review. The unit administrator will request an evaluation of the candidate’s performance from three to five appropriate external reviewers, who should include faculty at peer institutions. Persons asked to write peer reviews should be at, or above, the rank the candidate is seeking. The names of at least two of these reviewers will be selected from a list suggested by the candidate. (Also see External Peer Review Guidelines on the Provost website at http://www.uidaho.edu/provost/faculty/tenure.) Final selection of external reviewers should take place at the unit level, in accordance with college policy. The letter of request will include the candidate’s curriculum vitae, position descriptions for the relevant period (including all narratives), the professional portfolio, and up to four examples of the candidate’s scholarly and creative work. In addition, the letter of request shall include instructions that the candidate be evaluated in relation to the candidate’s personal context statement and unit and college criteria. When all deliberations within the university are completed, the external reviewers’ evaluations will be shown to the faculty member after every effort has been made to ensure the reviewers’ anonymity. [ren. 1-08, rev. 1-10, ren. & rev. 7-14]

E-4. Forwarding Materials.  

a. Before forwarding the materials to the college, the unit administrator shall forward the following to the candidate:

- written findings of the unit and/or committee’s recommendation and vote [rev. 7-10]
- his or her written recommendation which shall include strengths as well as weaknesses as perceived at the unit level. [rev. 7-10]

The candidate has one week from receipt of the above to provide written clarification if he or she believes his or her record or the unit criteria for promotion have been misinterpreted. Any such clarification is forwarded with the rest of the candidate’s materials to the college.

b. The unit administrator then forwards the following items to the dean:

- his or her completed copy of the recommendation form for each person considered
- the forms submitted by individual faculty members, including responses from external reviewers, interdisciplinary administrators and/or center administrators (if applicable)
- a summary of votes and any comments
- Any clarification received from the candidate as noted in “a” above. [rev. 7-08, 1-10, ren. 1-08, 7-14]

E-5. The names of the members of the unit committee are made public after the committee’s recommendations have been forwarded. [rev. 7-14]

E-6. Unit Administrator Under Review for Promotion. If a unit administrator is under consideration for promotion, the forms completed by the faculty members concerned, are forwarded directly to the dean and the dean is responsible for making the summary. (See FSH 3320 C-2) [rev. 1-08, 7-14]

F. REVIEW OF RECOMMENDATIONS AT THE COLLEGE LEVEL.

F-1. College Standing Committee. In each college there is a standing committee on tenure and promotion. The members serve for terms of not less than three years on a staggered basis. The membership of the committee and the method of selection are prescribed in the bylaws of the college. [rev. 1-08]
**UI FACULTY-STAFF HANDBOOK**

**Chapter III: EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF**

**Section 3560: Faculty Promotions**

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**F-2. College Criteria.** Each college shall have bylaws, adopted by the college faculty, specifying criteria consistent with FSH 1565 C for granting promotion to specific ranks in that college. The criteria shall include a statement regarding the role ascribed to interdisciplinary activity. College criteria must be compatible with the university-wide criteria as specified in FSH 1565 and section A above and are subject to approval by the provost. The dean or the faculty (by petition of 20 percent or more of the faculty members of the college) may initiate consideration for revision of the criteria at any time. [rev. 1-08, 1-10]

**F-3. College Standing Committee Recommendations.** The college standing committee makes recommendations to the dean and provost on promotion of individual faculty members.

**F-4. Dean’s Recommendations.** The dean considers the recommendations made by the college’s committee on promotion and makes a written recommendation. It is advisable that the dean confer collectively with the unit administrators about the merits of the faculty members whom they are recommending for promotion. Before forwarding the materials to the provost, the findings of the college committee(s) and the dean are relayed in writing to the candidate indicating strengths as well as weaknesses as perceived at the college level. The candidate has one week from receipt of the findings to provide written clarification if he or she believes his or her record or the college criteria for promotion have been misinterpreted. Any such clarification is forwarded with the candidate’s materials to the provost. [rev. 7-98, 1-08, 7-10, ren. & rev. 1-10]

**F-5.** The names of the members of the college committee are made public after the committee’s recommendations have been forwarded. [ren. 1-10]

**G. REPORT OF RECOMMENDATIONS FORWARDED.** When an administrator forwards a recommendation to the next higher level, he or she simultaneously reports, in writing, the recommendation to the candidate concerned and to those who have submitted recommendations on that candidate. If the recommendation is negative, then reasons for the negative recommendation are transmitted in writing to the candidate. [ed. 7-97, ren. 1-08, rev. 1-10]

**H. REVIEW OF RECOMMENDATIONS AT THE UNIVERSITY LEVEL BY THE PROMOTIONS REVIEW COMMITTEE.** [ren. 1-08]

**H-1.** All individual recommendations, together with the summary recommendations of the unit administrator, the recommendations of the college committee and those of the dean, including all narratives, are forwarded for review by the provost. Any individually signed recommendations are placed in the faculty member’s personnel file. [rev. 1-08, 1-10]

**H-2.** A University Promotions Committee of faculty members, chaired by the provost, is named each year. The committee reviews each promotion recommendation with specific reference to university guidelines and to the criteria established by the unit and college of the faculty member concerned and reflected in the faculty member’s position descriptions for the relevant period. This review involves full consideration of the material that was used in making the recommendations at the unit and college levels. [ed. 7-10]

_a._ One third of the committee’s membership is randomly selected by the provost from the previous year’s committee; the remaining members are selected by the provost and the chair and vice chair of the Faculty Senate from nominations submitted by the senate. The random selection of carryover members is done one week before the senate makes its nominations. The delegation representing the College of Letters, Arts and Social Sciences on Faculty Senate nominates four faculty members who should be representative of the breadth of the disciplines within the college. The delegation representing the College of Agricultural & Life Sciences on Faculty Senate nominates four faculty members from the college—two each from (a) faculty with greater than 50% teaching and research appointments and (b) faculty with greater than 50% University of Idaho Extension appointments. The delegations from each of the other colleges and the Faculty-at-Large each nominate two faculty members from their constituencies. [rev. 7-12]

_b._ Membership of the committee, including carryover members, consists of the provost (chair), two representatives from the College of Letters, Arts and Social Sciences, two representatives from the College...
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H-3. A presumption in favor of promotion shall exist for each candidate who comes to the University Promotions Committee with a favorable recommendation from all of the committees that have considered the matter at the unit and college level, from the unit chair and dean directly involved, and from a majority of the faculty members who submitted a recommendation pursuant to section E-2.d. above. Upon showing that the lower level recommendations were made without due regard for the university criteria for the rank sought pursuant to section 1565, Faculty Ranks and Responsibilities, the presumption shall be overcome, and in such case the University Promotions Committee shall state in writing the reasons for the decision. [ed. 7-98, ren. 1-08, rev. 1-10]

I. APPEAL. If the President’s decision is against promotion, the faculty member has the right of appeal. [See 3840.]

J. ANNUAL TIMETABLE FOR PROMOTION CONSIDERATIONS. The process of promotion considerations is carried out annually. The unit level evaluation for promotion begins summer/early fall and shall follow the timetable provided by the provost and published on the provost’s website. [ed. 7-99, rev. 1-10]
REPORT OF EVALUATION AND RECOMMENDATION
FOR PROMOTION IN FACULTY RANK

Date ___________________________________

Name ___________________________________ Unit __________________________________

Considered for promotion to the rank of ___________________________________________________________

Has served in the rank of _____________________________________ since _____________________________

REQUIRED ELEMENTS OF EVALUATION

Having reviewed the candidate’s curriculum vitae, position descriptions and annual evaluations (including all narratives), we concur in their completeness and accuracy. Other documentary material deemed by either of us to be pertinent has been appended to the curriculum vitae.

_______________________________ ___________________________________
(Candidate) (Unit Administrator)

Copies of the documents referenced in E-2 a. were made available to the persons or groups called upon to participate in the evaluation of the candidate and to make recommendations on his or her promotion. [ed. 11-11]

_______________________________
(Unit Administrator)

_______________________________
(Unit Administrator, (Faculty with joint appointments)

Interdisciplinary/Center Administrator (when appropriate)

Interdisciplinary/Center Administrator (when appropriate)

----------------------------- (cut along these lines) ---------------------------------------

RECOMMENDATIONS

Each reviewing individual enters his/her recommendation below. Reviewing faculty members must have a rank higher than the candidate. If there are any considerations that support these recommendations, other than those contained in the records presented to the reviewers, a brief statement of those considerations should be appended. [ed. 11-11]

I judge the candidate’s performance of the duties assigned in his or her position description to be:

_________ exceptional performance

_________ performance above expectations

_________ performance that meets expectations

_________ performance below expectations

_________ unacceptable performance

I ______ recommend

_________ do not recommend

_________ abstain from making a recommendation on the proposed promotion.

___________________________ __________________________ __________________________________
(Signature) (Rank) (Unit)

(Recommendations continue on back of form)
Evaluations of the candidate and recommendations on the proposed promotion have been submitted by ____ faculty members having a rank higher than the candidate. Of these, ____ judged the candidate’s performance of assigned duties to be exceptional, ____ judged it to be above expectations, ____ meets expectations, ____ below expectations, and ____ unacceptable. [ed. 7-10, 11-11]

Moreover, ____ recommended promotion, ____ recommended against it, and ____ abstained from making a recommendation.

The unit promotion recommending committee ____ does ____ does not recommend that promotion be granted: there were ____ votes in favor of and ____ votes against recommending that promotion be granted, and there were ____ abstentions. [add. 11-11]

I ____ do ____ do not recommend that the candidate be promoted. [It is suggested that a narrative statement in support of the recommendation be appended.]

___________________________________
(Unit Administrator)

The college committee on promotions ____ does ____ does not recommend the proposed promotion. The committee’s vote was: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

___________________________________
(Committee Chair)

The unit administrators of this college (did)(did not) meet to consider collectively all of the recommendations submitted by the units. The vote of this group was: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

I ____ do ____ do not recommend that the candidate be promoted. [It is suggested that a narrative statement in support of the recommendation be appended.]

___________________________________
(Dean)

In the university level review committee, the votes were: ____ in favor of, and ____ against the promotion, and there were ____ abstentions.

___________________________________
(Provost)

I ____ do ____ do not recommend that the candidate be promoted.

___________________________________
(Provost)

I ____ do ____ do not approve the promotion. [ed. 7-10]

___________________________________
(President)
PROFESSIONAL PORTFOLIO

PREAMBLE: This section was introduced to the Handbook July 1998 as section B of 1565. For better ease of access it was made its own section in January 2008. In January 2010 this section was revised to reflect changes in the faculty position description and evaluation forms that simplified the forms while better integrating faculty interdisciplinary activities into the evaluation process and a new section C was added. In July 2014 changes were made to clarify that external reviews are not required of all faculty and ensure that tenure-track faculty review course material taught by non-tenure track faculty. More information may be obtained from the Provost’s Office (208-885-6448). [rev. 1-10, 7-14]

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B. Professional Portfolio for Third-Year Review, Tenure, and/or Promotion
C. Academic Unit Context Statement

A. INTRODUCTION. Evidence of effective teaching, scholarship and creative activities, outreach and extension, and organizational leadership (FSH 1565 C) is to be provided in a professional portfolio submitted by the faculty member for the third year review (FSH 3520 G-4) and when under consideration for tenure and promotion. The professional portfolio should be designed to complement the faculty member’s current curriculum vitae and position descriptions. For evaluative purposes, faculty members may also submit a portfolio on an annual basis. The professional portfolio should address all aspects of the faculty member’s responsibilities as defined in their position description (FSH 3050). The preparation of a portfolio encourages one’s growth and development in all relevant areas. Through the collection and organization of a variety of materials in combination with self-reflection, one gains an overview of one’s responsibilities as a member of the academic community. An individual faculty member understands best what he or she does and the portfolio explains the nature of the faculty member’s activities so that others will understand them fully for purposes of assessment. The format and method of presentation of the professional portfolio is a matter of faculty choice, samples are available on the Provost website. [rev. 7-00, ed. 1-08, rev. 1-10, 7-14]

B. PROFESSIONAL PORTFOLIO FOR THIRD-YEAR REVIEW, TENURE, AND/OR PROMOTION. Diversity rather than uniformity is encouraged since the portfolio serves to reflect the academic discipline and position description of each faculty member—the context within which each faculty member does his/her job. Following are the minimum requirements for the contents of a professional portfolio. The faculty member may provide additional material that offers further insight into his/her responsibilities and accomplishments. (The portfolio that is forwarded for tenure and/or promotion is limited to twelve pages. At the candidate’s discretion, additional material may be prepared and made available to all who are evaluating his/her suitability for tenure and/or promotion. This additional material, if any, is available for review in the departmental office, but is not forwarded with the packet.) [ed. and ren. 7-00, ed. 1-08, rev. 1-10]

B-1. Personal Context Statement describing the faculty member’s scholarly responsibilities within his or her academic unit. The personal context statement is written by the faculty member (limited to two pages) and reviewed by the relevant unit/college/center administrators. The statement may include expectations placed on a faculty member by interdisciplinary programs or research centers, the requirements of joint appointments or other special circumstances. [rev. 1-10]

B-2. Personal Philosophy Statement regarding the faculty member’s professional activities relevant to his/her position description.
B-3. Evidence not included in the curriculum vitae (as appropriate to the position description) of the faculty member’s productivity, scholarly ability, and student success.

B-4. Evidence of professional growth in the faculty member’s areas of responsibility.

B-5. In the case of instructional or extension faculty, evidence of evaluation of course/extension material content by tenure track faculty. [add. 7-14]

C. ACADEMIC UNIT CONTEXT STATEMENT [add. 1-10]

C-1. An Academic Unit Context Statement is included in the package of materials sent to external peer reviewers, when applicable, (see FSH 3520 G 5 b and 3560 E 3). It is intended to inform reviewers about the academic environment at the University of Idaho so that reviewers may consider the similarities and differences between their own academic units and that of the candidate for tenure or promotion. The Academic Unit Context Statement shall be developed and approved by the faculty of the academic unit and reviewed regularly for accuracy. Each faculty member may clarify their unique responsibilities within their Personal Context Statement (see B-1 above). [rev. 7-14]

C-2. The Academic Unit Context Statement is included with other materials used in the review process at levels beyond the unit, but is distinct from the Personal Context Statement described in B above.

C-3. The Academic Unit Context Statement describes relevant features of the university, college and academic unit. The context statement should cover the following areas:

a. The usual allocation of effort as described in the position descriptions of faculty in the academic unit.

b. A description of the annual review process and annual performance criteria.

c. Unit/College criteria for promotion and tenure.

d. Resources available to support scholarly activity such as travel, teaching assistants, etc.

e. Other information deemed useful to those outside the academic unit.
### Policy Map for New Promotion Tenure Policy (rev. 10/18/19)

Note: This is a rough outline of parallel policies. It does not imply equivalent policies.

<table>
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<tr>
<td>3500 D-1 c</td>
<td>E-2B</td>
<td>3570</td>
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New Promotion & Tenure Policy
Frequently Asked Questions
Version 2: revised November 8, 2019

**Why are we revising our P&T procedures?**
Our current procedure is a complex web of separate policies that are overlapping, inconsistent, and incomplete. They contradict other UI policies as well as unit/college bylaws. This complexity makes it difficult to understand and even more challenging to follow properly.

**What are the goals of this revision?**
1. To unify provisions of the FSH regarding the promotion and tenure procedure at all levels (unit, college, and university).
2. To help faculty navigate promotion and tenure by clarifying the procedure.
3. To free reviewers to concentrate on the candidate’s materials, not on complex procedures and process interpretation.

**Are we changing our P&T criteria?**
No. The proposed policy addresses the procedure for promotion and tenure evaluation. It does not change criteria for P&T evaluation. Criteria will remain in unit/college bylaws.

**What has changed from our current policy?**
All of the procedures have been rewritten. Many changes have been made to provide clarity and create a better process. In addition, the following noteworthy changes have been introduced:
1. A single process for evaluating both promotion and tenure that also allows for evaluation of promotion or tenure alone as needed.
2. Clarity regarding the promotion of non-tenure track faculty.
3. Uniform committee structures across units and colleges and clearly defined criteria for committee membership.
4. Delegation of “administrative guidance” elements to the provost.
5. Uniform dossier requirements including content, submission timelines, and supplemental materials.
6. Further clarification of special circumstances.

**Is this different than a version I saw last April or a few weeks ago?**
Yes. The draft policy has been continuously revised in response to input from various constituencies and legal counsel.

**Where is the “redline” version of the old policy?**
This policy incorporates and completely reorganizes the content of three existing FSH sections (3520, 3560, 3570), as well as the content of numerous unit and college bylaws. A
“redline” version (i.e. one that shows changes) would be nearly impossible to create and of little utility to the reader. Instead, we have created a “map” that shows where corresponding policies are located between the new and old versions. This map doesn’t include every single detail, but it will guide you to the general location of parallel issues. This new policy will be added in two new chapters: FSH 3500 and 3510. FSH 3530 will remain with proposed updates.

Who has already provided initial feedback?
1. **Spring 2019**: Feedback was collected from Faculty Senate (1 meeting), Faculty Affairs Committee (FAC)(2 meetings), and unit administrators (2 meetings).
2. **Fall 2019**: Feedback was collected from deans (2 meetings), associate deans (3 meetings), Faculty Senate (1 meeting), and FAC (4 meetings).

What if this policy is different from my unit/college bylaws?
This policy contains the entire P&T process so that procedures are not needed in unit or college bylaws (the most frequent source of current conflicts). FSH policies supersede bylaws so there will be an organized effort next spring to remove conflicting policy from bylaws.

Why are clinical faculty not specifically addressed in this policy?
Clinical ranks are addressed in FSH 1565 and 3530. As a clinical faculty member goes through the P&T process, they fall under the “non-tenure track” provisions according to the appropriate rank. This is also true for research professors.

Who wrote the new policy?
The initial draft was created by former Policy Coordinator, Liz Brandt, in fall 2018. A small group of people familiar with the P&T process revised the policy throughout 2018-19 year (Liz Brandt, Torrey Lawrence, Ann Thompson, Mary Stout, and Kim Rytter). Revisions have continued in fall 2019 and feedback was collected from many different constituencies to arrive at a final version that was approved by FAC on Tuesday, October 5, 2019.

What are the next steps?
If approved, all administrative guidance materials will be updated by the Provost in early spring 2020. Training will also be revised and provided to those directly involved in March 2020. The new procedures would go into effect on April 1, 2020.

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**Questions Added Since October 17 FAQ**

**Why is the former “portfolio” now limited to eight pages?**
The page limit of the candidate’s narrative section (3500 D-1-b) generated significant discussion. Some faculty argued for as little as three pages while others advocated for no limit. In the end, FAC approved a limit of eight pages, balancing the need to keep the portfolio concise while still providing sufficient space for the candidate to present his or her case.

**Is a department context statement no longer required?**
Correct. It is no longer required. This was very problematic in our previous practice because department context statements varied greatly, if they existed at all, and many were extremely general in nature. The new policy allows for the candidate to provide context for their specific position and role at UI. Nothing prevents a candidate from using a department context statement, if they chose to do so.

Why was the “presumption in favor of promotion” not included in the new policy?
The current policy regarding presumption in favor of promotion (FSH 3560 H-3) was largely misunderstood. It was intended to strengthen the position of a case that had strong support at lower levels; however, it was sometimes interpreted to effectively prevent review of a case by the university level promotion committee, thereby weakening the review process and creating inconsistency. It was removed so that all cases are reviewed in the same manner.

Do I get to choose between the old and new policy?
The new policies take effect in spring/summer 2020, but faculty hired prior to approval may elect to use the timing provisions of the old policy or the new policy. The transition details are specified in 3500-I and 3510-H.

Questions?
Contact Torrey Lawrence with questions (tlawrence@uidaho.edu or 885-7941).
### Feedback on the New P&T Policy
**Collected via online survey Oct. 18-25, 2019**

All input was considered by the Faculty Affairs Committee

<table>
<thead>
<tr>
<th>Section</th>
<th>Comment/Suggestion</th>
<th>Response</th>
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<tbody>
<tr>
<td>FSH 3500 - A. Introduction</td>
<td>Under &quot;Tenurable Ranks&quot;, the only ranks that should be tenurable are assistant professor, associate professor, and professor. All others should be non-tenurable. This could be particularly problematic with research professors, which are almost exclusively on soft money.</td>
<td>Incorrect. The new policy reflects current practice and ranks.</td>
</tr>
<tr>
<td>FSH 3500 - A. Introduction</td>
<td>Looks great!</td>
<td>Thank you.</td>
</tr>
<tr>
<td>FSH 3500 - B. Role of the Provost</td>
<td>The provost's role should be limited strictly to rejection for cause (i.e. academic or workplace misconduct).</td>
<td>The new policy does not expand the provost's role but rather provides further clarity of that role in one location.</td>
</tr>
<tr>
<td>FSH 3500 - B. Role of the Provost</td>
<td>This section is clear. My only hesitation is around the B-1 statement. I would suggest editing it so that it pertains to any minor responsibilities and does not include the final tenure and promotion recommendation to the president. In other words, I would not be in support of anyone else subbing for the provost for the actual decision making. If there is ever any appeal from the tenure/ promotion decision, the Provost is the one involved in the hearings, so it would not make sense to have anyone else making the recommendation but then having the provost defend that decision.</td>
<td>This could be added, however, the provost does have the authority to delegate hearings participation.</td>
</tr>
<tr>
<td>FSH 3500 - B. Role of the Provost</td>
<td>I wanted additional clarification on timeline for the important roles outlined by the Provost. While there is a timeline provided for when P&amp;T packet materials are submitted by the candidate, there is no corollary timeline for when any mandatory guidance will be released. Particularly I would be concerned about formatting requirements for the CV, formatting for the dossier, etc. Many candidates begin preparing materials early. Is there some assurance that new formatting requirements would not be released a month before the due date? A week? In terms of shared governance, it would be helpful to see an expected timeline outlined for the Provost’s duties as well.</td>
<td>Considered by FAC.</td>
</tr>
<tr>
<td>FSH 3500 - C. Schedule for Promotion and Tenure Consideration</td>
<td>C1c. This seems squarely aimed at clinical faculty and those seeking promotion to full. I would rather it be two years, rather than three years before promotion could be sought again. It is not clear who is served by this policy. I do not know of very many people who are going up every year, such that it causes a labor burden. And two years time would be sufficient for most folks to get another book, grant, or a few more papers out the door. If we want to encourage the associates who are in a slump, giving them only one shot every three years certainly discourages them from pursuing the promotion. In addition, there should be some clarification about whether letter writers or even letters might be used again? Asking an external reviewer to write ANOTHER letter for someone's promotion send a particular message to that letter writer, in smaller disciplines it may be difficult to identify new letter writers that are experts...and if the cause for failure to be promoted in round 1 was not due to external evaluation, but some other internal matter, I doubt many people would ever try again.</td>
<td>Yes, this does apply to NTT faculty and those seeking promotion to full. Note: with the simple approval of the dean there is no restriction. Regarding letters, we are leaving this to the discretion of chairs.</td>
</tr>
<tr>
<td>FSH 3500 - C. Schedule for Promotion and Tenure Consideration</td>
<td>The extension for tenure in the event of having or adopting a child needs to be automatic and not something that requires writing to the provost. This shouldn't be something that is discretionary. Most institutional automatically grant this extension and we should too. (Faculty do not HAVE to go up late in these cases - but they automatically have time added to their clocks).</td>
<td>It is automatic but they must tell the university in writing so that employment processes are followed and documented.</td>
</tr>
<tr>
<td>FSH 3500 - C. Schedule for Promotion and Tenure Consideration</td>
<td>Clear!</td>
<td>Thank you.</td>
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</tbody>
</table>
FSH 3500 - C. Schedule for Promotion and Tenure Consideration

C.1.c doesn't solve any real problem. It creates new problems by discouraging talented people and creating unnecessary barriers to promotion.

It solves the problem of faculty going up only months after being denied without significant changes to their portfolio. This is to protect time of faculty and external reviewers involved in this labor-intensive process. FAC reconsidered and decided not to change the timeline.

FSH 3500 - D. Promotion and Tenure Dossier

Why is there a limit of 8 pages instead of 12? D2C What other evidence of teaching effectiveness would we expect here? Also, why are summer teaching evaluations included in teaching evaluation summaries, when contracts and PDs do NOT include summer for AY faculty? This should be addressed explicitly.

There is an error in this sentence: "Because reviewers are asked to provide independent and objective review, reviewers shall not have a personal or professional relationship with the candidate that could prevent a biased assessment." (I would hope we would WANT to prevent a biased assessment, but here it seems that NOT have a relationships that could prevent a biased assessment?) Either you mean the relationship could prevent an objective assessment or you mean that could lead to a biased assessment. D2E. Why are deans not also weighing in on the external reviewers and their appropriateness? It seems that there should be someone beyond the chair and candidate involved in this selection.

D3. This timeline is not clear. The consideration for P&T begins in fall. I would hope that candidates would submit to the chair materials for external review by end of May so that external reviewers can be contacted over the summer so that a dossier complete with external reviews would be available to departments by Sept. "Prior to the beginning of the semester" is too late and/or too vague for those needing external reviews. For NTT folks or those without scholarship pieces this timeline is probably fine.

A shorter written was requested by many people. There was much discussion between 3-12 pages. FAC settled on 8. -- D2C other evidence is described in FSH 1565, thus the reference. -- Summers are currently counted. The new policy clarifies "all" evaluations are considered. -- D2E We chose to leave this to unit administrators who know their field best. - - D3 This is addressed in the policy.

FSH 3500 - D. Promotion and Tenure Dossier

I have grave concerns about the state of bylaw approvals. Many units in the University have passed at least one set of bylaws at the unit level that have been sitting with legal for "final approval" for years. This seems an untenable system and runs counter to ideals of shared governance. If unit bylaws set the annual review process, performance criteria, and criteria for P&T it seems absolutely vital that those bylaws be approved by legal in a timely manner. As it stands, most units are operating under the assumption that the bylaws that they have voted on in good faith are their operating bylaws, when in fact this is not the case. Junior faculty are tasked with deciding "which bylaws" apply to them, or are also attempting to operate in good faith that the bylaws passed before they even arrived might eventually "get approved." This is an ad hoc system that must be addressed. I know it is somewhat outside the scope of this report, but it is directly tied to the stability of the P&T system. I hope that it becomes a priority.

This is a valid concern. We have a plan for bylaw approvals (and necessary changes) once this new policy is approved. It will begin in February and we expect approvals by August 2020.

FSH 3500 - D. Promotion and Tenure Dossier

Please consider the following:

D-2, e: External Peer Reviews. The unit administrator shall obtain a minimum of three external reviews of the candidate's performance. . .

This section requires a minimum of three external reviews, but it does not mention a maximum number of external reviews. A maximum of five external reviews is recommended.

We incorporated this change.
FSH 3500 - D. Promotion and Tenure Dossier

FSH 3500 - D-1 b. I was disheartened to see that the page limit for Candidate Statements appears to have decreased from 12 pages (3570 - B) to 8 pages. If this decrease is accurate, I would like the Faculty Affairs Committee to clarify their reasons for this change.

See above.

FSH 3500 - E. Unit Level Review

Yes! Finally excluding students!!

E1a3. Specify a ballot or whether a voice/byhand vote is allowed or not. Must ballots be signed?

E.1.b. Specify the ballot to be used.

E.2.b. Having the chair provide a report (even a brief rationale for the vote) is a considerable amount of work in the larger colleges. Perhaps if the dean or AD serves in this role they should be providing the rationale. When you have 10 cases, I would imagine there would be a great deal of redundant language in these brief rationales. This would be extra work in our college, where the dean convenes the committee, takes notes and from the notes and conversations composes the dean’s letter. This would add another week to the process to have a chair submit the committee rationale to the dean.

Yes, student feedback is collected but they will not sit on P&T committees. -- We added language to require a signed ballot to be provided by the Provost. -- Correct, but many colleges do provide college committee reports. It must be consistent.

FSH 3500 - E. Unit Level Review

One issue that [faculty member] caught that our committee hasn’t yet discussed is regarding composition of college P&T committees. Section V.B.1. states that each unit shall have one representative! For the CBE, which has two units, that would mean a committee of two. Yet the Business department, which has six majors, has in the past appointed one representative for each major.

FAC suggested a clarification for CBE due to their unique structure.

FSH 3500 - E. Unit Level Review

Our department currently allows all faculty to vote. I have great concerns with the formation of a five faculty panel. It seems a chair could easily set up a committee that would be in favor or against a particular candidate. In other words, this sets up the possibility of discrimination and unfair process.

This would need to be remedied by either allowing entire faculties to vote OR having a random process for selecting committees. This is basic research methods in social science.

All faculty will vote as they do now (see E-2). The committee will now be elected, not appointed.

FSH 3500 - E. Unit Level Review

"1. The committee shall be composed of five members who shall elect a chair from among their tenured members. At least three of the committee members must be tenured faculty members in the unit."

I contend that it is inappropriate to require the committee passing judgment on clinical faculty to be primarily from the ranks of tenured faculty. Suggest revising to have the committee reflect the designation of the individual.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - E. Unit Level Review

Tenure faculty should have a majority of tenure line faculty on their review committees, and clinical faculty should have a majority of clinical faculty on their review committees.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - E. Unit Level Review

I am concerned with the number of tenured faculty required to be on promotion committees for clinical faculty. There is a history of tenured faculty not understanding the nature of the clinical faculty position, and evaluating us based on the expectations of tenured faculty. Our positions are extremely varied and different, and our promotion committees should be primarily comprised of clinical faculty who understand the nuances and variety encompassed in our positions.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - E. Unit Level Review

Section E, Unit Level Review Dictates that the unit committee must be comprised of five members, at least three of whom must be tenured.

For clinical faculty, why are the majority of members tenured? The majority should be comprised of clinical faculty who better understand clinical positions.

Considered by FAC regarding NTT (not just clinical).
FSH 3500 - F. College Level Review
The college promotion and tenure committee will be voting on the promotion of clinical faculty, yet clinical faculty are not represented on that committee. Suggest separate committees: one for tenure-line and one for clinical.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - F. College Level Review
Tenure faculty should have a majority of tenure line faculty on their review committees, and clinical faculty should have a majority of clinical faculty on their review committees.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - F. College Level Review
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Considered by FAC regarding NTT (not just clinical).

FSH 3500 - F. College Level Review
Section F, College Level Review Dictates that the college committee must be comprised of three tenured members.

For clinical faculty, why are the majority of members tenured? The majority should be comprised of clinical faculty who better understand clinical positions.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - G. University Level Review and H. Decision
"The committee shall include tenured faculty members." That could be construed in one of two ways. First, of the required positions on the committee, at least two need to be tenured. Second, the committee will be comprised of all tenured faculty members. As above, I suggest having a separate committee for clinical promotion.

I’d also suggest infusing clinical faculty members into the university committee. Omitting them (us) is an indication that they (we) are not valued in the process, when we all know we rely on each other to make the U of I the great institution it is.

"Shall include" does not mean all are tenured. It means at least one.

FSH 3500 - G. University Level Review and H. Decision
Tenure faculty should not be the only faculty reviewing clinical faculty at this junction.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - G. University Level Review and H. Decision
I did not see that there was any way to appeal if the process was faulty or unfair or something like that. Should there be?

Appeals are covered in H-3.

FSH 3500 - G. University Level Review and H. Decision
I am concerned with the number of tenured faculty required to be on promotion committees for clinical faculty. There is a history of tenured faculty not understanding the nature of the clinical faculty position, and evaluating us based on the expectations of tenured faculty. Our positions are extremely varied and different, and our promotion committees should be primarily comprised of clinical faculty who understand the nuances and variety encompassed in our positions.

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FSH 3500 - G. University Level Review and H. Decision
Section G, University Level Review The committee shall include tenured faculty members.

For clinical faculty, why are the majority of members tenured? The majority should be comprised of clinical faculty who better understand clinical positions.

Considered by FAC regarding NTT (not just clinical).

FSH 3500 - G. University Level Review and H. Decision
I was unclear from the report if the provost gets an actual counted vote at the University level P&T Committee. As-is, it reads that they do not, though their recommendation report will hold great weight with the President. It would be helpful for additional clarification if that report stands alone, or carries a counted "vote" as we conceive it as part of the actual P&T Committee.

We added "without vote" to the policy.
If we are going through the trouble to make changes, the deadlines should also be made clear here. The 24-36 months, make it seem as though it is a rolling evaluation rather than a routine process that happens almost always in the Spring term. While we are standardizing things, it seems making this something that happens in Spring with a dossier due before close of fall term would make sense. "The dossier is due prior to the beginning of Spring term that would fall after the 24th month but before the 36th month of employment."

I think this process remains the most vague. While the requirements for committee and evaluation are relatively clear, upper-administration's duties are not. Are candidates notified in writing that they passed Third Year Review? If not, what is the reasoning for this? It is standard business practice to inform employees about the results of major performance evaluations. As I understand it, as of last year, Third Year Review candidates were not informed if they "passed." Instead the expectation is "no news is good news." While they see the letter written by their Dean to the Provost office, a lack of final confirmation/communication is troubling. This is not standard at most peer institutions. Candidates have an expectation of receiving a letter from upper administration confirming that they are meeting standards. This paperwork is additional good faith that faculty rely upon. It builds a paper trail that should reflect their progress towards tenure. Removing a final reporting function seems like a step away from shared governance. There should be duties beyond mere "record keeping."

All people participating in the process should be instructed to give appropriate deference to the opinions of the department and of the outside reviewers who are the most qualified people to assess the teaching and scholarship of the candidate.

I think it is important that promotion for clinical faculty be primarily considered by other clinical faculty while tenure and promotion for tenure track faculty should remain in the hands of faculty with tenure. While we value the feedback of tenure track faculty, the majority of faculty reviewing a candidate's promotion for a clinical position should also be clinical faculty.

I LOVE that we are streamlining the process across the university and I really appreciate everyone’s work on these changes!!! Having served in FAHB and seeing the inconsistencies across units, I couldn’t be any more excited to see this work! I hope we can get it approved!

Generally speaking, the move towards standardizing P&T procedural practices across UI is very positive. Allowing a faculty comment period is appreciated. While I feel like these policy changes are moving us towards a much better place in terms of clarifying the P&T process, I do have remaining concerns about: timeline for mandatory guidance, bylaws that have not been approved by legal...some have been outstanding for over 4 years (with no expected timeline given to any units), and a lack of a final letter/reporting function by upper administration in the Third Year Review process.

My concern lies with the section stating that an associate professor must wait a full three years if she/he is unsuccessful at promotion to full. The university has started initiatives to reduce associate professor stall outs, which affects women and faculty of color more than white males. This policy will act as a deterrent for associate professors seeking promotion to full professor and will likely increase the number of associate professors on campus. I am strongly against this policy.
MEMORANDUM

DATE: November 15, 2019

TO: Faculty Senate

FROM: Torrey Lawrence, Vice Provost for Faculty
      Diane Whitney, University Policy and Compliance Coordinator

RE: Friendly Suggestions for Friendly Amendments to the New P&T Policy

Tuesday’s faculty senate meeting generated a number of excellent suggestions about the new P&T policy. These suggestions could likely result in friendly amendments at the next senate meeting on November 19.

We are providing “friendly suggestions” for the friendly amendments. Our intention is to provide a possible solution and avoid extensive policy drafting during the meeting.

Thank you for considering these four suggestions:

**Suggestion #1: Revision to B-4**

**B-4. Procedural Error Remediation.** In the event of a procedural error, the provost, dean, unit administrator, and candidate shall confer and attempt to come to an agreement that resolves the error. The provost shall decide the resolution of the procedural error and communicate the decision to the candidate in writing. If the candidate agrees to the resolution in writing, he or she may not later object to the resolution. If the candidate does not agree to the resolution in writing, he or she retains the right to appeal the final institutional decision based on that procedural ground (see H-3 herein).

**Suggestion #2: Revision to C-1-c**

**c. Reconsideration for Promotion.** When a faculty member has been considered for promotion and not promoted, he or she may be apply and be considered again during their third full year of service or later after denial of promotion unless earlier consideration is approved in writing by the dean.

(Continued on next page)
e. Appointment with Tenure. A candidate may be initially appointed as an associate or full professor with tenure with the approval of the provost and president. (RGP II.G.6.i.iii) If an administrative appointment carries academic rank, evaluation for tenure is conducted by the unit in which the rank is held. Appointment with tenure may be offered under the following circumstances:

1. The candidate has attained tenure at another college or university, and
2. After review of the candidate’s qualifications, the faculty in the unit vote that the candidate meets UI criteria for tenure and the rank to be offered, and
3. The candidate has demonstrated performance of responsibilities relevant to the position for which the person is being appointed.

f. Administrative Appointment.

1. The role of an administrator is not tenurable.
2. A faculty member who serves as an academic administrator retains membership in his or her academic department and his or her academic rank and tenure. (RGP II.G.6.i.ii) The faculty member may resume duties in his or her academic department when the administrative responsibilities end. (RGP II.G.6.i.iv)
3. A candidate may be initially appointed as an associate or full professor with tenure with the approval of the provost and president. (RGP II.G.6.i.iii) If an administrative appointment carries academic rank, evaluation for tenure is conducted by the unit in which the rank is held.

Suggestion #4: Addition to F-2 and G-2

Note: These two additions were suggested by senator Fairley following the November 12 senate meeting. This idea comes from the unit level review and should be added to the college and university level review process.

F-2. College Promotion and Tenure Committee Evaluation and Report. The committee shall not meet until the dossier has been available to all members for at least two weeks. The committee shall evaluate the dossier in light of the unit, college and university criteria. The committee chair shall write a report for each candidate recommending whether the candidate should be promoted and/or tenured. For each candidate, the report shall include a brief rationale for the committee’s recommendations and an anonymized record of the committee’s vote for or against tenure and/or promotion of each candidate. Abstentions are not allowed. A tie vote will result in a recommendation of “undecided.”

G-2. University Promotion and Tenure Committee Vote. The committee shall not meet until the dossier has been available to all members for at least two weeks. The committee shall deliberate and vote for or against tenure and/or promotion of each candidate in light of the unit, college and university criteria for tenure and/or promotion. Abstentions are not allowed.
This document is intended to serve as a reference for groups working to identify solutions to the University of Idaho’s budget shortfall. It addresses Board of Regents/State Board of Education and University of Idaho policies with budget implications. All policies are subject to compliance with laws and regulations instituted by higher governing authorities in the following order of hierarchy: 1) federal laws and regulations, 2) state laws and regulations, 3) Board of Regents/SBOE policies, and 4) UI policies. This document addresses only policy and not applicable federal or state law. Board policies are prefixed “RGP” (Regents General Policies); policies contained in the Faculty Staff Handbook are prefixed “FSH.”

This document is intended as a general description of the policies and is not a legal opinion or legal advice. Specific application of policies may be subject to review by university counsel.

INTRODUCTION

Policies with budget implications can be divided into four conceptual groups: General Principles, Ordinary Actions, Short-Term Actions, and Actions under Financial Exigency.

**General Principles** includes policies that govern our mission, our long-range plans, our academic priorities, and our governance as it pertains to budget matters. They are policies that may apply to all of the actions in the other three groups.

**Ordinary Actions** comprise all of the actions available to us as part of university general operations. They include salary adjustment from one contract to the next, nonrenewal and layoff of employees, revisions to health benefits, and program modification or closure not pursuant to a declaration of financial exigency. Program modification or closure as part of university general operations may result in the termination of all categories of employees, including tenured faculty. Ordinary actions also include financial actions that have no policy constraints, such as leaving vacancies unfilled, although these are not addressed in this policy overview.

**Short-Term Actions** are actions authorized by RGP II.B.2.c, which grants to the president the power to “reduce expenditures to respond to financial challenges (without a financial exigency declaration by the Board) and to maintain sound fiscal management.” FSH 3450 C further limits the scope of permissible actions to short-term employment actions such as furloughs or other unpaid leave of uniform application. By their very nature, short term actions do not provide a permanent resolution of systemic budget issues.

**Actions under Financial Exigency** are authorized by RGP II.N and FSH 3970. Financial exigency means a “demonstrably bona fide financial crisis that adversely affects an agency, institution, school, or office as a whole, or one (1) or more programs, or other distinct units.” It requires a declaration by the Board of Regents, and would permit the Board to close programs, terminate employment of all categories of employees during the term of contract, and to take other employment actions such as salary reduction, work hour reduction, demotion, and administrative leave without pay. The employment actions taken need not be short term or uniformly applied. Although financial exigency allows for great flexibility in dealing with a financial crisis, it comes with legal risk, reputational risk, and a loss of autonomy, and for those reasons is a solution of last resort.
At this point, President Green is seeking our solutions that do not rely on a declaration of financial exigency; however, information on financial exigency is included to provide complete information on the scope of possible actions.

**POLICY OVERVIEW**

This overview is divided into three parts:

**Part I: Framework** divides budget-related policies into General Principles, Ordinary Actions, Short-Term Actions, and Actions under Financial Exigency.

**Part II: Policy Highlights** is a directory of budget-related SBOE and UI policies, in numerical order, each with a web link and brief summary. Important deadlines are called out in red. These highlights generally do not address procedures occurring later in a given process, such as appeals, reinstatement rights, and so forth.

**Part III: Actions** lists budget reduction actions with associated policies and deadlines.

**PART I: FRAMEWORK**

**A. General Principles**

**RGP III.I.2-3 Role and Mission Statements**

**RGP III.I.4 Institutional Long-Range Plans**

**FSH 1340 Academic Priorities**
https://www.webpages.uidaho.edu/fsh/1340.html

**FSH 1520 Constitution of the University Faculty**
https://www.webpages.uidaho.edu/fsh/1520.html

**FSH 1640.34 Provost Council**
https://www.webpages.uidaho.edu/fsh/1640.html#1640.34

**FSH 1640.20 University Budget and Finance Committee**
https://www.webpages.uidaho.edu/fsh/1640.html#1640.12

**FSH 6560 Rights Retained by the University**
https://www.webpages.uidaho.edu/fsh/6560.html

**A. Ordinary Actions**

**RGP II.F Policies Regarding Nonclassified Employees**
RGP II.G Policies Regarding Faculty

RGP III.G. Postsecondary Program Approval and Discontinuance
https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-g-program-approval-and-discontinuance/

RGP III.H Program Review
https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-h-program-review/

RGP III.Z. Planning and Delivery of Postsecondary Programs and Courses

RGP III.Z.b.vii. Discontinuance of Programs

FSH 3080 Classification and Appointment of University Positions
https://www.webpages.uidaho.edu/fsh/3080.html

FSH 3090 Temporary Hourly Employment
https://www.webpages.uidaho.edu/fsh/3090.html

FSH 3370 Promotion or Reassignment of Exempt Employees
https://www.webpages.uidaho.edu/fsh/3370.html

FSH 3520 Faculty Tenure
https://www.webpages.uidaho.edu/fsh/3520.html

FSH 3730 Retirement Privileges and Programs
https://www.webpages.uidaho.edu/fsh/3730.html

FSH 3840 Procedures for Faculty Appeals
https://www.webpages.uidaho.edu/fsh/3840.html

FSH 3860 Grievance Procedures for Classified Employees
https://www.webpages.uidaho.edu/fsh/3860.html

FSH 3890 Grievance Procedures for Exempt Employees
https://www.webpages.uidaho.edu/fsh/3890.html

FSH 3900 Non-Reappointment at End of Contract of Non-Tenured Faculty and Exempt Staff
https://www.webpages.uidaho.edu/fsh/3900.html
B. Short-Term Actions

RGP II.B. Appointment Authority and Procedures

FSH 3450 Presidential Actions to Manage Expenditures to Respond to Financial Challenges
https://www.webpages.uidaho.edu/fsh/3450.htm

C. Actions Taken under Financial Exigency

RGP II.N. Staff Reduction Procedures. [AKA Financial Exigency]
https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/staff-reduction-procedures-all-employees-ii-n/

FSH 3970 Financial Exigency Policy and Staff Reduction Procedures
https://www.webpages.uidaho.edu/fsh/3970.html

PART II: POLICY HIGHLIGHTS

SBOE Policies

RGP II.B. Appointment Authority and Procedures

- Delegates to the president “reductions in force and all similar and related work place decisions” “except or unless as limited by other Board or institutional policy.” FSH 3450 C limits employment actions under this section to “temporary wage adjustments such as furloughs or similar short term employment actions.” Non-temporary or non-uniform actions must be authorized by and follow procedures set forth in other applicable policies.
- Allows for employment actions that are
  - Uniform across entire institution
  - Uniform across institution budgetary units
  - Work hour adjustments such as furloughs or other unpaid leave as long as they are uniform across budgetary units or uniformly tiered as applied to certain salary levels or classifications
- May not include actions requiring a declaration of financial exigency. These include
- Layoff of nonclassified contract employees, tenured faculty, non-tenured faculty, and classified employees during the term of their contract of employment
- Other employment actions under RGP II.N., such as salary reduction (not uniformly applied, or not temporary), work hour reduction (not uniformly applied or not temporary), demotion, admin leave without pay
- Closure, relocation or discontinuance of programs or units under the financial exigency rules (as opposed to the RGP III.G. rules)

Procedure
- Give faculty, non-classified staff and classified staff 21 calendar days to provide input on proposed actions
- Establish procedures that provide for 30 days written notice prior to effective date of action and opportunity for affected employee to be heard (notice and hearing requirements set forth in policy)

RGP II.F Policies Regarding Nonclassified Employees
- Salary may be adjusted from one contract period to the next
- During the contract period, salary may be adjusted pursuant to RGP II.B.2.c.
- Contract may be nonrenewed pursuant to RGP II.F.5.
  - For annual appointments: Written notice must be given at least 60 calendar days before end of contract
  - For appointments of less than one year: Written notice must be given at least 30 days before end of contract.

RGP II.G Policies Regarding Faculty
https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/policies-regarding-faculty-institutional-faculty-only-ii-g/
- Non-tenured and tenured faculty who serve pursuant to contracts or letters of appointment containing a stated salary: Salary may be adjusted from one contract period to the next.
- During the contract period: Salary may be adjusted pursuant to RGP II.B.2.c.
- Contract may be nonrenewed pursuant to RGP II.F.5.
  - First year of service: Not later than March 1 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or if a one-year appointment terminates during the academic year, at least three months in advance of termination.
  - Second year of service: Not later than December 15 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or if a one-year appointment terminates during the academic year, at least six months in advance of termination.
  - Three or more years of service: Not later than July 15 preceding the academic year at the end of which the appointment is to be terminated; or, if the appointment terminates during an academic year, at least twelve months in advance of termination.
- Tenured faculty may be terminated in the case of
  - Financial exigency
  - Where extreme shifts in enrollment have eliminated the justification for a position
Where the board has authorized elimination or substantial reduction in a program

RGP II.N. Staff Reduction Procedures. [AKA Financial Exigency]
https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/staff-reduction-procedures-all-employees-ii-n/

- NOTE: Although this section deals with financial exigency, it is also relevant to non-exigent employment actions pursuant to RGP II.B because the hearing required by RGP II.B. must be “comparable” to the process described in RGP II.N.7.a.
- Financial exigency means a bona fide financial crisis affecting the institution as a whole OR one or more programs or other distinct units. Employment actions may be implemented across the whole institution or by subunit. No uniformity required.
- Authority to declare financial exigency rests solely with the Board.
- Potential responses to declaration:
  - Layoff of all categories of employees during term of contract; must be done equitably but not necessarily uniformly
  - Employment actions other than layoffs, not necessarily uniformly applied, including
    - Salary reduction
    - Work hour reduction
    - Demotion
    - Admin leave without pay
  - Closure, relocation, or discontinuance of any programs, units or activities
- Layoff Criteria
  - Primary: Preservation of overall quality and effectiveness of programs; therefore those of “key importance” retained in preference to others
  - Other criteria
    - Tenure
    - Rank
    - Time in rank
    - Length of service
    - Field of specialization
    - Maintenance of necessary programs or services
    - Maintenance of affirmative action programs
    - Quality of service and work
  - Minimum time for written notice of layoff
    - Nonclassified contract and nontenured faculty: Not less than 60 calendar days before effective date, unless contract says we can terminate on less notice
    - Tenured faculty occupying faculty positions: Notice of layoff with effective date of end of first full semester after financial exigency declared
  - Time for notice of employment actions other than layoff: At least 30 days written notice prior to effective date
  - Reinstatement rights differ depending on whether layoff is pursuant to program closure. If it is, reinstatement rights exist only if program is reinstated.

RGP III.G. Postsecondary Program Approval and Discontinuance (not under Financial Exigency)
https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-g-program-approval-and-discontinuance/
• This policy does not apply to program discontinuance under financial exigency, which is addressed by RGP II.N.

• Applies to
  o Modification and discontinuation of “academic program majors,” which includes
    ▪ Certificates of 30 credits or more
    ▪ Associates, bachelors, masters, specialist, and doctoral degrees
    ▪ Instructional and administrative units
  o Modification and discontinuation of “academic program components” which includes
    “options, minor, emphases, tracks, concentrations, specializations, and cognates”

• Required approvals/notifications
  o Modification or discontinuation of academic programs with a financial impact of $250,000 or more: Board must approve
  o Modification or discontinuation of academic programs with a financial impact of less than $250,000: Executive Director must approve
  o Modification or discontinuation of graduate programs leading to a masters, specialist, or doctoral degree, regardless of fiscal impact: Board must approve
  o Modification or discontinuation of academic program components; academic certificates of 30 credits or less, [other items unlikely to apply here]: Formal letter notifying SBOE prior to implementation; if change is determined to be inconsistent with academic program components or CIP code change is significant departure from existing offerings, Board staff will require a program proposal

• Primary considerations in program discontinuance
  o Is it an effective use of the institution’s resources?
  o Does it no longer serve student or industry needs?
  o Does it no longer have sufficient students to warrant its allocation?

• Faculty/staff may be terminated as follows:
  o Nonclassified contract employees, including non-tenured faculty: Terminate or nonrenew following Board & UI policy
  o Classified: Layoff following UI policy
  o Tenured: Must give notice at least 12 months prior to effective date of termination

RGP III.H Program Review
https://boardofed.idaho.gov/board-policies-rules/board-policies/higher-education-affairs-section-iii/iii-h-program-review/

• Mandates the establishment of institutional policies and procedures for program review for programs proposed for consolidation, relocation, or discontinuance (among others)
• Decisions about program consolidation, relocation, and discontinuance are reviewed at both the state and institutional level

RGP RGP III.I.2-3 Role and Mission Statements

• Consider throughout
• Any changes to mission require IRSA and Presidents’ Council review and recommendation, and Board approval.

RGP III.I.4 Institutional Long-Range Plans
RGP III.Z. Planning and Delivery of Postsecondary Programs and Courses
- Institutional Statewide Program Responsibility and Service Regions assigned by Board
- Requirements for programs in another institution’s Statewide Program Responsibility area or Service Region

RGP III.Z.b.vii. Discontinuance of Programs
If we are:
- a Designated Institution offering programs in our service region that support a Statewide Program of another institution
- a Partnering Institution offering programs in the service region of a Designated Institution
- offering programs for which we have Statewide Program Responsibility in the service region of a Designated Institution
and wish to discontinue such programs, we must use best efforts to provide the other institution with one year’s written notice and provide the same notice to the Board and to oversight and advisory councils

UI Policies

FSH 1340 Academic Priorities
https://www.webpages.uidaho.edu/fsh/1340.html
In changing or discontinuing academic programs, “the highest priority is that of maintaining excellence in all aspects of undergraduate education”; beyond that, priorities are ranked as follows:
1. Upper-division undergraduate education
2. Graduate programs and their associated research activities
3. Research activities not related to graduate programs

FSH 1520 Constitution of the University Faculty
https://www.webpages.uidaho.edu/fsh/1520.html
ARTICLE IV, Section 10. The Budget. Members of the university faculty participate in budgetary deliberations, and it is expected that the president will seek faculty advice and counsel on budgetary priorities that could significantly affect existing units of the university.

FSH 1640.34 Provost Council
https://www.webpages.uidaho.edu/fsh/1640.html#1640.34
A. FUNCTION. [See also 1420 D.] To advise the provost and provide a communication forum for the following purposes: . . .
A-4. Developing academic budgetary priorities.
A-5. Implementing academic budgetary procedures.

FSH 1640.20 University Budget and Finance Committee
https://www.webpages.uidaho.edu/fsh/1640.html#1640.12
A. FUNCTION. The function of the University Budget and Finance Committee is
A-1. To advise the president, provost and the vice president for finance on matters pertaining to
operating and capital budgets. The Committee will periodically review policy matters regarding
the use of state appropriated funds, university expenditures (e.g., salaries, benefits, operating
costs, capital outlays, etc.), operating and strategic reserves, long and short term capital plans,
and deferred maintenance plans.
A-2. To be involved strategically in the university budget process. The Committee may help
define the budget process and goals, and participate in university budget hearings and
meetings.
A-3. To initiate and/or respond to the study of budget and financial policies and issues.
A-4. To provide periodic reports to Faculty Senate and Staff Council on matters pertaining to
university finances and budgets.

FSH 3080 Classification and Appointment of University Positions
“Temporary or special project non-classified employees” have no expectation of continuing employment
beyond existing contract period and are not entitled to notice of or reasons for nonrenewal. This
category includes
• Employees appointed to positions that are temporary or for special projects and who meet
  specific position requirements for
  o Grants or contracts of specified duration or
  o Part-time teaching or other responsibilities
• Employees appointed to fulfill the responsibilities of continuing positions on an emergency
  or temporary basis

FSH 3090 Temporary Hourly Employment
https://www.webpages.uidaho.edu/fsh/3090.html
At-will, no notice requirement, no grievance procedures

FSH 3370 Promotion or Reassignment of Exempt Employees
https://www.webpages.uidaho.edu/fsh/3370.html
• Describes requirements for reassignment of exempt employees for reasons such as the combining
  or elimination of positions.
• Employees reassigned due to unit restructuring are not entitled to use the grievance procedures in
  FSH 3890.

FSH 3450 Presidential Actions to Manage Expenditures to Respond to Financial Challenges
https://www.webpages.uidaho.edu/fsh/3450.htm
• Implements RGP II.B.2
• FSH 3450 C limits the president’s authority under this section to “temporary wage adjustments such
  as furloughs or similar short term employment actions”
• Synthesis of RGP II.B.2 and FSH 3450
a. Source of authority
   i. Board delegates all authority for personnel management not specifically retained to the president. RGP II.B.2.a.
      1. Includes “reductions in force and all similar and related work place decisions” except or unless as limited by other Board or institutional policy. RGP II.B.2.b.
      2. Includes authority to “reduce expenditures to respond to financial challenges (without a financial exigency declaration by the Board) and to maintain sound fiscal management”
   ii. President has duty to respond to university financial challenges, limited to “temporary wage adjustments such as furloughs or similar short term employment actions.” FSH 3450 A

b. Permissible and impermissible employment actions. RGP II.B.2.
   i. Permissible
      1. Actions that are uniform across entire institution
      2. Actions that are uniform across institution budgetary units
      3. Work hour adjustments such as furloughs or other unpaid leave if
         a. Uniform across budgetary units or
         b. Uniformly tiered as applied to certain salary levels of classifications
   ii. Impermissible: Actions requiring a financial exigency declaration by the Board

c. Required procedure
   i. RGP II.B.2.d. requires that UI give faculty, non-classified staff and classified staff 21 calendar days to provide input
      1. FSH 3450 implements this policy by requiring that the president seek input from Faculty Senate and Staff Affairs Committee
      2. President must give FS & SAC written notice of need for reduction in university expenditures, including a description of any other cost reductions or additional ways to increase income that have been considered, and nature of proposed employment action. FSH 3450 B
   ii. Then UI must provide for at least 30 days written notice prior to effective date and an opportunity to be heard

FSH 3520 Faculty Tenure
https://www.webpages.uidaho.edu/fsh/3520.html
After tenure has been awarded, the faculty member’s service can be terminated only for adequate cause, the burden of proof resting with UI [see FSH 3910], except
- under conditions of financial exigency as declared by the board [see FSH 3970],
- in situations where extreme shifts of enrollment have eliminated the justification for a position, or
- where the board has authorized the elimination of, or a substantial reduction in, an academic program.

FSH 3730 Retirement Privileges and Programs
https://www.webpages.uidaho.edu/fsh/3730.html
UI through its Board of Regents reserves the right to change, amend or discontinue any part of the programs described within or any one or all of these programs in part or entirely at any time, to the extent allowed by law.

3840 Procedures for Faculty Appeals  
https://www.webpages.uidaho.edu/fsh/3840.html

FSH 3860 Grievance Procedures for Classified Employees  
https://www.webpages.uidaho.edu/fsh/3860.html

FSH 3890 Grievance Procedures for Exempt Employees  
https://www.webpages.uidaho.edu/fsh/3890.html

FSH 3900 Non-Reappointment at End of Contract of Non-Tenured Faculty and Exempt Staff  
https://www.webpages.uidaho.edu/fsh/3900.html

- Notice requirements
  - Exempt staff (excluding “temporary or special project non-classified employees”): At least 60 days before end of existing contract
  - Nontenured faculty
    - First year of service: Not later than March 1 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or if a one-year appointment terminates during the academic year, at least three months in advance of termination.
    - Second year of service: Not later than December 15 of the first full academic year of service if the appointment is not to be renewed at the end of the academic year; or if a one-year appointment terminates during the academic year, at least six months in advance of termination.
    - Three or more years of service: Not later than July 15 preceding the academic year at the end of which the appointment is to be terminated; or, if the appointment terminates during an academic year, at least twelve months in advance of termination.

- Elimination of exempt positions—not under financial exigency: notice requirement the same as in nonrenewal of term appointment (60 days)

- Reduction in force under financial exigency: Notice of layoff given as provided in FSH 3970.

FSH 3930 Separation of Classified Employees  
https://www.webpages.uidaho.edu/fsh/3930.html

- Layoffs
  - Classified employees can be laid off in the event of
    - Absence of sufficient work or sufficient funds
    - Reorganization of a unit that results in the elimination of one or more positions

- Order of layoff is determined based on categories and retention points
- Required notice: Two weeks, given concurrently to employee and AVP for HR
- Sets forth criteria for reinstatement; preference is given according to same ranking as order of layoff

FSH 3950 Notice to Human Resources of Employee Separations
Supervisors have an affirmative duty to report to HR the termination of anyone on regular appointment; if they don’t, and the person is paid improperly, the supervisor may be held responsible for covering the loss.

**FSH 3970 Financial Exigency Policy and Staff Reduction Procedures**

Note: Refers to Fiscal Emergency Committee, FSH 1640.47. The web link for 1640.47 states “Removed 7/05 no longer exists.” The Policy Coordinator’s files contain no redline, cover sheet, or other documentation of this deletion. The president’s memorandum of approval of policy items on the May 4, 2005 UFM agenda does not contain any items related to 1640.47, nor does the agenda itself. Since FSH 3970 was not amended to delete references to the committee, it seems reasonable to assume that there was no intent to abolish it, but rather to delete it from the list of standing committees, since by nature it functions ad hoc (although it technically was a standing committee). However, because FSH 1640.47 was deleted without amending FSH 3970, we currently have no policy addressing the composition of this committee.

- Requires Board declaration of state of financial exigency
- “Programs” in this context is not limited to academic programs; it also refers to administrative, maintenance, other support areas.
- Actions authorized by FSH 3970
  - Program reduction or elimination
  - Reduction in force
- Minimum required notice
  - Of president’s recommendation to lay off: To all affected employees except classified employees: At least **30 days** before the recommendation is considered by the board
  - Of Board’s approval of layoff
    - Classified and exempt contract employees, including nontenured faculty: At least **60 days** before layoff
    - Employees serving at pleasure of board: At least **30 days** before layoff
    - Tenured faculty: At least **one full semester** before layoff, but UI may elect to provide up to a full year’s notice

**FSH 6560 Rights Retained by the University**

When economic and other conditions permit, UI tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, UI will make every reasonable effort to ensure that students who are within two years of completing graduation requirements, and who are making normal progress toward completion of those requirements, will have the opportunity to complete the program that is to be withdrawn. FSH 6560 B-1
PART III: ACTIONS

Program Prioritization

RGP III.H. Program Review
RGP III.I.2-3 Roles and Missions
RGP III.Z. Planning and Delivery of Postsecondary Programs and Courses
RGP III.G. Postsecondary Program Approval and Discontinuance
FSH 1340 Academic Priorities

Program closure
(This section addresses only program closure itself; related employment actions are addressed below.)

1. Non-exigent
   a. RGP III.G. Postsecondary Program Approval and Discontinuance
   b. RGP III.H. Program Review
   c. RGP III.Z.b.vii Discontinuance of Programs
   d. FSH 1340 Academic Priorities
   e. FSH 6560 Rights Retained by the University

2. As a result of financial exigency
   a. RGP II.N. Staff Reduction Procedures
   b. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures
   c. FSH 1340 Academic Priorities
   d. FSH 6560 Rights Retained by the University

Layoff/Nonrenewal/Termination

1. Faculty
   a. Tenured Faculty
      i. As a result of nonexigent program closure or substantial reduction
         a. RGP III.G.7.b.iii Postsecondary Program Approval and Discontinuance
         b. FSH 3520 Faculty Tenure
      ii. As a result of extreme shifts of enrollment eliminating the justification for a position
         a. FSH 3520 Faculty Tenure
      iii. As a result of financial exigency
         a. RGP II.N. Staff Reduction Procedures
         b. FSH 3520 Faculty Tenure
         c. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures
   b. Non-tenured Faculty
      i. At end of contract
         a. RGP II.G.1.a, RGP II.G.5 Policies Regarding Faculty
b. FSH 3900 Non-Reappointment at End of Contract of Non-Tenured Faculty and Exempt Staff

ii. As a result of program closure
   a. RGP III.G.7.b.i Postsecondary Program Approval and Discontinuance

iii. During contract—requires financial exigency
   a. RGP II.N. Staff Reduction Procedures
   c. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures
   d. FSH 3900 D Non-Reappointment at End of Contract of Non-Tenured Faculty and Exempt Staff (notice must be given as provided in FSH 3970)

2. Exempt Contract Employees
   a. At end of contract
      i. RGP II.F.5. Policies Regarding Non-Classified Employees
      ii. FSH 3900 Non-Reappointment at End of Contract of Non-Tenured Faculty and Exempt Staff
   b. During term of contract: Requires financial exigency
      i. RGP II.N. Staff Reduction Procedures
      ii. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures
   c. As a result of program closure
      i. RGP III.G.7.b.i Postsecondary Program Approval and Discontinuance
   d. As a result of financial exigency
      i. RGP II.N Staff Reduction Procedures
      ii. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures
   e. Elimination of position
      i. FSH 3900 C Non-Reappointment at End of Contract of Non-Tenured Faculty and Exempt Staff (treated the same as a nonrenewal)

3. Exempt At-Will Employees: No right to notice, hearing, or reinstatement

4. Classified Employees
   a. Elimination of position, absence of sufficient work or funds: FSH 3930 Separation of Classified Employees
   b. As a result of program closure: RGP III.G.7.b.ii Postsecondary Program Approval and Discontinuance

Work hour adjustments (furlough, unpaid leave)

1. Short term and uniformly applied across institution or institution budgetary unit
   a. RGP II.B.2.c. Appointment Authority and Procedures
   b. FSH 3450 Presidential Actions to Manage Expenditures to Respond to Financial Challenges

2. Not short term or not uniformly applied
   a. RGP II.N. Staff Reduction Procedures
   b. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures

Salary reduction

1. During term of contract
   a. Short term and uniformly applied across institution or institution budgetary unit
i. RGP II.B.2.c. Appointment Authority and Procedures
ii. FSH 3450 Presidential Actions to Manage Expenditures to Respond to Financial Challenges

b. Not short term or not uniformly applied
   i. RGP II.N. Staff Reduction Procedures
   ii. FSH 3970 Financial Exigency Policy and Staff Reduction Procedures

2. From one contract to the next
   a. Tenured: RGP II.G.1.c Policies Regarding Faculty
   b. Non-tenured: RGP II.G.1.c Policies Regarding Faculty
   c. Exempt contract: RGP II.F.b.ii Policies Regarding Non-Classified Employees

**Changes to health benefits**
- FSH 3730 Retirement Privileges and Programs
- APM Chapter 55 Payroll/Benefits Services
- See also the Human Resources website under the "Core Benefits" section at [https://www.uidaho.edu/benefits/core-benefits](https://www.uidaho.edu/benefits/core-benefits).